

# Seattle Fleets And Facilities Department Director's Records, 1975-2002

## Overview of the Collection

<b>Creator</b>	Seattle (Wash.) Fleets and Facilities Dept.
<b>Title</b>	Seattle Fleets And Facilities Department Director's Records
<b>Dates</b>	1975-2002 (inclusive) 1975 2002
<b>Quantity</b>	14 cubic feet, (35 boxes)
<b>Collection Number</b>	0200-01
<b>Summary</b>	Director's records of the department responsible for the City's internal services, properties, vehicles, data processing, etc.
<b>Repository</b>	<a href="#">Seattle Municipal Archives</a> Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 <a href="mailto:archives@seattle.gov">archives@seattle.gov</a>
<b>Access Restrictions</b>	Records are open to the public.
<b>Languages</b>	English
<b>Sponsor</b>	Funding for processing this record series was provided through a grant from the National Historical Publications and Records Commission.

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## Historical Note

The Fleets and Facilities Department (FFD) manages and maintains municipal real property and facilities, as well as overseeing the City's vehicle fleet. FFD was created in 2001 in a reorganization of the Executive Services Department, which was itself created from a merger between the Finance Department, the Personnel Department, and the Department of Administrative Services (DAS) in 1997. DAS was created in 1980 with the merger of certain functions of the General Services Department, Building Department, Division of Motor Transportation, and Office of Management and Budget.

## Content Description

Files of the Director of the Fleets and Facilities Department, including Director's files from its predecessor agencies, the General Services Department, Department of Administrative Services (DAS) and Executive Services Department. Records date from 1975-1987 and 1999-2002 with the bulk of the records falling in the earlier period and deriving from DAS. Files include correspondence, subject files, organizational charts, reports (including division directors' weekly reports), agreements, and

agendas. Topics include the reorganization to form the Department of Administrative Services, city real estate, buildings, vehicles, shops, office services, printing, duplication, telecommunications, data processing, procurement of computers and information systems, space planning, DAS budgets, rules and procedures. Also includes information about the Department's participation from 1976 to 1984 in the U.S. Air Force's Education In Industry program which assigned Air Force officers to the City's Fleets Division for transportation management training. Departmental correspondence with the Mayor's Office is included in the later records

## Use of the Collection

### Preferred Citation

[Item and date], Seattle Fleets And Facilities Department Director's, Record Series 0200-01. Box [number], Folder [number]. Seattle Municipal Archives.

## Administrative Information

### Arrangement

Boxes 3 to 32 are arranged according to the original coded filing system.

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## Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

### General Services Department Director's Records , 1975-1980

Container(s)	Description	Dates
Box/Folder		
1/1	Budget: DAS	1980
1/2	Budget: Citywide	1979-1980
1/3	Building Department	1979-1980
1/4	Building Department	1979-1980
1/5	Cabinet Retreat	1979
1/6	Department Of Administrative Services (DAS) Transition Documents	1980

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Container(s)	Description	Dates
1/7	Energy Task Force	1979
1/8	General	1979-1980
1/9	General	1979-1980
2/1	Internal Services	1979-1980
2/2	Internal Services	1979-1980
2/3	Management Information System / Data Processing	1980
2/4	Mayor's Reorganization Phase I	1979
2/5	Mayor's Reorganization Phase II	1979-1980
2/6	Municipal Facilities	1980
2/7	Office of Cable Communications	1979
3/1	Ordinances	1980
3/2	Performance Measures	1980
3/3	Personnel	1980
3/4	Reorganization Information - Other Cities	1980
3/5	Reorganization Information - Other Cities	1980
3/6	Space Planning (City-Wide)	1980
3/7	Women's And Minority Business Utilization Ordinance	1979-1980

## Department of Administrative Services Director's Records, 1980-1987

Container(s)	Description	Dates
<a href="#">Box/Folder</a>		

Container(s)	Description	Dates
3/8	Administration - Intergovernmental Agreements: Other Jurisdictions Information	1981-1982
3/9	Administration - Intergovernmental Agreements: Form Of Agreement Information	-
3/10	Administration - Intergovernmental Agreements: King County	1980-1984
3/11	Administration - Intergovernmental Agreements: Van Pool	1979
3/12	Administration - Intergovernmental Agreements: Forms Of Agreement	1982
3/13	Administration - Intergovernmental Agreements: City Departments	1980-1985
3/14	Administration: Consultant Contracts / Personal Services Agreements	1980-1985
4/1	Administration: Consultant Contracts / RFP Policies And Procedures	1980-1985
4/2	Administration: Pernsteiner, George (Dept. Of Administrative Services Reorganization)	1980
4/3	Administration: Contracts, Leases, Agreements General	1985
4/4	Administration - Audits: Council Audit	1982-1983
4/5	Administration - Audits: State Audit	1980
4/6	Administration - Audits: State Auditor's Office	1980-1984
4/7	Administration - Audits: Other	1984
4/8	Administration - Audits: Comptroller's Audits	1983
4/9	Administration - Audits: Office Of Management And Budget (OMB) Rate Study	1982-1983
4/10	Administration - Audits: Office Of Management And Budget / MIS Management Audit	1981

