The Legislative Archive

A Taxonomy, Finding Aids, and Processing Plans for Records of the King County Council Members and Committees

Problem

• The King County Archives house working papers of the King County Council members, committee meeting minutes and agendas.
• The collection is difficult to search because of inconsistencies in Committee and Council member names, dates, covered topics and brief or unavailable Finding Aids.

Process

• Collect information about record contents, arrangement and description.
• Create Finding Aid templates to use with the existing collection.
• Create a taxonomy to overcome inconsistencies across council member and committee names and make records more accessible.
• Create processing plans and make recommendations to facilitate work of archives staff.

Outcomes

• Finding Aid templates for Councilmember Kathy Lambert and the Housing and Policy Planning Committee.
• King County Council Committees and Members Taxonomy.
• Processing Plans templates for Councilmember Kathy Lambert Papers and Housing and Policy Planning Committee Meeting Records Collections.

Next Steps

Based on the finding aid templates, the taxonomy, and finding aid, the King County Archives will be able to improve collection arrangement and description, as well as apply for grants for collection processing and digitizing. It will be easier to process future acquisitions consistently and completely. The taxonomy connects the materials and will aid in citizen use.

Thank you to our sponsor Carol Shenk, and to the King County Archives for accommodating us.

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