



WHATCOM COUNTY
EXECUTIVE ORDER 2000-01

Creation of Records Advisory Committee

WHEREAS, various records management and retrieval issues arise during the course of the year that primarily affect internal county departments; and

WHEREAS, the efficient and effective operation of the county's business reasonably requires such issues be addressed without undue delay by the appropriate officials and staff; and

WHEREAS, development of records management policies and consideration of such issues would benefit by a coordinated internal effort between various departments and the administration; and

WHEREAS, the application of an organization-wide perspective would prove to be beneficial in addressing internal records management issues and recommending related records management policies,

NOW, THEREFORE, BY VIRTUE OF THE POWER VESTED IN ME BY THE HOME RULE CHARTER FOR WHATCOM COUNTY, I hereby order creation of an internal records management process to be entitled the "Records Advisory Committee." The purpose of this committee is to address: 1) records management and retrieval issues; 2) policies and procedures dealing with such issues; 3) establishment of policy direction and development of action plans with regard to records management and retrieval issues; 4) recommendations to the administration with regard to targeted projects and implementation plans. Membership on the committee shall consist of department heads and/or other appropriate individuals designated by those elected officials and department heads from the Treasurer, Auditor, Assessor, Administrative Services, Superior Court, Prosecuting Attorney, and Planning and Development Services, and other departments as appointed by this office. Unless otherwise designed by this office, the Records Administrator shall serve as chair of the committee. A vice chair may be elected by the committee to serve in the absence of the chair.

Dated this 31st day of March, 2000.


Pete Kremen, Whatcom County Executive