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
4/11	Administration - Audits: Office Of Management And Budget Financial Audit	1979-1980
4/12	Administration - Audits: Chamber Of Commerce Financial Study Of City Of Seattle	1981
4/13	Administration - Council: Legislative General	1982-1985
4/14	Administration - Council: Committee Issues	1983-1985
4/15	Administration - Council: Committee Issues	1980-1982
5/1	Administration - Director's Office: DAS Retreats / Planning And Control Meetings	1982-1985
5/2	Administration - Director's Office: DAS Issues	1983-1985
5/3	Administration - Director's Office: Speeches / Reports	1981-1983
5/4	Administration - Committees / Organizations: National League Of Cities	1982-1986
5/5	Administration - Committees / Organizations: National Management Association	1979
5/6	Administration - Committees / Organizations: Seattle Chamber Of Commerce	1985
5/7	Administration - Committees / Organizations: Washington Cities	1983-1984
5/8	Administration - Committees / Organizations: United Way	1983
5/9	Administration - Committees / Organizations: United Way	1982
5/10	Administration - Committees / Organizations: Administration - Committees / Organizations:	1980-1981
5/11	Administration: Real Property / Computerized Equipment Insurance	1982-1985
5/12	Administration - Intergovernmental And Public Relations: Information Exchange	1984-1985

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
5/13	Administration - Intergovernmental And Public Relations: County	1982
5/14	Administration - Intergovernmental And Public Relations: Federal / Other Agencies	1984
5/15	Administration - Intergovernmental And Public Relations: Press Relations	1982-1985
5/16	Administration - Legal: Law Department	1984-1985
6/1	Administration - Legislation Analysis: Olympia	1984-1985
6/2	Administration - Legislation Analysis: City Council Rules And Regulations	1980-1982
6/3	Administration: Outside Inquiries For Department Action	1981-1985
6/4	Administration: More Information Inquiries For Mayor's "Signature"	1982-1985
6/5	Administration: Rand / Urban Policy Issues	1983
6/6	Administration - Transition: Uhlman / Royer	1981-1982
6/7	Administration - Transition: Department of Administrative Services Director	1983
6/8	Administration: General Information	1980-1985
6/9	Administration: Ombudsman / Citizens Service Bureau	1984-1985
6/10	Administration: Outside Inquiries	1984-1985
7/1	Administration - Policies / Procedures: Internal Responsibility / Instructions	1981-1985
7/2	Administration - Policies / Procedures: Support Services Information	1982-1985
7/3	Administration - Policies / Procedures: Comptrollers / Treasurer / City Clerk	1980-1982

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
7/4	Administration - Policies / Procedures: Comptrollers / Treasurer / City Clerk	1984-1985
7/5	Administration - Policies / Procedures: Comptrollers Policy Advisory Committee	1983
7/6	Administration - Policies / Procedures: Purchasing / BPW	1982-1985
7/7	Administration - Policies / Procedures: City Gift Catalog	1984-1985
7/8	Administration - Internal Planning / City Organization: Alternative Financing, King County Suggestion (Consolidated Government Services)	1982-1984
7/9	Administration - Internal Planning / City Organization: Contracting Study	1981
7/10	Administration - Internal Planning / City Organization: Department Of Administrative Services, Creation	1980-1981
7/11	Administration - Internal Planning / City Organization: Department Of Administrative Services, Reorganization	1980
7/12	Administration - Internal Planning / City Organization: Mayor's Reorganization	1979-1980
8/1	Administration - Internal Planning / City Organization: Multi-Purpose Bond Issue	1981-1982
8/2	Administration - Internal Planning / City Organization: Multi-Purpose Bond Issue	1983
8/3	Administration - Internal Planning / City Organization: Multi-Purpose Bond Issue	1984
8/4	Administration - Internal Planning / City Organization: Municipal Refuse Collection Contingency Plan	1982-1983
8/5	Administration / Facility And Property Management: Management Issues / Weekly Reports	1980-1985
8/6	Administration / Facility And Property Management: Real Estate And Property Management Section	1980-1985

