



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*

### MEETING MINUTES

April 2, 2008 – 1:30 pm

Archives Conference Room, Olympia

**Members Present:** Steve Ryser (Chair), State Auditor's Office; Marta DeLeon, Attorney General's Office; Regan Hesse, Office of Financial Management; Jerry Handfield, Secretary of State's Office.

**Staff Present:** Russell Wood (State Records Manager); Michele Mallery; (Secretary of State, Records Management)

**Records Officers/Guests:** Vera McCall (Labor & Industries); Anita Wieland (Office of Financial Management); Nancy Notter (Office of the State Treasurer); Pam Johnson (Office of the State Treasurer); Cindy Hadfield (Department of Personnel); Tricia Mackin (Department of Personnel); Rick Patrick (Office of the State Treasurer); Brenda Galarza (Office of the Secretary of State); Lysa Walker (Department of Labor & Industries); Millie Brombacher (Department of Social and Health Services); Kristin Young (Washington State Patrol); Christine Neely (Department of Retirement Systems); Steve Laurance (Department of Retirement Systems); Dave Motz (Office of the Secretary of State)

#### I. ROUTINE BUSINESS

**A. Call to Order:** Steve Ryser called the meeting to order at 1:35p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve March 5, 2008 Minutes:** Ryser called for a motion to table the March 5, 2008 minutes, as there was not a copy to sign. Moved by Ryser; seconded by Hesse.

**Resolution:** Motion to table .

**D. Adoption of April 2 Agenda:** Ryser called for a motion to approve today's agenda. Moved by DeLeon; seconded by Hesse

**Resolution:** Motion carried to adopt today's agenda as amended.

#### II. OLD BUSINESS

**A. Tabled item from March 5, 2008 Meeting**

**1. Tabled item from January 2, 2008 Meeting**

**GS 03045 – Voluntary Employee's Beneficiary Association (VEBA) Documentation (Tricia Mackin – Department of Personnel)**

Update provided by Department of Personnel allowing records officers the opportunity to comment. Outcome was favorable.

**Action:** Motion to approve with change in cut-off: DeLeon; seconded by Hesse

**Resolution:** Motion carried.

#### 4. Department of Labor & Industries

**VDRO – Vocational Dispute Resolution Office.** Committee questioned using the State General Schedule rather than creating a unique DAN. Explanation provided by Department of Labor & Industries this is a project file and the State General Schedule states to create a unique.

**Action:** Motion to approve: DeLeon; seconded by Hesse.

**Resolution:** Motion carried.

**DOSH (Safety & Hygiene Technical Services).** Committee tabled due to changes in the language of the title. Titles were changed.

**Action:** Motion to approve: DeLeon; seconded by Hesse.

**Crime Victims – Bill Payment Unit.** Committee tabled due to cut-off. Cut-off was corrected.

**Action:** Motion to approve: DeLeon; seconded by Handfield

### III. NEW BUSINESS

#### A. Action Items for Committee Review/Approval

##### 1. Washington State University

Records Retention Schedule for Office 4050 (University Recreation Department) dated October 25, 2007

**Action:** Motion to approve: DeLeon; seconded by Hesse.

**Resolution:** Motion carried.

Records Retention Schedule for Office WSU-GS #04 (Accounting/Fiscal Records) dated October 25, 2007

**Action:** Motion to approve: DeLeon; seconded by Hesse

**Resolution:** Motion carried

##### 2. Office of Financial Management

Records Retention Schedule for Office 370 (Small Agency Client Services (SACS) dated February 22, 2008

**Action:** Motion to approve: DeLeon; seconded by Hesse.

**Resolution:** Motion carried.

##### 3. Department of Fish & Wildlife

Records Retention Schedule for Office 500 (Fish Program/Science/BDS) dated February 7, 2008

**Action:** Motion to approve: DeLeon; seconded by Hesse.

**Resolution:** Motion carried.

##### 4. Department of Health

Records Retention Schedule for Office 333 (Facilities & Business Services) dated February 20, 2008

