



NAGARA INTERNSHIP PROGRAM INSTITUTION APPLICATION FORM

Contact Information

Institution Name			
Address		Phone	
		Email	
Point Person Name		Title	

Institution Information

Brief Description of Institution (what is the mission, how does it relate to government records)

Institution Website	
----------------------------	--

Approximate Number of Employees	
--	--

Number of Employees with Records/Archival Work as Primary Job Function	
---	--

Has the institution had interns in the past?	Yes	No	(if no, skip to Project Information)
---	------------	-----------	---

If yes, was the intern paid?	Yes	No	(if no, skip to Project Information)
-------------------------------------	------------	-----------	---

If the intern was paid, what was the source of funding?	
--	--

Is the institution able to solicit and identify student candidates for the internship? (Please list near by institutions of higher learning, as well as a brief plan for soliciting candidates. Note – current employees or volunteers of the winning institution cannot apply for the internship) (attach extra pages as necessary)

Project Information

Name of Project

Description of Project (attach extra pages if necessary)

Duties of Student (attach extra pages if necessary)

Timeline Description (estimated timeline/work description for student)

City of Issaquah's NAGARA 2023 Internship Program Application Project Information

Name of Project: Parks Property Acquisition Records: Creating a Framework to Last for Decades

Description of Project

City of Issaquah has over 1,700 acres of parks and open space, acquired through a long and successful acquisition history. These acquisition records exist in both electronic and paper formats. They are subject to long-term retention and preservation with the City and eventual transfer to the WA State Archives.

Over the decades, these records have been filed in different ways depending on the staff managing them. This project aims to establish a uniform framework for the files' organization and architecture, including metadata, that will ensure that these important records will not only be fully accessible now, but continue to be useful decades into the future.

This project would engage an intern to review a small subset of the City's more diverse park spaces and active capital projects with City staff. The intern would gain insight into the types of records that exist in property acquisition files along with their importance and historical value. After some research and analysis of the files, the intern would work with staff to make recommendations for the records' filing architecture and metadata to ensure that they are optimally organized and accessible now and into the future. The finalized framework will likely be used for City land acquisition records in other departments, making this project far-reaching and highly impactful to the City of Issaquah's historic records.

In addition to this specific project, the City of Issaquah is making a number of investments in records management and will have multiple records projects underway in 2023. As time and interest allows, the intern would have the opportunity to interview involved project staff and participate in the projects' planning and implementation meetings. Current 2023 projects include:

- Appraisal and disposition of historical planning and engineering records from a closed City facility including custody transfer, destruction, digitization, and long-term storage and preservation,
- Migration of records from network shared drives to SharePoint,
- Implementation of an electronic records management system,
- Mobile phone record extraction and preservation

Duties of Student

The intern would work with City staff to understand 1 or 2 park's acquisition records and use this, along with additional information from staff, to develop a checklist of records expected in such a project file. From this, the intern will develop and present a recommendation to staff on an organizational framework and metadata for the records in digital format and stored in a SharePoint document library. The intern will work with staff to finalize the framework and, once approved, execute the checklist and framework on the records for the 1 or 2 parks used to develop the framework.

- Work with City staff to understand Parks acquisition records.
- Research acquisition history of the small subset of park spaces (1 or 2 priority park parcels).
- Interview other Parks staff to understand what parks acquisition records they need and use, along with where and how they access and interact with them. This will inform the architecture and metadata framework recommendations.
 - This may also inform whether gaps exist with the records and information that would be insightful to framework recommendations.
- Locate and consolidate records associated with the priority park parcel(s).
- Create a checklist of all required records for the acquisition process (including and beyond what is already cited in [the WA State CORE Retention Schedule](#)), along with other related records that staff would find valuable to retain alongside the acquisition records.
 - This checklist will ensure that all required and useful records are created and/or collected while reorganizing the historic Parks acquisition records along with guiding future acquisition efforts.
- Develop and present to staff a recommendation for an organization framework and metadata for acquisition records. Work with staff to finalize and approve.
- Execute approved framework for the 1-2 priority park parcel acquisition records.
- If time permits:
 - Identify gaps in acquisition records and research needs for staff or future interns to follow up on,
 - Research associated grant obligations for the 1-2 priority park acquisition files,
 - Engage with staff outside the Parks Department for exposure to other records and data management projects.

Timeline Description (estimated timeline/work description for student)

This timeline assumes 8-hour workdays; however, we can be flexible with the number of hours worked per day and/or number of days worked per week to accommodate an intern's scheduling needs.

Day 1 (hours 1-8)

- On-boarding (paperwork, policy review, time with IT to issue and set up devices)
- City tour with City Clerk Office and Parks staff: City facilities and archive rooms and some of the City's parks
- Introduction to key Records staff in Community Planning & Development, the Issaquah Police Department, and Parks & Community Services
- Overview of the City's current records projects and their goals

Day 2 (hours 9-16)

- City Clerk will meet Intern and answer any questions they may have before transitioning intern to Parks Planning and Projects staff.
- Parks staff will provide history of Parks' planning and property acquisition and the records that exist as a result, along with the Intern's proposed project as described above.
- Intern will begin work on project.

Days 3-5 (hours 17-40)

- Intern to work with Parks staff on understanding Parks acquisition records
- Research acquisition history of 1-2 select park parcels' acquisition records
- Begin interviews with Parks staff about the records

Days 6-10 (hours 41-80)

- Continue research and interviews
- Begin checklist
- Begin framework recommendations including naming conventions, metadata, libraries, etc.

Days 11-15 (hours 81-120)

- Conduct follow-up interviews with staff if necessary
- Finalize checklist and framework
- Present recommendations to Parks Planning and Projects and City Clerk's Office staff
- Work with staff to revise and gain approval of checklist and framework

Days 16-18 (hours 121-144)

- Execute framework for the 1-2 priority parcels' acquisition records
- If time allows:
 - Document any gaps located in acquisition records and/or other research needs or considerations for future projects,
 - Research grant obligations for the priority parcels,

- Engage with the City Clerk and other staff outside the Parks Department for exposure to other records and data management projects as listed in the Project Description.

Day 19 (hours 145-150)

- Debriefing and off-boarding