

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	April 15, 2019	
Name of Agenda Item:	Smarsh Text Records Retention	
Section of Agenda:	New Business	
Department:	Finance/IT	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Smarsh Services Contract		
Summary Statement:		
<p>Washington State Law has established record retention requirements for all public records. Official City emails are considered part of the public records. State law now also recognizes all texts on City phones the same as any email and part of the public record that needs to be retained.</p> <p>In order to comply with retention requirements regarding all texting on City phones, the City is intending to enter into an annual contract (attached) with the Smarsh Company. Smarsh is an information services company that specializes in the retention of text data. Smarsh would be the City's contracted repository for all text messages on City phones.</p> <p>The Finance Committee reviewed the proposed contract this afternoon at their April 15th meeting and discussed it with the City's IT Manager Nic Meiner regarding the necessity of this service. The Finance Committee gave its approval to send the contract forward for the review and approval of the full Council.</p>		
Recommended Action:		
That the City Council approve the contract with Smarsh as written and authorize the Mayor's signature.		