



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

January 31, 2013 – 10:00 a.m.

State Archives Conference Room

1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Cindy Evans (Chair) – State Auditor's Office; Sharon Payant – Attorney General's Office; Steve Excell – State Archivist

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Leslie Koziara – Records Management Consultant; Megan Shoemaker and Sarah Smith – Northwest Regional Branch Archives (video conference); Debbie Bahn – Digital Archives and Collections Manager (video conference)

Guests Present: Patty Holmquist – Tacoma Public Utilities; Kyle Stannert and Danelle Court – City of Bellevue; Terri Stolz – City of Olympia; Tri Howard – Port of Tacoma

I. ROUTINE ITEMS

A. Call to Order

Cindy Evans called the meeting to order at 10:00 a.m.

B. Introduction of Guests

New State Archivist Steve Excell.

C. Approval of Minutes for November 29, 2012

Motion to adopt the minutes as amended; Payant, second by Evans.

Resolution: Motion carried

D. Adoption of January 31, 2013 Agenda

Blecha announced that she corrected the draft agenda to reflect her name change from Woods to Blecha. Motion to adopt the agenda as corrected; Evans, second by Payant.

Resolution: Motion carried

II. NEW BUSINESS

A. Law Enforcement Records Retention Schedule (Version 6.1) – Megan Shoemaker

Since issuing Version 6.0, a lot of comments and suggestions were shared with Washington State Archives staff. This revision mainly corrects typographical errors and also provides a few items of simplification. Shoemaker provided a lengthy review of the proposed changes, which are detailed in the accompanying revision guide.

Motion to adopt the *Law Enforcement Records Retention Schedule (Version 6.1)* as presented; Payant, second by Evans.

Resolution: Motion carried

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Blecha

The *Prosecuting Attorney and Public Defender Records Retention Schedule* revision is about 75% complete. This update is especially necessary due to changes to RCW 13.50.050 which allow/require early destruction of juvenile records. The new schedule will be easier for end-users to apply due to reduction of records series by combining records series to cover case files of both the prosecutor and the public defender. Subject matter experts include five prosecuting attorneys solicited by Tom McBride of the Washington Association of Prosecuting Attorneys (WAPA) and five defense attorneys solicited by Christie Hedman of the Washington Defender Association (WDA).

The next retention schedule up for a total overhaul is the *Housing Authorities Records Retention Schedule*, which hasn't been updated for many years. The major changes to the Asset Management section completed in *CORE 3.0* should allow us to streamline this schedule.

The *Utility Providers Records Retention Schedule* is also in line for a revision, as is the *County Clerks and Clerk of the Superior Court*. Preliminary research on the Human Resource Management section of *CORE* is also taking place. And the *Land Use Planning Records Retention Schedule* is also being considered for update.

B. Announcement from the State Archivist – Steve Excell

Excell announced that some time later this year, Washington State Archives – including all of the regional branch buildings – will be full system-wide. He and Secretary Wyman have been meeting with Legislators about this crisis, and discussing the “dream” of building new space for the State Archives and the State Library with adequate room for growth. Washington State Archives has also been struggling with only about half of the staff that worked here before the 2008 recession started. The good news is that recording fees have stabilized, and so we might be able to recover a bit. Regardless of what happens with a Heritage Center, we will need additional leased space to adequately store things for 4 or 5 years.

Washington State Archives has a shelf of honor for books that are (at least partially) based on research completed in our research room. The latest book on display is one completed on criminals from the 1800's called Documenting Intimate Matters: Primary Sources for a History of Sexuality in America by Thomas Foster.

Tri Howard stated that we may need disposition authority for records relating to drones; Excell stated that records about drones were likely covered by existing series in the Asset Management section.

NEXT MEETING – April 25, 2013

ADJOURNMENT: 10:38 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 January 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



Date