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
8/7	Administration / Facility And Property Management: Annual Surplus Property Report	1982-1985
8/8	Administration / Facility And Property Management: Disposition Of Property, Transfers (Real Estate Sales)	1981-1985
8/9	Administration / Facility And Property Management: Real Estate Contract Correspondence	1981-1984
8/10	Administration / Facility And Property Management: Acquisition Of Property (Real Estate Purchases)	1981-1985
8/11	Administration / Facility And Property Management: General Property Sources / Use Issues / Requests For Property Or Space	1984-1985
8/12	Administration / Facility And Property Management: Old Wallingford Precinct Stations	1983
8/13	Administration / Facility And Property Management: Old Wallingford Precinct Stations	1982-1983
8/14	Administration / Facility And Property Management: State / Federal Property Issues	1983
9/1	Administration / Facility And Property Management: Janitorial / Security Services	1982-1985
9/2	Administration / Facility And Property Management: Janitorial / Security Services - Yesler Building	1982-1985
9/3	Administration / Facility And Property Management: King County / Health Department Property Issues	1981-1985
9/4	Administration / Facility And Property Management: Sky bridge / Jail Issues	1981-1985
9/5	Administration / Facility And Property Management: Vital Statistics Issue	1981-1983
9/6	Administration / Facility And Property Management: Property Inventory	1981-1985

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
9/7	Administration / Facility And Property Management: Model Cities Property Issues / Inventory	1981-1983
9/8	Administration / Facility And Property Management: Municipal Freeway Park Garage	1984-1985
9/9	Administration / Facility And Property Management: Municipal Freeway Park Garage	1980-1983
10/1	Administration / Facility And Property Management: Municipal Freeway Park Garage	1980-1983
10/2	Administration / Facility And Property Management: Parking Rules And Regulations	1981-1985
10/3	Administration / Facility And Property Management: Leases / Rates	1983-1985
10/4	Administration / Facility And Property Management: Other City Departments (Leases)	1983-1985
10/5	Administration / Facility And Property Management: Department Of Human Resources And Summer Youth Employment Issues	1980-1985
10/6	Administration / Facility And Property Management: Lease To Human Rights Department	1983-1985
10/7	Administration / Facility And Property Management: Other Government Agencies (Leases)	1980-1984
11/1	Administration / Facility And Property Management: Mutual And Offsetting Benefit (MOB) Leases / Rules	1981-1984
11/2	Administration / Facility And Property Management: Senior Centers	1982-1985
11/3	Administration / Facility And Property Management: Other Mutual And Offsetting Benefit (MOB) Leases / Applications	1982-1985
11/4	Administration / Facility And Property Management: Cafeteria	1984-1985
11/5	Administration / Facility And Property Management: Other City Departments	1983-1985

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
11/6	Administration / Facility And Property Management: Other Government Agencies	1985-1986
11/7	Administration / Facility And Property Management: School Districts	1985-1986
11/8	Administration / Facility And Property Management: Board Of Public Works	1980-1986
11/9	Administration / Facility And Property Management: Seattle Center	1982-1984
11/10	Administration / Facility And Property Management: Seattle Center, Bagley Wright Theater	1981-1984
11/11	Administration / Facility And Property Management: Engineering Department, Fire Stations And West Seattle Bridge	1980-1986
11/12	Administration / Facility And Property Management: Projects General (Incl Sidewalk Vendors)	1982-1985
12/1	Administration / Facility And Property Management: Columbia Center Building Issue	1981-1985
12/2	Administration / Facility And Property Management: Department Of Construction And Land Use, Rules, Regulations, Permits, Codes	1980-1986
12/3	Administration / Facility And Property Management: Property Restoration / Remodeling (Incl Wood carved City Seal)	1982-1985
12/4	Administration / Facility And Property Management: Municipal And Public Safety Buildings	1981-1983
12/5	Administration / Facility And Property Management: Yesler Building	1983-1985
12/6	Administration / Facility And Property Management: Seattle Design Commission	1981-1985
12/7	Administration / Facility And Property Management: Fire Safety Inspections / Permits / Training	1982-1985

