



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 27, 2011 – 10:00 a.m.**  
**Archives Conference Room**

1129 Washington St SE, Olympia, WA, 98504

### **AGENDA**

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#### **I. ROUTINE ITEMS**

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for December 2, 2010
- D. Adoption of Today's Agenda

#### **II. NEW BUSINESS/ACTION ITEMS**

- A. *Health Departments and Districts Records Retention Schedule Version 4.0*
- B. *Public Hospital Districts Records Retention Schedule Version 5.0*

#### **III. WASHINGTON STATE ARCHIVES UPDATES**

- A. Revision of Records Retention Schedules – Julie Woods
  - i. CORE Asset Management
  - ii. JUSTICE
- B. Destruction after Digitization (DAD) Applications – Russell Wood
- C. Announcements from the State Archivist – Jerry Handfield

#### **IV. NEXT MEETING – March 31, 2011, 10am**

#### **V. ADJOURNMENT**