

RESOLUTION NO. 3277

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE RECORDS AND DISCLOSURE COORDINATOR TO ATTEND THE NAGARA CONFERENCE IN JULY 2025.

WHEREAS, per Resolution 1787 all out of state travel not specifically budgeted must be approved by the City Council; and

WHEREAS, the Records and Disclosure Coordinator approached the Administrative Services Director, who approached the City Administrator about attending the NAGARA (National Association of Government Archives and Records Administrators) conference due to receiving a scholarship that pays for round trip airfare; and


WHEREAS, the Records and Disclosure Coordinator is a Certified Public Records Officer (CPRO) with the State of Washington and currently working towards receiving their CMC (Certified Municipal Clerk), MMC (Master Municipal Clerk) and GARA (Government Archives and Records Administration) Certifications and continuing education is necessary to uphold and receive these certifications; and

WHEREAS, the NAGARA (National Association of Government Archives and Records Administrators) conference offers over 30+ concurrent learning sessions, 4 General Sessions with special Keynote Speakers/Presentations, access to an exhibit hall full of industry leaders, and valuable opportunities for face-to-face connection, support, and networking. These training courses will go towards fulfilling the credentials needed to obtain essential certifications; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

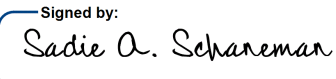
Section 1. The City Records and Disclosure Coordinator is authorized to attend the 2025 NAGARA (National Association of Government Archives and Records Administrators) Conference.

PASSED by the City Council on this 22nd day of April 2025.

Signed by:

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Terry Carter, Mayor

AUTHENTICATED:

Signed by:

075A05C52D704C6...
Sadie A. Schaneman, MMC, City Clerk

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Agenda Item Type: Resolution	Agenda Bill Number & Ordinance/Resolution/Motion Number: AB25-38	
Department/Division Submitting: City Clerks Office	Presenter: Kandice Besaw, Records and Disclosure Coordinator	City Strategic Goal Category: None

Agenda Subject: Authorizing Out Of State Travel.

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Records and Disclosure Coordinator To Attend The NAGARA Conference In July 2025.

Administrative Recommendation: Approve.

Short Background Summary: This Resolution Would Allow The Records and Disclosure Coordinator To Attend The NAGARA (National Association of Government Archives and Records Administrators) conference In Oklahoma City, Oklahoma In 2025. The Records and Disclosure Coordinator received a scholarship that will pay for Round Trip Airfare. The City Would Pay For The Registration (\$499), Hotel (About \$891 For 4 Nights) And Per Diem Consistent with the City Policy. As the Records and Disclosure Coordinator with a CPRO (Certified Public Records Officer) and currently towards receiving a CMC (Certified Municipal Clerk), MMC (Master Municipal Clerk) and GARA (Government Archives and Records Administration) Certifications, this continuing education is necessary to uphold and receive not only these certifications, but current ones in place to properly perform my job responsibilities.

Attachments: Resolution, Preliminary Program, Scholarship Award Email.

BUDGET INFORMATION

Budgeted Amount: **Current Balance:** **Expenditure Amount Needed:** **Budgeted Balance Difference:**

Budget Explanation: Can Absorb Within The Clerks Budget.

COMMITTEE, BOARD & COMMISSION REVIEW

Public Hearing Date: **Name Of Committee/Commission Public Hearing Was Done At:**

Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Hearing Examiner Review:				
Preparer sent affected Department Director(s) copy of AB		<input checked="" type="checkbox"/> Administrative Services <input type="checkbox"/> Court <input type="checkbox"/> Executive <input type="checkbox"/> Finance <input type="checkbox"/> Police <input type="checkbox"/> Public Services		

COUNCIL ACTION

Workshop Date(s):

Public Hearing Date(s):

Meeting Date(s): 4/22/2025

Tabled To:

APPROVALS

Department Director:
Chuck McEwen

Mayor:
Terry Carter

Date Reviewed By City Attorney (if applicable):

