



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 28, 2010 – 10:00 a.m.
State Archives Conference Room, Olympia, WA
MEETING MINUTES

Members Present: Mark Rapozo (Chair) – State Auditor’s Office, Cindy Evans – Attorney General’s Office, Jerry Handfield – State Archivist.

Staff Present: Russell Wood – State Records Manager; Julie Woods – Local Government Records Management Specialist; Erin Whitesel-Jones – Southwest Region Archivist; Megan Bezzo – Records Management, Patrick Williams – Local Records Grant Coordinator.

Guests Present: Teresa Sheets – Grant County Sheriff’s Office; Deb Shay – Grant County Sheriff’s Office; Janet Keefe – Snohomish County PUD; Kyle Stannert – City of Bellevue; Lynn Harvey – Mason County PUD #3; Maureen Duncan – Thurston County; Patricia Holmquist – 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.

B. Introduction of Guests

C. Approval of Minutes for December 3, 2009

Motion to adopt the December 3, 2009 minutes as presented: Cindy Evans; seconded by Jerry Handfield.

Resolution: Motion carried.

D. Adoption of January 28, 2010 Agenda

Motion to adopt the agenda as presented: Handfield; seconded by Evans.

Resolution: Motion carried.

II. NEW BUSINESS/ACTION ITEMS

A. *Local Government Common Records Retention Schedule (CORE) 2.0* – Julie Woods

Woods distributed a list of comments received from various agencies about the proposed changes to the *CORE*. Evans requested that future revision guides include page numbers for easy reference to retention schedule(s).

Additional changes to *CORE* since the agenda packet was distributed include:

1. **Online Content Management** (GS2010-007) - page 42.
 - Added the word “approvals” to the description: “Requests/*approvals* to upload/update/remove content.”
2. **Source Records – Migrated** (GS2010-018) - page 156.
 - Revised the description to remove “magnetic or digital form” and replaced with “non-paper-based format”.
3. **Destruction of Public Records** (GS50-09-06) - page 157.
 - Changed designation from OFM to OPR.
 - Added the word “notices” to the description: “Certificates/*Notices* of destruction.”
4. **Records With Minimal Retention Value** New Section - page 160.
 - Changed section description from, “This section covers records of short term temporary informational use which typically possess minimal retention value”, to, “*This section covers records created or received by the agency which are typically of short-term, temporary informational use.*”
5. **Transitory Records** (GS50-02-05) – page 162.
 - Added the word “and” to the description: “...*and* provided that...”

Upon approval of *CORE 2.0*, the new Disposition Authority Numbering (DAN) system will be in place, with new DANs comprised of three elements: the schedule prefix, the four-digit year, and a three-digit sequential number (which will begin anew each calendar year). This new system will prevent the assignment of duplicate DANs, and mirrors the State General Schedule DANs.

REVISION SUMMARY OF *CORE* Version 2.0

- **Information Management Function** – Revised to include new records conversion activity and transfer of Library records series from LGGRRS.
- **Electronic Information Systems** – Revised and moved to Asset Management function.
- **Archival Designations** – Introduced in all new and revised record series.
- **Revision numbers** – Added to all DANs.
- **Records with Minimal Retention Value Section** – Covers records previously covered by GS50-02.
- **“Secondary Copy” and “Remarks” columns** – Removed columns in all activities with new and revised record series.

Motion to adopt the changes to the *Local Government Common Records Retention Schedule (CORE) Version 2.0* as presented and referenced in the revision guide: Evans; seconded by Handfield.

Resolution: Motion carried.

2. Local Government General Records Retention Schedule (LGRRS) 5.1 – Julie Woods

A letter from Franklin County Clerk Mike Killian was presented which provided support for the proposed changes to records series covering passport application transmittals, as follows:

- **Passport Application Transmittals – Separate Receipt Not Issued** (GS50-12D-22) – Revised series;
- **Passport Application Transmittals – Separate Receipt Issued** (GS2010-022) – New series.

The only other change to *LGRRS 5.1* was the removal of the Library section (which was transferred to *CORE 2.0*).

Motion to adopt the changes to the *Local Government General Records Retention Schedule (LGRRS) Version 5.1* as presented: Evans; seconded by Handfield.

Resolution: Motion carried.

III. WASHINGTON STATE ARCHIVES UPDATES

A. Retention Schedule revisions – Russell Wood

The plan for the next few months is to slow down on the revisions to collect more information and publish more advice on how to apply the retention schedules. The Asset Management section will be revised comprehensively beginning before the middle of the year.

B. Law Enforcement Schedule update – Megan Bezzo

There have been substantial changes to the Case Management and Criminal History Sections. To gather the information, Megan has been talking to small and large law enforcement agencies to get a large group of reviewers. This will be a more streamlined approach to building the schedule, which will help take the burden away from the customer.

Rapozo asked about the “Investigative Fund Documentation” series on page 73, suggested retention of 10 years after last payment activity. The information came from the City of Bellevue’s Law enforcement team.

- **Action Item:** Megan will research the Statute of Limitations RCW to verify this retention period.

C. Health Departments and Districts Schedule update – Megan Bezzo

More public hospital districts are getting involved in the review process. The focus group is receiving Version 2 for review in the next week or so.

D. Local Government Listserv – Julie Woods

As of this meeting, there are 909 subscribers, which is an increase of 45 since the last LRC meeting.

E. Destruction after Digitization – Russell Wood

Ten applications have been approved since the last LRC meeting, and another local government entity may be approved by the end of this week. The approved agencies will be posted on the website. Unfortunately, the position of Electronic Records Management Consultant must be filled again because the person who accepted the job has taken another position with a different state agency.

F. Announcements from the State Archivist

- Eastern Washington University reported a security breach in their computer system, which took place over a year ago. In a meeting with President and CIO, an early warning system will be established to notify the State Archives of any future incidents. Even though the Digital Archives is located on the campus, no computer systems are shared with the University.
- The Local Records Grant Program will be hosting an award ceremony at the Office of the Secretary of State on February 5th; grant recipients and their Legislators will be invited to attend.
- The Digital Archives will be using an OCR program to make the grant-funded minutes, ordinances and resolutions word-searchable.
- Kyle Stannert informed the LRC that a workshop was recently held by the Washington Association of Public Records Officers (WAPRO) in Lakewood and was attended by 350 people. The workshop focused on public disclosure and the responsibilities of public records officers.
- An recent editorial in the Tacoma News Tribune confirms that the people do not understand the role of the Local Records Committee or Records Management and the responsibilities of the Archives. This editorial was based on a legislative bill that requires sending fines to the Archives when dealing with Public Records Requests.
- The Local Records Fund is still providing enough money to maintain current staff levels.

IV. NEXT MEETING – March 25, 2010, 10:00 a.m., Washington State Archives, Olympia.

V. ADJOURNMENT

Motion to adjourn the meeting: Evans; seconded by Handfield

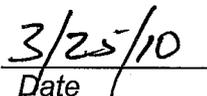
Resolution: Motion carried

The chair adjourned the meeting at 11:00 a.m.

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Mark Rapozo, 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 28, 2010 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