



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

August 29, 2013 – 10:00 a.m.

State Archives Conference Room

1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Mark Rapozo (filling in for 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.

Guests Present: Patty Holmquist – Tacoma Public Utilities; Ryan Wadleigh – King County; Tri Howard – Port of Tacoma.

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m. Rapozo is sitting in for Cindy Evans, who was not able to attend.

B. Introduction of Guests

C. Approval of Minutes for June 27, 2013

Motion to table approval of the minutes until Evans' return at the October meeting; Sharon James, second by Rapozo.

Resolution: Motion carried

D. Adoption of June 27, 2013 Agenda

Motion to adopt the agenda as presented; Excell, second by James.

Resolution: Motion carried

II. OLD BUSINESS/ACTION ITEMS

A. Prosecuting Attorney Records Retention Schedule (Version 2.0) – Julie Blecha

The draft retention schedule was distributed on the local government listserv for a full review. The City of Tukwila's prosecuting attorney pointed out that activity description and records series covering civil case files did not cover municipal prosecutor case files (traffic infractions, code enforcement, etc.). In order to ensure disposition authority for these records, the language was modified to include representation of the "cities of Washington" as well as "counties and the State of Washington". These proposed changes were highlighted in red in the agenda packet materials.

Blecha contacted Grant Blinn (Pierce County Prosecuting Attorney's office) for clarification regarding the sufficiency of a 20-year minimum retention for "life without parole" cases. Blinn explained that police reports and forensics are in the law enforcement case file, which is retained permanently by the Washington Association of Sheriffs & Police Chiefs (WASPC). *Should* the individual ever come up for parole, the Indeterminate Sentence Review Board (ISRB) would use that case file to review the facts underlying the case. Blinn stated that 20 years is a sufficient time for appeals to be filed.

Blecha thanked the following people for participating on this revision team and providing expertise during the development of this schedule: Grant Blinn (Pierce County), Sara De Vittorio (Snohomish County), David Seaver (King County), Janelle Kambich (Lewis County) Dan Fessler (Yakima County), Linda Langston, (Director, Support Enforcement Program, Washington State Association of Prosecuting Attorneys). Also, special thanks to Tom McBride, Executive Secretary, Washington Association of Prosecuting Attorneys; Pat Mason, Secretary/Treasurer, Washington State Association of Municipal Attorneys; and, Christie Hedman, Executive Director, Washington Defender Association.

Rapozo read comments sent by Cindy Evans, which included, "amazing amount of work", "congratulations", "good job", and, "many thanks". Excell stated that the project was "Herculean".

Blecha confirmed that the modification suggested at the last meeting (to add "death penalty" as an example on the *Notorious/Historically Significant Legal Case Files* advice sheet) was made.

Motion to approve the *Prosecuting Attorney Records Retention Schedule (Version 2.0)*; Excell, second by Rapozo.

Resolution: Motion carried

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Blecha

Per Cindy Evans' request, a *tentative* schedule of retention schedule revision projects has been posted online. The list provides our intentions for future updates, and states that it is our "best estimate, subject to change".

Seven County Clerks met on August 21st to draft revisions to the *County Clerks and Superior Court Clerks Records Retention Schedule*. The next reference group meeting is scheduled for September 30th at the Washington Association of County Officials (WACO) conference.

The Housing Authorities reference group has met twice, and is scheduled to meet again on September 12th. Due to numerous federal requirements, this is a very complicated project. Felicia Den Adel, State Auditor's Office, is providing very helpful guidance.

There are currently 2,464 subscribers on the local government listserv, including 28 new subscribers since the last meeting.

Megan Shoemaker announced that the updated *Animal Services Records Retention Schedule* should be ready to submit to the Committee at its October meeting. The scope of the schedule is *domestic* animal management and control; it will not cover wildlife management.

B. Announcements from the State Archivist – Steve Excell

On September 4th, a new exhibit will be opening in the Secretary of State's lobby called, "*Grand Coulee to Grunge – Eight Stories That Changed the World*".

Next year is the 125th anniversary (quasiquicentennial) of Washington's statehood. A variety of celebrations are being planned to commemorate November 11, 1889, the date Washington became the 42nd state admitted to the Union.

The Rossellini family recently donated to the Archives the FBI's 750-page file on Governor Albert Rossellini.

October is Archives Month. This year's theme is "Hearing History...Preserving Washington's Voices", which features oral histories preserved at various cultural institutions throughout the state. A finding aid is being developed that itemizes all known oral histories of Washington residents. Russell Wood pointed out that the digital recordings of Local Records Committee meetings are being preserved at the Digital Archives.

This month's Family Tree Magazine named the Digital Archives (DA) one of the "101 Best Web Sites" for tracing your family roots, an award it has won each year since opening in 2004. The DA currently preserves 135 million records.

Archivists will assist Washington Association of County Officials (WACO) in creating a display in its headquarters building to highlight the partnership between Washington State Archives and local government. Staff will create high-resolution copies of historical government documents in order to protect the original records.

Records space is the Archives an ongoing concern. If funding for additional space is not approved by the Legislature, state and local agencies may be asked to keep and maintain their archival records until space becomes available.

NEXT MEETING – October 31, 2013

ADJOURNMENT: 10:55 am

Mark Payne Acting Chair

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 August 29, 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.

Mark Payne

Chair Signature

10/31/13

Date