

**Office of the City Clerk  
City of Ketchikan, Alaska**

**Kim Stanker, City Clerk  
Taylor Lee, Deputy City Clerk**

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To: Mayor & City Council

From: Taylor Lee, Deputy City Clerk

Date: June 6, 2024

Subject: Award of Travel Scholarship to Attend the National Association of Government Archives and Records Administrators (NAGARA) Conference

For the Council's information, I applied for and received a full travel scholarship to attend the National Association of Government Archives and Records Administrators conference in Atlanta, Georgia in July. NAGARA will be covering my hotel room, flight and conference registration fees. Any additional funding required can be absorbed within the Clerk's budget.

This 3-day conference is focused solely on records management, which is one of the Clerk's office main duties. While we work diligently to manage all records, it is a big job, and our system and retention schedule needs to be updated. This conference offers sessions on:

- Intersection of Archives, FOIA (Freedom of Information Act) and Records Management
- Official Electronic Documents and Records Preservation
- Retiring Obsolete Databases
- Diversity and Community Local Government Archives
- AI Tools for Improving Access and Discovery with Archival Collections

I am very excited to attend this conference to have the opportunity to network with other record managers, learn new record management processes and to bring these skills back to the City.