



**COMMISSION
AGENDA MEMORANDUM**

Item No. 81

ACTION ITEM

Date of Meeting March 8, 2022

DATE: February 28, 2022
TO: Stephen P. Metruck, Executive Director
FROM: Krista Sadler, Director Technology Delivery
SUBJECT: **Text Messaging Archive Contract Authorization**

Contract Value: \$2,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract for a system to archive text messages for a period not-to-exceed ten years in an amount not-to-exceed \$2,000,000 over the ten-year period. There is no funding request associated with this authorization.

SUMMARY

Text messages about the work of the Port of Seattle are considered public records and we are legally obligated to preserve (RCW 40.14) and disclose (RCW 42.56) them for legal discovery or public disclosure requests. The current method of producing text messages is challenging and burdensome; it is difficult to identify applicable messages. The effort for Port employees to save text messages for records management is also manual and cumbersome.

This project will automatically archive all text messages sent and received on Port Apple iPhones and potentially Port-issued Android phones in a centralized location that is accessible by designated members of the records team for purposes of disclosure. Due to technology limitations, Apple iMessage protocol will be disabled on all Port iPhones.

Authorization of this contract, procured per Port of Seattle policy, will include vendor interception and archiving of in-scope text messages from Port-issued phones. Annual costs will be budgeted in the Port of Seattle Legal Department's operating budget.

There are no attachments to this memo.