

OFFICE OF
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MEMORANDUM

Date: September 10, 2024
To: Deadwood City Commission
From: Kevin Kuchenbecker, Historic Preservation Officer
Mike Runge, City Archivist
Re: Permission to Hire Holden Owens as the Archives Fall Intern

The City of Deadwood Archives is requesting permission to hire Holden Owens as a fall intern beginning October 1, 2024, pending pre-employment screening.

The City Archives internship program is a fall program that provides high school and college students a "*hands on*" experience working in an archives and collections repository.

RECOMMENDATION

Move to hire Holden Owen as the Archives fall intern at \$16.00 per hour to begin October , 2024 to December 31, 2024 pending pre-employment screening.