



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

September 29, 2011 – 10:00 a.m.

Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for July 21, 2011
- D. Adoption of Today's Agenda

II. OLD BUSINESS/ACTION ITEMS

- A. JH letter to Association of Washington Public Hospitals.

III. NEW BUSINESS/ACTION ITEMS

- A. *Public Utilities Records Retention Schedule Version 1.1.*
 - i. Nuclear utilities update.
- B. *School Districts and Educational Service Districts Records Retention Schedule Version 7.2.*
 - i. Attendance/Absence section;
 - ii. Field trips and travel permissions.

IV. WASHINGTON STATE ARCHIVES UPDATES

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

V. NEXT MEETING – November 17, 2011, 10am

VI. ADJOURNMENT