



STATE OF WASHINGTON  
LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist  
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

**October 31, 2013 – 10:00 a.m.**  
**State Archives Conference Room**  
1129 Washington St SE, Olympia, WA 98504

**MEETING MINUTES**

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**Members Present:** Mark Rapozo – Acting Chair, State Auditor's Office; Cindy Evans, Chair – State Auditor's Office; Sharon James – Attorney General's Office; Steve Excell – State Archivist.

**Staff Present:** Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Tracy Rebstock – Southwest Regional Branch Archives; Megan Shoemaker – Northwest Regional Archives; Debbie Bahn – Digital Archives (via PolyCom).

**Guests Present:** Tina Huber and Jeanette Carter – South Sound 911; Ryan Wadleigh and Carol Shenk – King County.

**I. ROUTINE ITEMS**

**A. Call to Order**

Mark Rapozo called the meeting to order at 10:00 a.m.

**B. Adoption of October 31, 2013 Agenda**

Rapozo requested that the agenda order be changed so that the August minutes (when he was acting chair) are addressed before the June minutes (when Cindy Evans presided).

Motion to adopt the agenda as modified; Sharon James; second by Rapozo.

**Resolution:** Motion carried

**C. Introduction of Guests**

**D. Approval of Minutes for August 29, 2013**

Motion to approve the minutes as presented; Steve Excell, second by James.

**Resolution:** Motion carried

Rapozo relinquished the chair position to Evans and she explained that because all three members must make unanimous decisions, Rapozo agreed to return this month to approve the minutes from the August meeting, when he was acting chair.

**E. Approval of Minutes for June 27, 2013**

Julie Blecha announced that James' name was corrected in two places, where it erroneously appeared as *Payant* (her former surname).

Motion to approve the minutes as amended with the name correction; Evans, second by James.

**Resolution:** Motion carried

## II. NEW BUSINESS/ACTION ITEMS

### A. *Animal Control Records Retention Schedule (Version 2.0)* – Megan Shoemaker

Most of the changes to this retention schedule are consolidating records series into “bigger buckets”, eliminating redundancy where records are covered by CORE (*Local Government Common Records Retention Schedule*) or other existing local government retention schedules, and plugging some gaps that were identified throughout the revision process. A correction was made to the draft submitted in the agenda packet; on page seven, a duplicate DAN was identified and replaced (AN50-10B-18).

Andrew Penta, Clark County, questioned whether the retention requirement for microchip records should be **six years** after the anticipated lifetime of the animal being microchipped, rather than simply the anticipated lifetime.

James inquired about the workability of an “anticipated lifetime” retention cut-off. Shoemaker explained that agencies would need to set internal policies for anticipated lifetimes of animals being microchipped, varying for different types of animals. To her knowledge, only dogs and cats are chipped at this time. Russell Wood added that this cut-off mirrors pet license/permit records.

Evans expressed appreciation for the inclusion of stakeholder comments in the agenda packet, stating they were helpful.

Shoemaker clarified that the submitted draft does not address Penta’s question about increasing the retention of microchip records to **six years** after the anticipated lifetime of the animal. She recommended not adding the “six years”, stating that this is a *minimum* period, and agencies are welcome to retain records longer if they so choose, and the Committee concurred. Evans added that the microchip companies retain a registry indefinitely. Wood clarified that the records covered by this records series are about the actual implanting of the chip into the animal, and whether harm was caused by the agency.

Motion to approve the *Animal Services Records Retention Schedule (Version 2.0) as corrected*; James, second by Excell.

**Resolution:** Motion carried

## III. OTHER BUSINESS

### A. *2014 Meeting Schedule* – Julie Blecha

A schedule of 2014 meetings occurring on the *last Thursday of the first month of each quarter* was included in the agenda packet. Evans queried meeting attendees as to whether quarterly meetings were working for their purposes and whether the retention schedules were getting approved fast enough. Someone said “almost too fast”, laughter ensued, and someone explained that due to the quantity of changes over the past couple of years, catching up is challenging. Evans stated that she hoped that the changes were for the good, with the ability to search online. Wood made clear that staff try to strike a balance between the people who want to go faster and those who want to slow down.

Evans stated her belief that monthly meetings are too often and are burdensome on staff to prepare and on attendees, and that quarterly meetings have been working. Excell concurred that quarterly meetings allow for high quality stakeholder consultation. Members reserved the right to adjust meeting dates if scheduling conflicts arise. Blecha reminded members that additional special meetings may also be added and confirmed that meeting dates would be filed with the Code Reviser’s Office.

Motion to approve the 2014 meeting schedule as presented; James, second by Excell.

**Resolution:** Motion carried

**IV. WASHINGTON STATE ARCHIVES UPDATES**

**A. Revision of Records Retention Schedules – Julie Blecha**

Blecha reported that progress is being made on both the *County Clerks and Superior Court Clerks Records Retention Schedule* and the *Housing Authorities Records Retention Schedule*, stating that she met with each stakeholder group a couple of times since the last LRC meeting. Both projects are complex, but the high quality of reference group members is extremely helpful.

Evans inquired about how the revision plan outline posted recently on Washington State Archives' website was working out. Staff confirmed that providing the revision plan is proving to be useful, both internally and to stakeholders.

**B. Announcements from the State Archivist – Steve Excell**

Two decision packages have been submitted, the first for a feasibility study for a joint Library/Archives facility to be built off of the capitol campus because it is cheaper than building to campus design standards. The expense of meeting monumental campus standards (matching stone, bronze, etc.) was one of the challenges faced by the Heritage Center project. The second decision package is for temporary storage space to hold records until a permanent facility can be built, which will likely take four or five years.

A current exhibit in the lobby of the State Archives building explores Linda Burfield Hazzard, who was likely the first female serial killer in the state's history. Although she had no medical training or background, she wrote books and gave lectures on "fasting for the cure", and up to 50 patients starved to death while in her care. Excell outlined her colorful narrative and referenced the book, Starvation Heights, which provides details about her life.

**V. NEXT MEETING – January 30, 2014**

**ADJOURNMENT:** 10:26 am

**CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:**

*I, Cindy Evans, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on October 31, 2013, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.*



Chair Signature

1/30/2014  
Date