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
12/8	Administration / Facility And Property Management: Fire Department	1983-1986
12/9	Administration / Facility And Property Management: Energy Issues	1982
12/10	Administration / Facility And Property Management: Energy Issues	1982-1983
12/11	Administration / Facility And Property Management: Energy Issues	1984-1985
12/12	Administration / Facility And Property Management: Inventory (City Energy Sources And Equipment Locations)	1985
13/1	Administration / Facility And Property Management: Major Maintenance Study	1980-1981
13/2	Administration / Facility And Property Management: Public Safety Building	1980-1985
13/3	Administration / Facility And Property Management: Police Department Study / Computer Room	1983
13/4	Administration / Facility And Property Management: Fire Stations 4 & 5, Marine Services Division Move	1982-1985
13/5	Administration / Facility And Property Management: Fire Station 10	1980-1985
13/6	Administration / Facility And Property Management: Fire Station 25	1981
13/7	Administration / Facility And Property Management: Computer / Data Processing Center Project	1982-1985
14/1	Administration / Facility And Property Management: Computer / Data Processing Center Project	1982-1985
14/2	Administration / Facility And Property Management: High-Rise / Fire Life Safety Systems	1980-1985
14/3	Administration / Facility And Property Management: R. H. Thompson Expressway Property	1981-1984

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
14/4	Administration / Facility And Property Management: Information Services Division / Water Department Move	1981-1982
14/5	Administration / Facility And Property Management: Space Planning	1980-1984
14/6	Administration / Facility And Property Management: Space Plan Issues	1985
14/7	Administration / Facility And Property Management: Animal Shelter	1980
15/1	Administration / Facility And Property Management: Animal Shelter	1981
15/2	Administration / Facility And Property Management: Animal Shelter	1982
15/3	Administration / Facility And Property Management: Animal Shelter	1984-1985
15/4	Administration / Facility And Property Management: Home Of The Good Shepherd	1980-1985
15/5	Administration / Facility And Property Management: Odessa Brown Clinic	1981-1986
15/6	Administration / Facility And Property Management: Police Precincts	1980-1984
16/1	Administration / Facility And Property Management: East Central Police Precinct	1980
16/2	Administration / Facility And Property Management: East Central Police Precinct	1981
16/3	Administration / Facility And Property Management: East Central Police Precinct	1982
16/4	Administration / Facility And Property Management: East Central Police Precinct	1983
16/5	Administration / Facility And Property Management: East Police Precinct	1984-1985

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
16/6	Administration / Facility And Property Management: North Police Precinct	1982-1983
16/7	Administration / Facility And Property Management: North Police Precinct	1980-1982
17/1	Administration / Facility And Property Management: South Police Precinct	1983
17/2	Administration / Facility And Property Management: West Waterway	1983-1985
17/3	Administration / Facility And Property Management: Women and Minority Business Enterprise (WMBE) Issues	1984-1985
17/4	Administration / Facility And Property Management: Women and Minority Business Enterprise (WMBE) Issues	1984-1985
17/5	Administration / Facility And Property Management: Seattle Public Schools	1980-1984
17/6	Administration / Facility And Property Management: Long Range Space Planning (Core Area)	1980-1981
17/7	Administration / Facility And Property Management: Long Range Space Planning	1982
17/8	Administration / Facility And Property Management: Long Range Plans	1984-1986
17/9	Administration / Facility And Property Management: Long Range Space Planning / Government Center	1983
18/1	Administration / Facility And Property Management: Shops And Yards Study / Charles Street Study	1982-1984
18/2	Administration / Facility And Property Management: Office Space Planning And Acquisition Group	1982-1983
18/3	Administration / Facility And Property Management: Yesler Building Space Acquisition	1979-1982
18/4	Administration / Facility And Property Management: Smith Tower Space	1982

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
18/5	Administration / Facility And Property Management: Building Preventive Maintenance Program / Major Maintenance	1981-1985
18/6	Administration / Facility And Property Management: Building Preventive Maintenance Program / Major Maintenance	1981
18/7	Administration / Facility And Property Management: Custodial Services Review Study	1984
19/1	Administration / Facility And Property Management: Office Of Management And Budget Executive Dept Budget	1984-1985
19/2	Administration / Facility And Property Management: Block Grants / Economic Development	1985
19/3	Administration / Facility And Property Management: Block Grants / Economic Development	1983
19/4	Administration / Facility And Property Management: Block Grants / Economic Development	1982-1983
19/5	Administration / Facility And Property Management: Block Grants / Economic Development	1982-1983
19/6	Administration / Facility And Property Management: Block Grants / Economic Development	1980-1981
19/7	Administration / Facility And Property Management: Office Of Policy And Evaluation / Policy Planning Agenda	1984-1985
19/8	Administration / Facility And Property Management: Office Of Policy And Evaluation / Policy Planning Agenda	1983-1984
19/9	Administration / Facility And Property Management: Office Of Policy And Evaluation / Policy Planning Agenda	1983
19/10	Administration / Facility And Property Management: Office Of Policy And Evaluation / Policy Planning Agenda	1982
19/11	Administration / Facility And Property Management: Office Of Policy And Evaluation / Policy Planning Agenda	1980-1981
20/1	Budget And Planning: Department Of Administrative Services Budget	1984

