

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

IN THE MATTER OF:

ESTABLISH THE LEWIS COUNTY RECORDS
MANAGEMENT POLICY

RESOLUTION NO. 23-419

WHEREAS, the Lewis County Board of County Commissioners (BOCC) desires to establish a countywide policy and standard procedures for managing records according to the provisions of RCW 40.14 (concerning the preservation and destruction of public records) and all other state and federal statutes and regulations which govern agency records; and

WHEREAS, Lewis County recognizes requirements for the creation, maintenance, use, and disposition of Lewis County records so that County information assets are current, accurate and easy to use; managed to support County processes and objectives; open and accessible to County Staff and the public; demonstrate and document compliance with laws, regulations, and standards; and a record of the County's past is preserved.

NOW THEREFORE BE IT RESOLVED that Lewis County establishes the Lewis County Record Management Policy as attached.

DONE IN OPEN SESSION this 26th day of December, 2023.

APPROVED AS TO FORM:

Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS

LEWIS COUNTY, WASHINGTON

Barbara Russell

By: Barbara Russell,
Deputy Prosecuting Attorney

Absent

Sean D. Swope, Chair

ATTEST:



Scott J. Brummer

Scott J. Brummer, Vice Chair

Rieva Lester, CMC

Rieva Lester, CMC,
Clerk of the Lewis County Board of
County Commissioners

Lindsey R. Pollock, DVM

Lindsey R. Pollock, DVM, Commissioner