2025 NAGARA ANNUAL CONFERENCE **PRELIMINARY CONFERENCE PROGRAM**

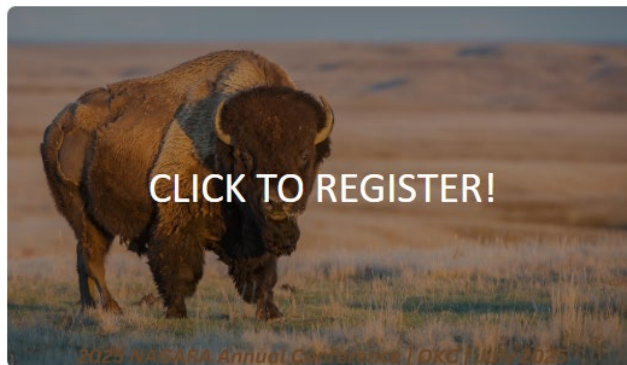


JULY 15 – 18, 2025

The National Association of Government Archives and Records Administrators, Inc.
1400 L Street NW LBBY 2 #34375 | Washington, DC 20005 | (p) 202-938-1988 | (e) info@nagara.org

Early Bird Registration (through May 16):
Members: \$499.00 | Non-Member: \$699.00

Regular Registration (after May 16):
Members: \$599.00 | Non-Members: \$799.00



About This Preliminary Program

This preliminary program is provided to give attendees an early look at the planned sessions and speakers for the [*2025 NAGARA Annual Conference*](#).

While we strive to present a program that reflects the most current and relevant topics in our field, various external factors – such as budget constraints, staffing changes, and broader civic and/or economic shifts – may impact session availability.

As a result, some sessions listed in this preliminary program are subject to change or cancellation before the conference takes place. We appreciate your understanding and flexibility as we work to deliver a meaningful and engaging conference experience.

We look forward to seeing you all in Oklahoma City this July!

- 2025 NAGARA Annual Conference Program Committee

SCHEDULE OF EVENTS

**Monday
July 14**

10:00 AM - 6:00 PM: NAGARA Board of Directors Meeting

**Tuesday
July 15**

7:30 AM - 6:00 PM: Pre-Conference Workshop Registration Open

8:00 AM - 5:00 PM: Full-Day Pre-Conference Workshops

“The Basics of Archives: Introduction to Managing Permanent Government Records” (+\$199)

“The Foundations of Records Management: Introduction to the Essential Responsibilities of Government Records Managers” (+\$199)

“Disaster Preparedness & Response for Records-Keepers” (+\$199)

8:00 AM - 12:00 PM: Half-Day AM Pre-Conference Workshops

“Project Management for Information Professionals” (+\$99)

“Out of Chaos, Order: Using the Records Inventory and Systems of Record to Gain Control of your Information Landscape” (+\$99)

1:00 PM - 5:00 PM: Half-Day PM Pre-Conference Workshop and Users Groups

“Introducing Artificial Intelligence Into Your Government Governance Toolkit, a Practical Approach Rooted in Building AI Readiness Into Your Organizational Culture” (+\$99)

“Preservica User Group Workshop” (FREE)

1:00 PM - 6:00 PM: Exhibitor Move-in/Setup

7:00 PM - 10:00 PM: Opening Welcome Reception at the First Americans Museum (Sponsored by Strategic Partner KnowledgeLake)

Wednesday July 16

7:30 AM - 5:00 PM: Conference Registration Open

7:45 AM - 8:45 AM: Exhibit Hall Opens! Coffee with Exhibitors

8:45 AM - 10:15 AM: Opening General Session & Keynote with Breakfast (Sponsored by Strategic Partner Preservice).

10:15 AM - 10:30 AM: SESSION TRANSITION TIME

10:30 AM - 11:30 AM: **Government Networking Groups**

Federal Archivists and Records Managers
State Archivists and Records Managers
Tribal Archivists and Records Managers
Local Archivists and Records Managers
University Archivists and Records Managers

11:30 AM - 11:45 AM: SESSION TRANSITION TIME

11:45 AM - 12:45 PM: Concurrent Session Block 1

Session 01 | “Cultivating an Archival Mindset in Records Management”

Session 02 | “How I Learned to Stop Worrying and Love the RFI (With Apologies to Dr. Strangelove)”

Session 03 | “Box of Records Activity”

Session 04 | “Records Management Redux: Reawakening an Agency's Program”

Session 05 | “Unlocking Efficiency: Lorain County’s Journey with KnowledgeLake”

12:45 PM - 2:15 PM: Annual Awards Luncheon & Keynote (Sponsored by Thought Leader CivicPlus).