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
20/2	Budget And Planning: Department Of Administrative Services Budget	1983
20/3	Budget And Planning: Department Of Administrative Services Budget	1982
20/4	Budget And Planning: Department Of Administrative Services Budget	1981
20/5	Budget And Planning: Department Of Administrative Services Budget	1980
20/6	Budget And Planning: Department Of Administrative Services Budget	1979-1980
20/7	Budget And Planning: Communications Division	1983
20/8	Budget And Planning: 1983 Rate Directory	1982-1983
20/9	Budget And Planning: 1982 Rate Directory	1982
20/10	Budget And Planning: Council Audit / Office Of Management And Budget Rate Study	1983
20/11	Budget And Planning: Program Budget (Resolution / Work Plan)	1981-1985
20/12	Budget And Planning: Statements Of Legislative Intent (In Budget)	1984-1985
20/13	Budget And Planning: Statements Of Legislative Intent	1982-1983
20/14	Budget And Planning: Statement Of Issues And Policies	1980-1984
20/15	Budget And Planning: Capital Improvement Program	1980-1985
21/1	Budget And Planning: Capital Improvement Program	1983-1984
21/2	Budget And Planning: Capital Improvement Program	1982-1983
21/3	Budget And Planning: Capital Improvement Program	1981-1982
21/4	Budget And Planning: Capital Improvement Program	1981

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
21/5	Budget And Planning: Capital Improvement Program	1979-1980
21/6	Budget And Planning / Administrative Manual / SOP etc: Procedural Ordinance, Guidelines	1980-1984
21/7	Budget And Planning / Administrative Manual / SOP etc: Proposed Procedures, Rules	1977-1985
21/8	Budget And Planning / Administrative Manual / SOP etc: Published Rules, Notices, Proposed Rules	1984
21/9	Budget And Planning: Management Systems Analysis	1984
21/10	Communications Lease / Site Management (Radio, Telephone Equipment, Antenna Sites)	1983-1985
21/11	Communications Division Management And Design	1983-1985
21/12	Communications: Telephone Service / Voice Communications Issues	1983-1986
22/1	Communications: Radio Wave And Tower Site Propagation Studies	1979-1982
22/2	Communications: Telephone Studies	1982-1983
22/3	Communications: Communications Master plan Proposal	1983-1984
22/4	Communications: Telecommunications And Rules	1982-1984
22/5	Communications: Telecommunications And Rules	1985
22/6	Communications: Citywide Communications Planning	1985
22/7	Communications: Telecommunications Equipment	1984-1985
22/8	Communications: Telephone Management System	1985
22/9	Communications: 51st And Leo Communications Tower	1983-1984
22/10	Communications: 10820 Beacon Avenue So. Radio Tower	1984-1985
23/1	Fiscal: Capital Items / Fixed Assets	1982-1984

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
23/2	Fiscal: Methodology / Analysis / Procedures	1980-1985
23/3	Fiscal: Facilities / Property Management Issues	1981-1982
23/4	Fleets And Shops: Budget	1977-1985
23/5	Fleets And Shops / Fleet Control Operations, Reports: Vehicle Use Regulations, Policies	1977-1985
23/6	Fleets And Shops / Fleet Control Operations, Reports: City Light	1980-1985
23/7	Fleets And Shops / Fleet Control Operations, Reports: Engineering Department	1981-1985
23/8	Fleets And Shops / Fleet Control Operations, Reports: Parks And Recreation Department	1982-1985
23/9	Fleets And Shops / Fleet Control Operations, Reports: Police Department	1980-1985
23/10	Fleets And Shops / Fleet Control Operations, Reports: Water Department	1981-1984
23/11	Fleets And Shops / Fleet Control Operations, Reports: Other Departments	1980-1985
23/12	Fleets And Shops / Fleet Control Operations, Reports: Vehicle Operations, Surveys, Analysis	1982-1985
23/13	Fleets And Shops: Rates	1982-1985
23/14	Fleets And Shops: City Department Rental Issues / Rates	1983-1985
23/15	Fleets And Shops: Engineering Department	1984
23/16	Fleets And Shops: Police Department	1983-1985
23/17	Fleets And Shops: Seattle Center	1983-1985
23/18	Fleets And Shops: Water Department	1984
23/19	Fleets And Shops: Fire Departments	1984-1985

