STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist

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MEETING MINUTES
Division of Archives & Records Management
Archives Conference Room
May 31, 2007 – 10:00 a.m.

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

Staff Present: Tri Howard – State Records Manager, Lysa Walker – Records Management Program Specialist, Joe Settanni – General Schedule Records Analyst, Lanny Weaver – Archivist, Southwest Region

Guests Present: Jennifer Winkler – City of Seattle, Patricia Holmquist – King County, Toni Emerson – King County, Doug Ruth – Deputy Prosecutor, Lewis County

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:13 a.m.

B. Introduction of Guests

Toni Emerson and Doug Ruth were introduced.

C. Approval of Minutes for March 29, 2007

Motion to approve the minutes for March 29, 2007: Evans.
Resolution: Handfield seconded the motion to approve the minutes. Motion carried.

D. Adoption of May 31, 2007 Agenda

Motion to adopt today's agenda: Evans. Jerry Handfield requested that a new agenda item titled *Local Government Grants* be added to the Old Business section of the agenda. Motion to adopt today's agenda as amended: Evans.
Resolution: Handfield seconded the motion to adopt the May 31, 2007 agenda. Motion carried.

II. OLD BUSINESS

A. Tabled Records Series from February 22, 2007 Meeting

1. Administrative Records Common to All Agency Work Units

a. Administrative Procedures and Instructions – GS50-01-01 – Series Revised: Added description.
b. Citizens' Complaints/Requests – GS50-01-09 – Series Revised: Added description, added Remarks and added cut-off.
c. Minutes and Files of General Office Meetings – GS50-01-45 – New Series

d. Official Agency Policy and Procedure Directives, Regulations and Rules – GS50-01-24 – Series Revised: Added description, changed retention from 'Permanent as adopted – One copy Archival – See remarks', moved Essential Records information to Remarks column.

Action: Motion to approved Items a – d pending the Remarks in Item d. be changed to reflect the usual 'Contact your Regional Archivist' statement: Evans. Handfield seconded the motion for approval pending the change to the Remarks in Item d. Motion carried.

B. Tabled from March 29, 2007 Meeting

1. *Law Enforcement Manual – Jail Records Section*

a. Surveillance Recordings – Routine – L15-01-64 – Series Revised: Changed title from 'Video Surveillance Tapes' and changed description from 'When recording does not relate to specific case investigation, such as routine surveillance of prisoners'.
b. Surveillance Recordings – Case Specific – L15-01-63 – Series Revised: Changed title from 'Video Surveillance Tapes' and changed description from 'When recording related to specific case investigation of prisoner'.
c. Audio/Video Recordings of Booking or Arrest Processing – L15-01-65 – Series Revised: Changed title from 'Video Tape or Other Recordings of Bookings or Arrest Processing'.

Action: Motion to approve Items a – c: Evans. Handfield seconded the motion. Motion carried.

Doug Ruth, from the Lewis County Prosecuting Attorney's Office, spoke about the retention of Item a. entitled *Surveillance Recordings – Routine.* He requested that the committee consider reducing the retention from six months to two months. The six-month retention period places a considerable financial burden on detention facilities. During Mr. Ruth's research on this matter, he confirmed that not only does Lewis County face these monetary issues, but so does Kitsap and Pierce County. To solve the retention issue in Pierce County, they have chosen not to retain video but rather utilize 'live feed'.

Although there is greater value in retaining video for legal purposes, a detention facility usually knows within two months whether it is necessary to find and retain video surveillance footage. In a criminal case, retention of this information for two months gives a defendant more than ample time to discover and gather this information for his or her defense. Court and constitutional rules require that a defendant be arraigned, appointed counsel, and have access to evidence within this time. Therefore, a two-month retention is adequate to allow an inmate opportunity to seek legal counsel and for his counsel to obtain copies of any video recording.

Action: Motion to table this discussion until further contact with other counties, and former individuals who sat on the advisory committee for the Law Enforcement manual: Evans.
NOTE: Patty Holmquist, King County Records Manager, noted that she would assist by doing research in her county. Rapozo seconded the motion. Motion carried.

B. Tabled from March 29, 2007 Meeting

2. *Duplicate DAN Reassignment – LGGRRS*
   1. Accounting Section
   2. Electric Utilities
   3. Facility and Property Management
   4. Fire and Emergency Medical Services
   5. Land Use Planning, Permits and Appeals
   6. Licenses, Permits, Fees and Taxes
   7. Personnel

8. Sewer and Water System Documentation

At the March 29, 2007 meeting, the committee discussed the information and made the following motion:

'The Records Management Office (RMO) explained to the committee that, over the last decade, more than 30 duplicate DANs had been assigned to different records series. The RMO reviewed a report of these records series with Mike Saunders. Mike felt confident that the records series he reviewed were duplicate DANs and that new DANs should be reassigned.

The committee and records managers present were concerned about the retention periods regarding duplicates DANs. Will the reassignment project inadvertently affect the retention period of the original DAN? For instance, GS50-06B-13 is a duplicate DAN. This DAN has been assigned to the following records series:

- *Work Orders – Electric Power System Engineering and Construction*, which has a 5 years retention period and can be found in the Electric Utilities section of the LGGRRS, and
- *Work Orders*, which has a 3 years retention period and can be found in the Facility and Property Management section of the LGGRRS.

