



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

November 29, 2012 – 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, Jerry Handfield – State Archivist

Staff Present: Russell Wood – State Records Manager, Julie Blecha – Local Government Records Management Specialist, Leslie Koziara – Records Management Consultant, Debbie Bahn – Digital Archives and Collections Manager (video conference)

Guests Present: Aaren Purcell – Seattle School District, Patty Holmquist – Tacoma Public Utilities, Tami Micheau – City of Olympia, Terri Stolz – City of Olympia, Nicole Camus – City of Olympia, Tri Howard – Port of Tacoma, Danelle Court – City of Bellevue (video conference)

I. ROUTINE ITEMS

A. Call to Order

Cindy Evans called the meeting to order at 10:07 a.m.

B. Introduction of Guests

C. Approval of Minutes for July 26, 2012

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

Resolution: Motion carried

D. Adoption of November 29, 2012 Agenda

Motion to adopt the agenda as amended with correction (item III.A. changed from 2012 to 2013) and addition of announcement prior to new business; Payant, second by Evans.

Resolution: Motion carried

ANNOUNCEMENT

Handfield announced the retirement of Barb Werelius, long-standing local records manager for Tacoma Public Utilities (TPU). Barb has been advising TPU and the City of Tacoma for 30 years and her long service is appreciated.

II. NEW BUSINESS

A. Local Government Common Records Retention Schedule (CORE) Version 3.0 – Julie Blecha

This revision project began back in March 2010 to revise the Asset Management section and turned out to be a very complex and challenging effort. After distributing the draft to over 2,000 local agencies and working with reference groups and stakeholders, the final version reflects great feedback and hard work.

Patty Holmquist from Tacoma Public Utilities raised some concerns on behalf of Tacoma Rail on the new maintenance series, and after discussion agreed to do additional research and possible revision suggestions for the next meeting.

Concerns about the length of retention for security videos were also raised, and after discussion, the committee agreed to move forward and approve the 3.0 version of CORE.

Evans raised an issue of initiatives and recall measures being designated as non-archival, and discussed the potential historic value of even those that failed to pass. Blecha explained that a number of other types of records are generated surrounding any initiatives and referendums that are considered archival, appraisal required. The suggestion was made to combine this series with the certification of election series in order to acquire the archival records. The decision was to keep the series and change the cut-off and designate as Archival.

Payant questioned the bridge inspection records as to whether bridges are ever sold and operated privately. There have been instances where bridges do change ownership due to jurisdictional changes or are converted to private use.

The Local Records Committee thanked all of those who served on committees and work groups:

Aaron Purcell and Eleanor Toews (retired), Seattle School District; Alisha Benavides, Sound Transit; Angela Boone, King County; Audrey Houston, Pierce County; Beverly Peterson, Grant County PUD; Brigid Clift, Washington State Archives; David Shaw and Ray Hahne, PUD #1 of Chelan County; Diane Brooks, Benton County PUD; Fernando Leiva, King County Engineering/Planning; Frank Pinney, City of Bellevue; Giselle Kamieniecki, Pierce County; Jennifer Winkler, City of Seattle; Judy Johnson, Grant County PUD; Kyle Stannert, City of Bellevue; Laura Edgar and Mark Gloss, King County; Maureen Duncan, Thurston County; Patty Holmquist, Tacoma Public Utilities; Phillip Parks, State Auditor's Office; Tara Ramos, Grays Harbor PUD; and Tori Bean, Klickitat County Auditor.

Thanks also to Jeff Munson, County Roads Administration Board; Fran Eide, City of Olympia (City Engineer); John Carpita, Municipal Research and Services Center (MRSC) Public Works; and Ashley Probart, Association of Washington Cities (AWC), and "Team Archives": Brigid Clift and Scott Sackett at the Central Branch Archives; Megan Shoemaker at the Northwest Branch Archives; Mike Saunders at the Puget Sound Branch Archives; Russell Wood, Leslie Koziara, and Jerry Handfield.

Motion to adopt CORE 3.0 as amended; Payant, second by Handfield.

Resolution: Motion carried

A. *School Districts and Educational Service Districts Records Retention Schedule Version 8.0 – Julie Blecha*

There were a number of changes due to the updated CORE schedule, as well as the Student Health section. A lot of hard work was done by the Washington Association of School Business Officials (WASBO) Committee, especially during the all-day session that was held in Vancouver. The Local Records Committee received a letter from the WASBO Records Management Committee supporting version 8.0. Special thanks to the committee: Ena Schlossmacher, Vancouver School District; Sue Warnke, Evergreen School District; Aaron Purcell, Seattle School District; Darlene Fuller, Olympia School District; Jennifer Helbig, North Thurston School District; Joanne Marifjeren, Puget Sound ESD (retired); and Rick Bonner, State Auditor's Office.