Container(s)	Description	Dates
23/20	Fleets And Shops: METRO	1981
24/1	Fleets And Shops: Municipal Building Motor Pool Management / Pool Car Use	1981-1985
24/2	Fleets And Shops: Commuter Pool Information	1981-1985
24/3	Fleets And Shops: Commuter Pool Information	1978-1980
24/4	Fleets And Shops: National Association Of Fleet Administrators	1980-1984
24/5	Fleets And Shops: Trip Reports	1984-1985
24/6	Fleets And Shops: Personnel	1983-1985
24/7	Fleets And Shops: Policies And Procedure / Agreements	1982-1984
24/8	Fleets And Shops: Vehicle / Equipment Replacement	1982-1983
24/9	Fleets And Shops: Special Report Schedule / Emergency Information (Vehicle Snow Preparations)	1984
24/10	Fleets And Shops: Alcohol Fuel Project	1980-1981
24/11	Fleets And Shops: Energy / Transportation	1980
24/12	Fleets And Shops: Fuel Additives / Energy Saving / Substitutes	1980-1983
24/13	Fleets And Shops: Transportation Study (Origin / Destination)	1979-1980
24/14	Fleets And Shops / Education With Industry Project (Air Force Personnel)	1975-1984
24/15	Fleets And Shops / Education With Industry Project: Captain David J. Kerrigan	1976-1977
24/16	Fleets And Shops / Education With Industry Project: Captain Leonard W. Inabinette	1977-1978
25/1	Fleets And Shops / Education With Industry Project: Captain Douglas D. Verschaeve	1978-1979

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
25/2	Fleets And Shops / Education With Industry Project: Captain Stephan R. Carroll	1979-1980
25/3	Fleets And Shops / Education With Industry Project: Captain Denis J. Lami	1980-1981
25/4	Fleets And Shops / Education With Industry Project: Captain Carey Baldwin (Energy)	1980-1981
25/5	Fleets And Shops / Education With Industry Project: Captain Roy W. Pease (Energy)	1981-1982
25/6	Fleets And Shops / Education With Industry Project: Phil Alford	1981-1982
25/7	Fleets And Shops / Education With Industry Project: Captain Edward Hoeft	1982-1983
25/8	Fleets And Shops / Education With Industry Project: Captain Edward Hoeft	1982-1983
25/9	Fleets And Shops / Education With Industry Project: Captain Isaiah Pugh	1983-1984
26/1	Fleets And Shops / Education With Industry Project: Captain Isaiah Pugh	1983-1984
26/2	Fleets And Shops / Education With Industry Project: Captain Isaiah Pugh	1983-1984
26/3	Fleets And Shops: Fire Garage	1977-1985
26/4	Fleets And Shops: Fuel Conservation / Usage / Control Information	1979-1981
26/5	Fleets And Shops: Aerial Man lifts / Cranes	1981-1985
26/6	Fleets And Shops: OSH Scooter Modification	1983-1985
26/7	Fleets And Shops: Street Cleaning Equipment (Sweepers)	1981-1984
26/8	Fleets And Shops: Mini Cars	1978-1985
26/9	Fleets And Shops: Mopeds	1979-1981

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
26/10	Fleets And Shops: Motorcycles	1981-1984
26/11	Fleets And Shops: Motor Pool Study	1982
26/12	Fleets And Shops: Comparative Costs - Maintenance / Leasing; Other Options / Offers	1982-1985
27/1	Municipal Office Services: Central Stores, Operations / Procedures / Status / Reports	1985
27/2	Municipal Office Services: Mail Messenger	1983-1985
27/3	Municipal Office Services: Printing / Duplicating / Bindery	1983-1985
27/4	Municipal Office Services: Records Management / Microfilm	1981-1985
27/5	Municipal Office Services: Centralized U.S. Mail Service / Municipal	1980-1982
27/6	Municipal Office Services: Motorized Mail System Study	1980
27/7	Municipal Office Services: Printing / Duplicating / Bindery	1983-1986
27/8	Municipal Office Services: Reprographics Study	1982
27/9	Municipal Office Services: Archives, Records Management Issues	1983-1985
27/10	Personnel: Policy, Procedure and Regulations	1981-1986
27/11	Personnel: Affirmative Action Reports	1983-1985
27/12	Personnel: Policy, Procedure and Regulation	1984-1986
27/13	Personnel: Joint Advisory Apprenticeship Committee	1983
27/14	Personnel: Automotive And Metal Trades Apprenticeship Committee	1983-1985
27/15	Personnel: Employee Suggestion Award Program	1982-1983
27/16	Personnel: Labor Relations / Union Contracts	1985