2:15 PM - 2:30 PM: SESSION TRANSITION TIME

2:30 PM - 3:30 PM: Concurrent Session Block 2

Session 06 | “Aligning Development and Implementation with RIM Requirements”

Session 07 | “Locked in the Vault: How to set up a microfilm vault in a world of digitization”

Session 08 | “When the Medium has no Message: Refusing Obsolete Format Materials”

Session 09 | “What, Why, and How: A Deep Dive into ICRM Certification”

Session 10 | “Artificial Intelligence in Archives, Records, and Information Management”

3:30 PM - 4:00 PM: BEVERAGE BREAK in EXHIBIT HALL

4:00 PM - 5:00 PM: Concurrent Session Block 3

Session 11 | “Capstone Turns 10: How's it holding up?”

Session 12 | “Ten Years of Texas Digital Archive: lessons learned and future steps”

Session 13 | “Zero-Click Recordkeeping: Framing the Records Management Journey to 2030”

Session 14 | “To the Click Level: Business Process Management”

Session 15 | “From the Eyes of the Resident: How to Serve Your Community Members with Records Requests and Management”

5:00 PM - 6:00 PM: Evening Networking Happy Hour

6:00 PM - 10:00 PM: Open Evening

Thursday July 17

7:30 AM - 5:00 PM: Conference Registration Open

7:45 AM - 8:45 AM: Coffee with Exhibitors

8:45 AM - 10:15 AM: Second Day General Session & Keynote with Breakfast (Sponsored by Thought Leader Feith Systems and Software).

10:15 AM - 10:30 AM: SESSION TRANSITION TIME

10:30 AM - 11:30 AM: Concurrent Session Block 4

Session 16 | “Taking Off - A Roundtable Discussion with a Newly Implemented, Large-Scale Records Management Unit”

Session 17 | “Digital Evidence Management and Ensuring the Timeliness for Prosecution Purposes”

Session 18 | “Enhancing Access to Legacy of Slavery Records using Generative AI”

Session 19 | “The Same as it Never Was: Embracing Change to Meet Goals and Empower Teams”

Session 20 | “Automating Transfers from State Agencies to the Archives using Microsoft SharePoint and Preserve365”

11:30 AM - 12:00 AM: Coffee Boost/Break with Exhibitors

12:00 PM - 1:00 PM: Concurrent Session Block 5

Session 21 | “Data Disposition: Process for Disposing Inactive and Obsolete Data”

Session 22 | “Local Collaborations Keep Stuff Safe: Community-Based Preservation for Public Collections”

Session 23 | “Evolution of a RIM Program”

Session 24 | “Better Practices in Information Technology artifact retention”

Session 25 | “Preparing Federal Agencies for AI: A Framework for Managing Unstructured Data”

1:00 PM - 2:30 PM: Networking Lunch/Final Time with Exhibitors

2:30 PM: Exhibit Hall Closes

2:30 PM - 4:45 PM: Exhibitor Breakdown/Move out

2:30 PM - 3:30 PM: Concurrent Session Block 6

Session 26 | “Shoe String and Boot Strap Records Management for Small Places”

Session 27 | TBD

Session 28 | “RIM Training Makeover: Extreme Edition”

Session 29 | “I Pelt You!?? An Update on ISO Standards Related to Long-Term Digital Preservation, Including OAIS”

Session 30 | “The Three Lines of Defense and More: IG vs. Audits and Examinations. It's Not as Bad as You Think”

3:30 PM - 3:45 PM: SESSION TRANSITION TIME

3:45 PM - 4:45 PM: Concurrent Session Block 7

Session 31 | “The Certified Archivist Credential: Elevating Your Career and the Profession”

Session 32 | “Maxed Out: Creative, Cost-Effective Solutions for Records and Space Management”

Session 33 | “Embedded AI: A Case Study in the management of Records and Data”

