



## Lewis County Prosecuting Attorney's Office

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July 13, 2021

Board of County Commissioners  
Lewis County Board of County Commissioners  
351 NW North Street  
Chehalis, WA 98532

County Commissioners:

It is my understanding a proposal will be submitted in the near future recording a county-wide Records Manager position. Among the roles of this position would be the establishment of guidelines/rules for records retention, storage, and categorization. While not a "glamorous" position, it is one that is sorely needed within government, and Lewis County is no exception.

With 15 different elected officials, and a comparable number of departments and sub-departments, all utilizing various systems, it is difficult to imagine a more vital position needed within the county as a whole. While such a position would not impact certain areas (i.e. offices/departments with mandated systems), creating a uniform system of storage and cataloging will preserve the records for years to come and reduce potential litigation and exposure for public records request.

The Lewis County Prosecutor's Office endorses the concept of this position and urges its approval. Please feel free to contact me with any questions.

Sincerely,

JONATHAN L. MEYER  
Prosecuting Attorney

JLM/bsb

**It is the Mission of the Lewis County Prosecutor's Office to zealously seek justice in all criminal matters, consistently promote public confidence in the legal system, and diligently represent county government while adhering to the highest ethical and moral standards.**