



STATE OF WASHINGTON

STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

September 3, 2008 – 1:30 pm
Archives Conference Room, Olympia, WA

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Introduction of Guests
- C. Approve August 6, 2008 Minutes
- D. Adoption of Today's Agenda

II. OLD BUSINESS

A. Tabled items from previous meetings:

1. **Department of Labor & Industries**
Office 953 – Research & Data Services Administration – Bureau of Labor Statistics (BLS) Information
2. **Department of Revenue**
Office 500 - Compliance/Administration
Office 500 - Compliance/Administration
Office 520 - Compliance/Field Units
3. **University of Washington**
Office 07/03 (OTT: UW TechTransfer Invention Licensing)
4. **Department of Labor & Industries**
Office 520 (Crime Victim Payment)

II. NEW BUSINESS

1. **Utilities and Transportation Commission**
Office 310 – Pipeline Safety Section
2. **Department of Archaeology & Historic Preservation**
Office 100/No Office Name
3. **Higher Education Coordinating Board**
Office 420 – Academic Affairs
4. **Department of Licensing**
Office 622 – Business & Professions – Real Estate Appraiser Program
5. **Washington State Liquor Control Board**
Office 410 – Purchasing

6. Department of Health

Office 331 – Contracts

7. Office of Financial Management

Office 001 – Any Office

8. Western Washington University

Office 739 – University Residences/Financial Systems/Conference Billings

9. Office of the Secretary of State

Office 930 – Records Center

10. Department of Labor & Industries

Office 800 – All Region Service Locations – Customer Service Programs

Office 534 – Employer Services – Retrospective Rating

Office 542 – HAS – Healthcare Policy & Payment Methods – Technical Operations

11. Washington State Supreme Court

Office 300 – Clerk’s Office

12. University of Washington

Office 07/03/01- OTT: UW TechTransfers Finance

Office 09/09 – Equipment Inventory Office

Office 11/05/01 – Development & Alumni Relations: Gift Processing

Office 14/09 – ICA: Training Room

Office 27/03/02 – Med: Family Medicine: Residency Program

13. Department of Revenue

Office 250 – Appeals

Office 610 – Property Tax – County Performance & Administration Program

Office 620 – Property Tax/Exempt Property

Office 630 – Property Tax/ Ratio Valuation

Office 640 – Property Tax/Utility Valuation

Office 660 – Property Tax/Valuation Advisory

14. State General Records Retention Schedules

GS 01

GS 01009

GS 01067

IV. OTHER BUSINESS

A. New Form for Discontinuing DANs

B. Announcements from the State Archivist

V. NEXT MEETING – 1:30pm October 1, 2008

VI. ADJOURNMENT