The RMO has reassigned a new DAN to *Work Orders – Electric Power System Engineering and Construction*. Could this reassignment possibly interfere with the destruction of this series under the old DAN by destroying it earlier than the retention period of 5 years it has been assigned?

Action: Motion to table these records series until the next meeting: Handfield. The committee recommended that the RMO add an explanation in the Remarks column regarding what the original DAN used to be, where that DAN can be found and what the retention period is for that DAN. The RMO will work with Jennifer and Mike's recommendations regarding the proper wording. Evans seconded the motion. Motion carried.' (March 29, 2007 excerpt from LRC minutes.)

Per the committees' recommendations from the March 29, 2007 meeting, the RMO shall revise the duplicate records series by adding an explanation in the Remarks column. For example:

- *Deposit Register – Utilities Accounting* – GS50-03B-15 – Series Revised: Original DAN assigned was a duplicate (GS50-03B-02*). New DAN assigned 05/07. Remarks column states: *GS50-03B-02 titled *Bank Deposit Records* can be found in the Accounting section of the Local Government General Records Retention Schedule with a 6 years retention period.

Upon review of the proposed revision, the committee was still concerned that a local government entity may need further clarification. They requested that the RMO add another sentence in the Remarks column of each duplicate series stating 'This duplicate DAN was discovered during a database clean-up in 2007.' They also suggested that the RMO determine a way to 'flag' the records series as a duplicate so local government entities could easily find them, potentially eliminating records from being disposed prior to the end of their disposition.

Action: Motion to table this records series so that the RMO can complete the revision requests by the committee: Evans. Rapozo seconded the motion. Motion carried.

III. OTHER BUSINESS

A. Electronic Information Section of the Local Government Manuals Discussion – Lysa Walker

At the March 29, 2007 meeting, the committee approved the revision of the District and Municipal Court Manual. The *Electronic Information* section of the manual was revised by changing the following sentence from:

> 'Upon Completion, e-mail messages containing public record information **should be printed out or transferred to an electronic document management system, filed with the appropriate records series**, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee'.
>
> to:
>
> 'Upon completion, e-mail messages containing public record information **need to be retained for the length of the retention period per the appropriate records series**...'

This section is not only in the District and Municipal Court manual, but in the LGGRRS and the eight local government manuals as well. At the March meeting, the committee discussed updating all the *Electronic Information* sections in the other schedules. The LRC determined that this update could wait until the Local Records Database was completed. However, since this change, the Archives and Records Management Division have received numerous requests that all the schedules be updated immediately, rather than waiting until the Local Records Database is complete.

Action: Motion to approve updating the *Electronic Information* section in the LGGRRS and all other local government manuals: Handfield. Evans seconded the motion. Motion carried.

B. Request to include LRC Minutes on the OSOS Web site – Lysa Walker

Lysa noted that executive management felt it was an internal decision to post the LRC minutes on the OSOS web site. Rather than 'requesting' that the committee approve the posting of the minutes, Lysa informed the committee that as of today, the 2006/2007 minutes previously approved have been posted on the web site. Minutes from this meeting forward will be posted on the web site after committee approval. The LRC thanked the RMO for their efforts.

C. Update on Washington Association of School Business Officers (WASBO) Committee and the School District Manual Revisions – Lanny Weaver

Lanny reported that the WASBO committee has been meeting for two years to revise the School District manual. Currently, they are in the final phase of this process and are scheduled to have their recommendations completed by the end of the school year. Lanny will be meeting with the RMO to review all the changes and prepare the manual for final review by the committee.

Lysa asked the LRC if they would like to review the manual in its entirety, or in sections. The committee requested that the RMO provide them with the complete manual for their review a month prior to scheduling it on the LRC agenda. If the committee determines, once they have reviewed it, that they will need to schedule 'special' meetings, rather than complete the review during the regularly scheduled LRC meetings, they will make that decision at that time.

D. Local Government Grants – Jerry Handfield

Jerry began his discussion by pointing out how much the grants program has grown over the last few years. In 2002, the program began with only $100,000. Today, that total has risen to nearly $1,000,000.

To spread the word about the grants program, and learn how to apply, grant workshops will be held throughout the state during the month of June. The LRC and guests present all received copies of the grant workshop flyers, which provide date and location information for all the workshops. Further information and the on-line application can be accessed on the Secretary of State's web site at www.secstate.wa.gov/archives. Jerry invited the other committee members to attend and extra copies were available if requested. The deadline to apply for a local government grant is July 13, 2007.

IV. ADJOURNMENT

Motion to adjourn: Handfield. Evans seconded the motion. Motion carried. The chair adjourned the meeting at 11:32 a.m. and announced the next public meeting of the Local Records Committee is scheduled for August 30, 2007, to be held in the State Archives Building Conference Room.

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 May 31, 2007, 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.

Mark Rapozo 6/30/07

Chair Signature *Date*

NOTE: Official signature on file at Secretary of State Records Management Office.