Session 34 | “Developing and Maintaining a RIM Program: A State Agency's Perspective”

Session 35 | “Outreach is the Love Language of Archives”

4:45 PM - 7:30 PM: Dinner on your own

7:30 PM - 10:00 PM: Closing “Themed” Networking Evening Reception (Sponsored by NAGARA Thought Leader Iron Mountain Government Solutions)

Friday, July 18

8:30 AM – 10:30 AM: Conference Registration Open

9:00 AM – 10:30 AM: Closing General Session & Keynote with Breakfast

10:30 AM: End of Conference. Ample time to travel to the airport and catch your flight home.

PRE-CONFERENCE WORKSHOP OFFERINGS

TUESDAY, JULY 15
8:00 AM – 5:00 PM

**FULL-DAY
PRE-CONFERENCE
WORKSHOPS**

**FULL-DAY | “The Basics of Archives:
Introduction to Managing Permanent
Government Records”**

COST: \$199.00

(requires additional
registration)

FOOD INCLUDED: Continental Breakfast, AM Snack/Beverage Break, Lunch, PM Snack/Beverage Break

OVERVIEW: This **full-day** workshop will provide an overview of how to manage, care for, and provide access to physical and digital historical records of permanent value. Topics covered will include: appraisal, preservation and processing, arrangement and description, storage and environmental considerations, providing onsite and online access to records, managing volunteer projects, and exhibits and outreach. Attendees will have the opportunity to practice some of these skills with hands-on activities and sample scenarios.

PRESENTERS: Josh Kitchens, *Director of Archival Services & Digital Initiatives*, Georgia Public Library Service, and Mallory Covington, CA, *Archival Collections Manager*, Oklahoma Historical Society

FULL-DAY | “The Foundations of Records Management: Introduction to the Essential Responsibilities of Government Records Managers”

COST: \$199.00

FOOD INCLUDED: Continental Breakfast, AM Snack/Beverage Break, Lunch, PM Snack/Beverage Break

OVERVIEW: Records management is a professional discipline that is designed to help people maintain records for fast and easy retrieval, regardless of format or storage location. This **full-day workshop** is designed for new government records management employees and programs, as well as those that are considering new strategies to help their program evolve. It will cover topics such as developing retention schedules, information governance, maintaining filing systems, electronic records management, document imaging, and preservation.

PRESENTERS: Mary Gail Foster, *Records Management Administrator*, Oklahoma Department of Human Services, Melanie Brooks, *Government Records Manager*, Oklahoma Department of Libraries, Patricia Nunes, *Archives and Records Management Director*, Oklahoma Department of Libraries; and Caryn Wojcik, *Senior Records Analyst*, Michigan Records Management Services - Department of Technology, Management & Budget

From: [NAGARA](#)
To: [Kandice B.](#)
Cc: [NAGARA](#)
Subject: Congratulations! You've Been Selected to Receive a NAGARA Partial Travel Scholarship
Date: Tuesday, April 22, 2025 8:14:38 AM

Good morning, Kandice:

On behalf of the NAGARA Travel Scholarship Subcommittee, I'm delighted to inform you that you have been selected as a recipient of a **Partial Travel Scholarship** to attend the [2025 NAGARA Annual Conference](#) in Oklahoma City this July!

This scholarship includes:

- **Round-trip airfare** to and from the conference

We are excited to help make your attendance possible and to support your professional growth as a first-time NAGARA conference attendee.

Please note that **all other conference-related expenses (including registration, hotel accommodations, meals, and local transportation) will be your responsibility or that of your employer**. NAGARA has secured discounted rates for both hotel and registration, and we're happy to share those details to help you plan accordingly.

Before we begin making your flight arrangements, we ask that you **confirm with your supervisor** that you are permitted to accept this award and attend the full conference. Once you have secured that approval, please reply to this email to formally accept your scholarship **no later than Tuesday, April 30, 2025**.

Should you have any questions, feel free to reach out. Congratulations once again—we look forward to seeing you in Oklahoma City this July!

Johnny Hadlock
Executive Director, NAGARA
P: (202) 938-1988 | **E:** info@nagara.org