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
27/17	Personnel: Service Employees International, Local 6 And Others	1985
27/18	Personnel: Clerical , Professional And Technical Engineers Local 17	1982-1985
27/19	Personnel: Auto Machinists, Local 289	1981-1982
27/20	Personnel: Joint Crafts Council	1981-1986
27/21	Personnel: Teamsters Union, Local 882	1979-1986
27/22	Personnel: Work Stoppage Plan	1984-1985
28/1	Personnel: Rules / General Information	1981-1986
28/2	Personnel: Boards And Commissions	1984-1985
28/3	Personnel: Board Of Ethics / Personnel Ethics Code / Office Of Election Administration	1981-1982
28/4	Personnel: Temporary Employment Programs	1983-1986
28/5	Personnel: Safety Policy, Procedure And Regulation	1983-1984
28/6	Personnel: Occupational Health Hazards	1985-1986
28/7	Personnel: Asbestos Control	1983-1986
28/8	Personnel: Atmospheric Monitoring / Smoking	1980-1986
28/9	Personnel: Noise Monitoring	1982-1985
28/10	Personnel: Personal Protective Equipment	1984-1985
28/11	Personnel: Risk Management	1984-1986
28/12	Personnel: Disaster Operating Plan	1981-1985
28/13	Personnel: Other Disaster Prevention Issues	1983-1985
29/1	Personnel: Municipal Building Emergency Plan	1982-1984

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
29/2	Personnel: Payroll Issues / Regulations	1981-1986
29/3	Personnel: Comparable Worth Study	1984-1986
29/4	Personnel: Classification Project	1980
29/5	Procurement (Systems And Computers) / Project Management: Interdepartmental Services	1983
29/6	Procurement (Systems And Computers) / Project Management: City Light	1981-1985
29/7	Procurement (Systems And Computers) / Project Management: Comptrollers	1983-1984
29/8	Procurement (Systems And Computers) / Project Management: Department Of Construction And Land Use	1982-1984
29/9	Procurement (Systems And Computers) / Project Management: Engineering Department	1981-1985
29/10	Procurement (Systems And Computers) / Project Management: Licenses And Consumer Affairs	1984-1985
29/11	Procurement (Systems And Computers) / Project Management: Other Departments	1984
29/12	Procurement (Systems And Computers) / Project Management: Library	1984
29/13	Procurement (Systems And Computers) / Project Management: Retirement System	1984-1985
29/14	Procurement (Systems And Computers) / Project Management: Systems Control And Design	1982-1984
29/15	Procurement (Systems And Computers) / Project Management: Information Center / S.E. Library	1983-1984
29/16	Procurement (Systems And Computers) / Project Management: Geoprocessing	1984-1986

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
29/17	Procurement (Systems And Computers) / Operations Division: Computer Center	1984
29/18	Procurement (Systems And Computers) / Operations Division: Sperry-Univac	1982-1985
29/19	Procurement (Systems And Computers) / Operations Division: Vendor Software Issues	1983
29/20	Procurement (Systems And Computers) / Operations Division: IBM Mainframe	1985
30/1	Procurement (Systems And Computers) / Operations Division: Computerized Equipment Control	1981-1985
30/2	Procurement (Systems And Computers) / Operations Division: Minicomputers	1982-1984
30/3	Procurement (Systems And Computers) / Operations Division: Press Clippings, Correspondence Re Computer Equipment	1983
30/4	Procurement (Systems And Computers) / Operations Division: Micro- Computers	1982-1984
30/5	Procurement (Systems And Computers) / Operations Division: Micro Software Evaluation	1985
30/6	Procurement (Systems And Computers) / City Departments: City Light	1983-1985
30/7	Procurement (Systems And Computers) / City Departments: Comptrollers	1983
30/8	Procurement (Systems And Computers) / City Departments: Department Of Construction And Land Use	1982-1983
30/9	Procurement (Systems And Computers) / City Departments: Engineering Department	1982-1986
30/10	Procurement (Systems And Computers) / City Departments: Parks And Recreation	1984-1985
30/11	Procurement (Systems And Computers) / City Departments: Water Department	1983-1984

