



Be informed. Be involved.

Be informed and be involved in Seattle local government by becoming familiar with the services and resources available and featured throughout our website.

Services and programs

[Seattle.gov/cityclerk/
services-and-programs](http://Seattle.gov/cityclerk/services-and-programs)

Accessibility & accommodations

[Seattle.gov/cityclerk/
services-and-programs/
accessibility-and-requests-for-
accommodations](http://Seattle.gov/cityclerk/services-and-programs/accessibility-and-requests-for-accommodations)

Legislative Process Guide

[Seattle.gov/cityclerk/
legislative-process-guide](http://Seattle.gov/cityclerk/legislative-process-guide)

Legislation rules, records and resources

[Seattle.gov/cityclerk/
legislation-rules-records-and-resources](http://Seattle.gov/cityclerk/legislation-rules-records-and-resources)

Seattle Municipal Archives

Seattle.gov/cityarchives



Visit us!

Seattle City Hall

600 Fourth Ave, Third Floor
Seattle, WA 98104

Hours: Monday through Friday
8 a.m. to 5 p.m.

Online: seattle.gov/cityclerk

Email: clerk@seattle.gov

Phone: (206) 684-8344

Mailing Address

PO Box 94728
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OFFICE OF THE CITY CLERK

The Office of the City Clerk advances principles of open government and inclusive access through effective facilitation of the legislative process and transparent, accountable stewardship of public information and official records.



Seattle.gov/cityclerk

The Office of the City Clerk is central to government transparency and strives to instill public confidence by ensuring the highest standards of integrity are met throughout the legislative process and management of the public record.



Roles and responsibilities

- Administers City legislative processes
- Maintains and makes publicly accessible the Council's work product
- Coordinates public records disclosure requests
- Oversees and facilitates City-wide compliance with records retention laws
- Provides access to the City's official and historical records
- Maintains the City's Boards and Commissions Registry
- Serves as ex-officio election administrator and filing officer for citizen initiative measures, referenda, and charter amendments
- Manages the Seattle Domestic Partnership Registration Program
- Receives and records claims for damages

Legislative resources

The following legislative resources and records are available online at: clerk.seattle.gov/~public/leghome.htm

- City Council committee agendas, supporting material, and meeting minutes
- Council ordinances, resolutions, and legislative history
- Seattle Municipal Code
- Seattle City Charter
- Clerk Files
- Initiative measures, referenda, and charter amendments guidelines
- Legislative Process Guide
- Accessibility and accommodations requests

Reference and research services

City Clerk staff are available to assist you with your research, whether you are looking for current legislation, the specific text of a City of Seattle law, the history of City policy, and more. For complex research requests, please call ahead for an appointment.

Seattle Municipal Archives

The Archives preserves and makes accessible the history, development, and activities of the agencies and elected officials of the City of Seattle. The Archives are accessible to the public and contain over 6,000 cubic feet of textual records, 3,000 maps and drawings, 3,000 audiotapes and hundreds of hours of motion picture film.



Holdings include:

- Seattle City Council and Mayor's Office records
- Engineering and Public Utilities records
- Department of Parks & Recreation records
- Records from the Seattle Fire Department
- Over one million photographs documenting the City's infrastructure and growth

Learn more about the Office of the City Clerk
Seattle.gov/cityclerk