**Action:** Motion to approve: DeLeon; seconded by Hesse.

**Resolution:** Motion carried

##### 5. Department of Personnel

Records Retention Schedule for Office 400 (Personnel Services Division) dated March 11, 2008

**Action:** Motion to approve with changing description to include secondary copy: Handfield; seconded by DeLeon.

**Resolution:** Motion carried

6. Department Retirement Systems  
Records Retention Schedule for Office 224 (Accounting Services) dated March 6, 2008  
**Action:** Motion to approve: DeLeon; seconded by Hesse.  
**Resolution:** Motion carried
  
7. Department of Revenue  
Records Retention Schedule for Office 250 (Appeals) dated November 30, 2007  
**Action:** Motion to approve: DeLeon; seconded by Hesse.  
**Resolution:** Motion carried
  
8. Office of the State Treasurer  
Records Retention Schedule for Office 230 (Debt Management) Certificate of Participation dated March 3, 2008  
**Action:** Motion to table: DeLeon; seconded by Hesse.  
  
Records Retention Schedule for Office 230 (Debt Management) School Bonds dated March 3, 2008  
Motion to approve: DeLeon; seconded by Hesse.  
**Resolution:** Motion carried
  
9. Western Washington University  
Records Retention Schedule for Office 420 (Communication Sciences & Disorders) dated January 11, 2008.  
**Action:** Motion to approve: DeLeon; seconded by Hesse  
**Resolution:** Motion carried
  
10. Office of the Secretary of State  
Records Retention Schedule for Office 740 (Library Development) dated March 7, 2008  
**Action:** Motion to approve: DeLeon; seconded by Hesse.  
**Resolution:** Motion carried  
  
Records Retention Schedule for Office 400 (Elections) dated March 10, 2008  
**Action:** Motion to table: Hesse; seconded by DeLeon  
**Resolution:** Motion tabled
  
11. Washington State Patrol  
Records Retention Schedule for Office 900 (Fire Protection Bureau) dated March 10, 2008.  
**Action:** Motion to approve with grammatical changes: DeLeon; seconded by Hesse  
**Resolution:** Motion carried.  
  
Records Retention Schedule for Office 800 (District/Detachment) dated March 10, 2008  
**Action:** Motion to approve with description changes: DeLeon; seconded Hesse  
**Resolution:** Motion carried  
  
Records Retention Schedule for Office 170 (Investigative Assistance Division) dated March 10, 2008  
**Action:** Motion to approve: DeLeon; seconded by Hesse  
**Resolution:** Motion carried
  
12. Department of Social and Health Services  
Records Retention Schedule for Office 100 (Office of the Secretary) dated February 28, 2008  
**Action:** Motion to approve: DeLeon; seconded by Hesse  
**Resolution:** Motion carried

Records Retention Schedule for Office 106 (Administrative Services Division, Background Check Central Unit (BCCU) dated February 4, 2008

**Action:** Motion to approve: DeLeon; seconded by Handfield

**Resolution:** Motion carried

Records Retention Schedule for Office 519 (Health and Recovery Services Administration, Division of Legal Services) dated February 28, 2008

**Action:** Motion to approve: DeLeon; seconded by Hesse

**Resolution:** Motion carried

Records Retention Schedule for Office 731 (Governor's Juvenile Justice Advisory Committee (GJJAC) dated January 11, 2008

**Action:** Motion to approve: DeLeon; seconded by Hesse

#### IV. OTHER BUSINESS

##### A. Announcements from the State Archivist

1. All of the SRC members took a tour of the Archives, Records Center and Imaging
2. Update on Digital WAC

#### V. NEXT MEETING

When: May 7, 2008 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

#### VI. ADJOURNMENT

**Action:** Motion to adjourn: DeLeon; seconded by Hesse.

**Resolution:** Meeting adjourned 3:10 p.m.

#### CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on March 5, 2008, 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.*

Steve Ryser                      5-7-08  
Chair Signature                      Date