



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.  
State Archives Conference Room  
1129 Washington St SE, Olympia, WA 98504

**MEETING MINUTES**

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**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, Megan Bezzo – Electronic Records Management Consultant, Patrick Williams – Local Government Grants Coordinator, Debbie Bahn and Kerry Barbour – Digital Archives (via Poly-Com).

**Guests Present:** Laura Edgar – King County, Teri Wiseman – King County, Patricia Holmquist – King County, Tri Howard – Port of Tacoma, Ben Lindekugel – Association of Washington Public Hospital Districts.

**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 2, 2010**

Motion to adopt the December 2, 2010 minutes as presented with corrections submitted by Jerry Handfield: Evans; seconded by Handfield.

**Resolution:** Motion carried

**D. Adoption of January 27, 2011 Agenda**

Motion to adopt the agenda as presented; Evans, seconded by Rapozo.

**Resolution:** Motion carried

**II. NEW BUSINESS/ACTION ITEMS**

**A. Health Departments and Districts Records Retention Schedule (RRS) Version 4.0 - Megan Bezzo**

Bezzo announced that she made a few minor editing and punctuation changes to the agenda packet draft, and she expressed appreciation to King County for providing helpful feedback.

Evans cautioned that this RRS does not include accreditation or outside best practices, but merely states the *minimum* retention requirements, and it should be reviewed in cooperation with other requirements. She requested that a note be added to the revision history table (and distributed via the local government listserv) to communicate that discontinued records are in limbo until the new *CORE* schedule is updated. Evans pointed out the RRS should be named "Public Health Departments and Districts" rather than "*Health Departments and Districts*".

Motion to approve the *Public Health Departments and Districts Records Retention Schedule Version 4.0* as presented, with the revision of the title change and the addition of a note in the revision history; Evans: seconded by Handfield.

**Resolution:** Motion carried.

**B. *Public Hospital Districts Records Retention Schedule (RRS) Version 5.0***

Bezzo announced that she made a few minor editing and punctuation changes to the agenda packet draft. The RRS includes series covering bodily fluids and slides, and discussion ensued as to whether biological tissues are public records, and, if not, whether records series that cover non-public records should be included in the RRS.

The item was tabled, and the State Archivist will obtain legal counsel on whether biological tissues are public records, and whether they should be "covered" in a RRS.

Ben Lindekugal, from the Association of Washington Public Hospitals stated that Washington State Archives has fantastic staff who are helpful and meticulous. He briefly described the role of public hospitals in Washington, stating that there are fifty-four public hospital districts in the state, forty-one of them operating hospitals and the rest, clinics. They cover a large geographic region and represent half of the hospitals in the state. Thirty-one are critical access hospitals. Federal regulations must also be followed when dealing with records, and there are few staff with a large number of requirements. Hospitals try to comply, but the complexity makes compliance challenging. He expressed hope that these four points can be considered in future revisions:

- Include more general record *categories*.
- Include fewer *different* retention periods.
- Simplify the coordination between the *Public Hospital RRS* and the general RRS.
- Incorporate Federal and State requirements in RRS notes.

### III. WASHINGTON STATE ARCHIVES UPDATES

**A. Revision of Records Retention Schedules – Julie Woods**

- i. **CORE Asset Management** – A reference group of agency representatives including transit authorities, auditors, counties, cities, school districts, public utilities, and the State Auditor's office, met on January 13<sup>th</sup> to clarify definitions in the asset management section and work on revising two activities: planning, and authorization/certification. A draft schedule should be ready for the Committee in May.
- ii. **JUSTICE** – A small reference group is looking at records series covering juvenile offenders records which may be impacted by RCW 13.50.050, which mandates the destruction of certain records within 90 days of eligibility. King County and Thurston County have been helping to review the (potentially) affected series. Simultaneously, preliminary work has begun on removing sections covering the various "justice" functions and activities from the *Local Government General Records Retention Schedule (LGRRS)* and creating a JUSTICE RRS. The plan is to incorporate all facets of local government justice in Washington State, which will cover the records of the following: Superior Court, District and Municipal Court, Prosecuting Attorney and Assigned Council, and Coroner/Medical Examiner. Woods attended Thurston County's "Justice at Work: Open Court" on January 5<sup>th</sup>, which was a public event aimed at educating citizens about the various courts, as well as the programs and services offered.

- iii. **Listserv announcement** – The Local government listserv now has 1,431 subscribers, which includes 156 new members since the last meeting.
- iv. **Newly elected official training** – Washington State Archives released a new webinar, which provides elected officials with a brief training on their public records responsibilities.

**B. Destruction after Digitization (DAD) Applications – Russell Wood**

An updated list has been posted on the website, and additions since the last Committee meeting include Thurston County and the Benton County Treasurer. As retention schedules are revised, approved DADs need to be updated to reflect changes to records series.

**C. Announcements from the State Archivist – Jerry Handfield**

- Handfield shared a news article about emails being lost in a system crash at a San Juan County office where, unfortunately, no backups of the records had been made.
- House Bill 1216 (introduced by Representatives Hudgins and Morris) relates to digital images on copy machine hard drives. Handfield met with a supporter to help direct them away from creating this bill, since the issue affects more than just copier machines.
- The Washington State Archives Digital Archives is applying for an additional grant through the Library of Congress to continue work with additional states in hosting state archive websites.
- Reductions in state funds will result in three additional layoffs at the WSA.
- Local Records Grants during the next biennium will continue provide awards to Local Government agencies for preserving their archival records and posting them online.
- The National Archives, National Historical Publications and Records Commission (NHPRC), extended an award to WSA for digitizing public records that have passed out of the possession of their office of origination.

**IV. NEXT MEETING – May 26, 10am.**

**V. ADJOURNMENT**

Motion to adjourn the meeting: Evans; seconded by Handfield

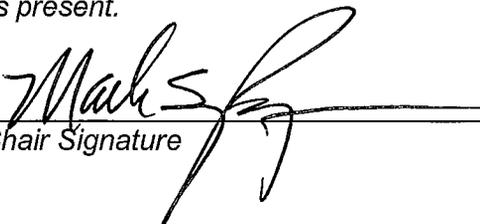
**Resolution:** Motion carried

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

**A tour of the State Archives facility was offered upon adjournment.**

**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 27, 2011 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

3/3/11  
Date