Motion to adopt Version 8.0 as presented; Evans, second by Handfield

Resolution: Motion carried

B. *Utility Services Records Retention Schedule Version 1.2 – Julie Blecha*

The retention schedule title was changed to clarify that it covers all utility service providers – not just utility districts. The revision consisted mainly of discontinuing Utilities Accounting series that were sufficiently covered by CORE. In addition, Diane Brooks (Benton Co PUD) provided information about electronic meters that do readings every few minutes, generating massive amounts of data. After

consulting with the Office of the State Auditor, it was determined that unless agencies use the meter readings for variable-rate billing purposes, it is not necessary to retain the data for audit purposes. UT55-05B-18, *Utility Meter Reading/Usage Documentation* was enhanced to specify that it covers only meter readings used for billing purposes. A companion series was added UT20123-050, *Utility Meter Readings – For Energy Planning and/or Conservation Education*.

Motion to adopt Version 1.2 as presented; Payant, second by Handfield

Resolution: Motion carried

C. Demolition of Local Government General Records Retention Schedule (LGGRS) Version 5.2 – Julie Blecha

The demolition of the former *Local Government General Records Retention Schedule* resulted in the creation of 17 new sector schedules. Most record series were transferred to the new schedules, with the exception of the Public Works series, which were incorporated into *CORE – Asset Management*. (A Demolition Guide has been prepared to provide detailed guidance.) There were some minor revisions to language; formatting was standardized; schedules were indexed; and, DAN number *prefixes* were assigned *specific to each sector schedule*. (For example, *Land Use Planning and Permitting* series have a prefix of "LU".) Only CORE series will have a "GS" prefix from this point forward. Some new series were created, as noted in the demolition guide, specifically Zoo Management record series added to the *Parks and Recreation* schedule.

1. Air Pollution Control Authorities Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Evans, second by Payant

Resolution: Motion carried

2. Animal Services Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

3. Cemeteries Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

4. Conservation Districts Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Payant, second by Evans

Resolution: Motion carried

5. Coroners and Medical Examiners Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Evans

Resolution: Motion carried

6. Economic Development and Transport Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Evans, second by Handfield

Resolution: Motion carried

7. Emergency Communications Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

8. Fire and Emergency Medical Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Payant, second by Evans

Resolution: Motion carried

9. Housing Authorities Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

10. Juvenile Courts and Services Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Evans, second by Handfield

Resolution: Motion carried

11. Land Use Planning and Permitting Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

12. Licensing, Permitting and Taxation Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

13. Parks, Recreation and Culture Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

14. Prosecuting Attorneys and Assigned Counsel Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Handfield, second by Payant

Resolution: Motion carried

15. Social Services Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Evans, second by Payant

Resolution: Motion carried

16. Transit Authorities Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Payant, second by Handfield

Resolution: Motion carried

17. Weed and Pest Control Districts Records Retention Schedule (Version 1.0)

Motion to adopt Version 1.0 as presented; Payant, second by Handfield

Resolution: Motion carried

III. OTHER BUSINESS

A. 2013 Meeting Schedule – Julie Blecha

Traditionally LRC meetings have been scheduled quarterly and held on the last Thursday of the month. The meeting schedule for 2013 was discussed and determined to be: January 31, April 25, July 25 and October 31, 2013, subject to change. Special meetings as required.

The local government listserv now has 2,343 subscribers.

IV. WASHINGTON STATE ARCHIVES UPDATES

A. Announcements from the State Archivist – Jerry Handfield

There have been two new books published using the Archives as a resource. The first one is Governor of the State of Washington by George Scott, and Sam Reed, Secretary of State-A Dozen Years of Service and Civility, a summary of his term for the last 12 years.

We have a new Secretary of State starting January 16, Kim Wyman. Kim follows Sam as the current Thurston County Auditor. Transition is taking place, and so far there are no substantial changes.

The National Historic Publications and Records Commission (NHPRC) budget for this year is 3 million dollars, the exact same amount of money as in 1978. NHPRC gives grants to local and state governments.

The State Archivist visited the Mayor of Pacific along with an investigator from the King County Sheriff's Department. The City of Pacific has been a grant recipient in the past. The investigation is recommending certain charges be brought against the mayor relating to the destruction of public records.

The case against the former Skamania County Auditor has been reduced to a misdemeanor with charges dismissed and restitution required.

The Archives participated in an E-Records Forum put on by National Association of Government Archives & Records Administrators (NAGARA) in Seattle. The plan originally anticipated 50 attendees, there were nearly 240 that attended this event. Speakers included local participants including Jenny Winkler from the City of Seattle, Kyle Stannert from the City of Bellevue, the National Archives, Oregon State Archivist Mary Beth Herkert, and June Timmons from the Digital Archives.

The State Records Committee received numerous emails regarding the proposed changes to what is referred to as the "75 Year Rule", which limited confidentiality for 75 years with the concurrence of the agency. Since May 2012 this issue has been under discussion by the Sunshine Committee. The Department of Health is considering a proposal to close access to birth records for 125 years, death records (now open) closed for 50 years, marriage records (now open) closed for 50 years, and divorce records (now open) for 50 years. The new Department of Health's draft records retention schedule has also proposed the retention as "Permanent" – to be retained at the agency.

Archives Month was held in October with a very successful theme of "Law and Order in the Archives". Nearly a 1,000 posters have been distributed.

The Digital Archives now has 19 county auditors transferring recordings for preservation, soon to be 20, which is over half of the auditors in the state.

NEXT MEETING – January 31, 2013.

ADJOURNMENT: 12:37 pm

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 November 29th, 2012, 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

4/31/2013

Date