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
30/12	Procurement (Systems And Computers) / City Departments: Office Of Management And Budget	1985
31/1	Procurement (Systems And Computers) / Projects And Systems Control Projects: Data Processing Plan	1983-1985
31/2	Procurement (Systems And Computers) / Projects And Systems Control Projects: Personnel, Payroll, Position Systems	1981-1987
31/3	Procurement (Systems And Computers) / Projects And Systems Control Projects: Cash Management System	1981-1982
31/4	Procurement (Systems And Computers) / Projects And Systems Control Projects: Home Energy Loan Program	1981
31/5	Procurement (Systems And Computers) / Projects And Systems Control Projects: Fuel Dispensing And Monitoring System	1980-1985
31/6	Procurement (Systems And Computers) / Projects And Systems Control Projects: Joint Utility Billing	1982-1985
31/7	Procurement (Systems And Computers) / Projects And Systems Control Projects: City Computers	1974-1983
31/8	Procurement (Systems And Computers) / Projects And Systems Control Projects: Engineering Scientific Project Study	1983-1984
31/9	Procurement (Systems And Computers) / Projects And Systems Control Projects: DAS Space And Facility Management System	1981-1985
31/10	Procurement (Systems And Computers) / Projects And Systems Control Projects: New Computer Acquisition And RFP	1984-1985
31/11	Procurement (Systems And Computers) / Projects And Systems Control Projects: Automated Weighing System	1984-1985
32/1	Procurement (Systems And Computers) / Projects And Systems Control Projects: Municipal Court Information System (MUCIS)	1984-1986
32/2	Procurement (Systems And Computers) / Projects And Systems Control Projects: Management Science America	1985

## Fleets And Facilities Department Director's Records, 1999-2002

Container(s)	Description	Dates
Box/Folder		
32/3	Arts Commission	2002
32/4	Capital Cabinet	2001
32/5	Capital Cabinet	2002
32/6	Civic Center	2000-2001
32/7	Director's Agenda	2001
32/8	Director's Agenda	2002
32/9	Division Directors Weeklies	2001
32/10	Division Directors Weeklies	2002
33/1	Division Directors Weeklies	2002
33/2	Division Directors Weeklies	2002
33/3	Division Directors Weeklies	2002
33/4	Division Directors Weeklies	2002
33/5	Division Directors Weeklies	2002
34/1	Division Directors Weeklies	2002
34/2	Environmental Audit Policy	2001-2002
34/3	Fleets And Facilities Department MFR	2001
34/4	Georgetown	2002
34/5	Georgetown Service Center	1999-2002
34/6	International District 2 Village Parking	2001

Container(s)	Description	Dates
34/7	KRIZ Antenna Relocation	2001-2002
34/8	KRIZ Radio Antenna	2001
34/9	Labor	2001
34/10	Legislation	2002
34/11	Mail Handling	2001
34/12	Mayor's Cabinet	2002
34/13	Mayor's Office - Executive Orders	2002
34/14	Mayor's Office Office - Executive Services Department Letters	1998
34/15	Mayor's Office Office - Executive Services Department Letters	1999
35/1	Mayor's Office Office - Executive Services Department Letters	1999
35/2	Mayor's Office Office - Executive Services Department Letters	2000
35/3	Mayor's Office Office - Executive Services Department Letters	2000-2002
35/4	Mayor's Office Office - Executive Services Department Letters	2001
35/5	Mayor's Weekly Reports	2002
35/6	Media Outlets	2002
35/7	E. W. Moon, Infrastructure Group	2002
35/8	Performance Evaluation - John Franklin	2001
35/9	Sea Park Garage	2002
35/10	Shiels Oblatz Johnsen, Project Management - Ken Johnsen	2001

## Names and Subjects

### Subject Terms :

Automobile parking--Washington (State)--Seattle  
Building management--Washington (State)--Seattle  
Computer systems--Washington (State)--Seattle  
Fire stations--Washington (State)--Seattle  
Police stations--Washington (State)--Seattle  
Purchasing agents--Washington (State)--Seattle  
Telecommunication systems--Washington (State)--Seattle

**Personal Names :**

Doolittle, Frank L.  
Pernsteiner, George

**Corporate Names :**

Seattle (Wash.). General Services Dept.  
Seattle (Wash.) Dept. of Fleets and Facilities  
Seattle (Wash.). Dept. of Administrative Services  
Seattle (Wash.). Executive Services Dept.  
Seattle (Wash.). Mayor

**Geographical Names :**

Seattle (Wash.)  
Seattle (Wash.)--Politics and government

Finding aid prepared by Janet Ness  
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