

## **RESOLUTION NO. 2412**

### **A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF OREGON FOR ELECTRONIC RECORDS MANAGEMENT SERVICES THROUGH ITS OFFICE OF THE SECRETARY OF STATE**

#### **THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:**

1. That there are significant public records retention and document management requirements of the Oregon Revised Statute (ORS) Chapter 192 — Records; Public Reports and Meetings, to which the City is subject.
2. That in order to comply with requirements of the Oregon Public Records Law the City adopted Ordinance No. 573 to properly retain public records, provide storage facilities for long term preservation, and follow a records retention schedule for timely destruction of public documents which are not to be retained on a permanent basis.
3. That in support of Oregon Public Records Law, Ordinance No. 573 established the City Recorder as the record's officer for the City pursuant to ORS 192.105 (2)(a), with the duties to create, maintain, monitor and update the city-wide records retention schedule.
4. That further Ordinance No. 573, the City Recorder is authorized to administer the City records management system, and to participate in the records management program as defined by the State Archivist.
5. That in support of Oregon Public Records Law, the State Archivist was authorized and established an electronic records management system of the Oregon Records Management Solution (ORMS) for managing electronic records, and providing uniform records classification specifications.
6. That the State Archivist has established a statewide agreement with a service provider for the ORMS services, including provision of a central repository to house electronic records that allows for the consistent and proper management, access, and final disposition, of electronic records.
7. That the City has an operational need for the ORMS as replacement for aged and inadequate microfiche system for City records, and declares that the use of ORMS will serve a valuable, desirable and necessary public purpose toward the fulfillment of the ORS 192.001 Public Records Policy requirements.

8. That by the authority granted in ORS 190.010, local government agencies may enter into cooperative agreements, an Intergovernmental Agreement (IGA), with other units of local government for the performance of services with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

9. That sharing resources to avoid unnecessary duplication of staff, equipment, and training will promote efficiency and effectiveness in local government administration and service delivery, such that the most cost efficient method for electronic records management is through the ORMS services provided through the Oregon Secretary of State, (SOS) Archives Division.

10. The City and SOS wish to enter into an IGA to provide for the administration of the ORMS which addressing all the parties needs and obligations, which has been successfully negotiated, and is in the best interest of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE:**

Section 1. The City hereby, approves the *"Intergovernmental Agreement #165-190069-18 For Electronic Records Management Services between Oregon Secretary of State and City of Troutdale"*, to provide for the Oregon Records Management Solution (ORMS) for managing electronic records, in substantial conformity with Exhibit A of the Staff Report.

Section 2. Designates the City Manager or Finance Director (each a "City Official") or a designee of the City Official, to act on behalf of the City, and without further action by the City Council the City Official is hereby authorized, empowered and directed to sign the IGA on behalf of the City, and any and all other required and necessary documents to implement the intent of the agreement.

Section 3. The City Official is hereby authorized to execute, acknowledge and deliver the IGA, including any other supporting and implementing documents, and to take any other action as may be advisable, convenient, necessary, or appropriate to give full force and effect to the terms and intent of the IGA, and the execution thereof by any such City Official shall be conclusive as to such determination.

Section 4. Further, consistent with intent of the IGA, and in the best interest of the City, the City Official is authorized to determine, execute, acknowledge and deliver any subsequent addendums, extensions, revisions, modifications, or successor documents of the IGA, and the execution thereof by any such City Official shall be conclusive as to such determination.

Section 5. The Finance Director is authorized to disburse funds, subject to annual appropriations, as necessary to fulfill the IGA obligations, and is further directed to implement all such actions necessary to ensure budgetary compliance.

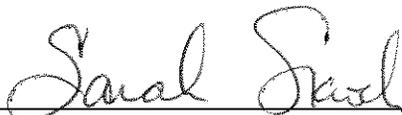
Section 6. This Resolution shall take effect immediately upon adoption.

**YEAS: 7**  
**NAYS: 0**  
**ABSTAINED: 0**



---

**Casey Ryan, Mayor**  
**Date: April 12, 2018**



---

**Sarah Skroch, City Recorder**  
**Adopted: April 10, 2018**