



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

MEETING MINUTES

**Division of Archives & Records Management
Old Thurston County Court House
August 30, 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; Benjamin Helle, Records Management Office; Lanny Weaver, Archivist, SW/Olympia Branch; Midori Okazaki, Archivist, Puget Sound Branch; Terence Badger, Archivist, SW/Olympia Branch; Leslie Koziara, Records Management Office; Julie Woods, Records Management Office; Russell Wood, Records Management Office; Val Wood, Deputy State Archivist; Mike Saunders, Archivist, Puget Sound Branch; Mary Gould, Secretary of State

Guests Present: Jennifer Winkler, City of Seattle; Patricia Holmquist, King County; Toni Emerson, King County; Doug Ruth, Deputy Prosecutor, Lewis County; Janet Keefe, Snohomish PUD; Lysa Walker, Labor and Industries; Karen Fisher, Clark County; Barbara Werelius, City of Tacoma Public Utilities; Debbie Krumpols, City of Olympia; Terri Stolz, City of Olympia; Tara Ramos, Grays Harbor County PUD; Rowland Thompson, Allied Daily Newspapers of Washington; Brian Ferris, Thurston County; Maureen Duncan, Thurston County; Donna Healy, City of Bellevue; Kyle Stannert, City of Bellevue; Leslie Schuyler, King County; Jason Kaltenbacher, King County; Lisa Cary, King County; Greg Overstreet, Allied Law Group; Sean Krier, SW/Olympia Branch, Washington State Archives

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:04 a.m.

B. Introduction of Guests

New Records Management Office staff member Russell Wood was introduced. Twenty-one guests representing 14 local and state agencies and other attendants were introduced.

C. Approval of Minutes for May 31, 2007

Motion to approve the minutes for May 31, 2007: Handfield.

Resolution: Rapozo seconded the motion to approve the minutes. Motion carried.

D. Adoption of August 30, 2007 Agenda

Motion to adopt today's agenda: Evans.

Resolution: Rapozo seconded the motion to adopt the August 30, 2007 agenda. Motion carried.

II. OLD BUSINESS

A. Tabled from May 31, 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'.*

Evans expressed concern that input from other stakeholders including public defenders offices was not presented. Comments were exclusively from various detention facilities or jails. Due to the importance and cost of this issue, she requested staff seek additional information from impacted stakeholders. Doug Ruth, from the Lewis County Prosecutor's Office, noted that he had approached the Washington Association of Sheriffs and Police Chiefs for comment as suggested in the May LRC meeting, but not the public defenders association. Ruth indicated willingness to contact the appropriate group.

Action: Motion to table this discussion pending further stakeholder input, including defenders or assigned counsel: Evans. Handfield seconded the motion. Motion carried.

B. Tabled from May 31, 2007 Meeting

2. Duplicate DAN Reassignment – LGGRRS

Continuing the discussion of the duplicate DAN numbering since the March 29, 2007 meeting, the Records Management Office (RMO) has developed wording to include in schedules to explain any discovered duplicate number. Staff reported that the majority of outstanding duplicate numbers have been identified and replaced.

Due to demands of a King County records project, Holmquist asked if a date could be set for the completion and resolution of the duplicate DAN reassignments. Staff agreed to present to the Committee a "clean product" for approval by the next meeting.

Action: Motion to table this records series until September so that the RMO can complete the revision requests by the Committee: Evans. Handfield seconded the motion. Motion carried.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. New Record Series: Social Services Category: Client Case Files

Introduced by Saunders for King County. As no other general schedules apply, this record series was presented. Discussion followed regarding the phrasing of screening and provision of treatment.

Action: Motion to table this records series to revise language and for further clarification: Evans; seconded by Handfield. Motion carried.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL, CONT.

2. Revision of Parks Recreation Program Events Registration and Attendance: GS50-13C-19
Introduced by Saunders for City of Bellevue for a revision of language (addition of "background checks") rather than a new DAN. *Discussion followed to suggest a better presentation of changes requested to a record series.*
Action: Motion to accept: Evans; seconded by Handfield. Motion carried.

3. Revision of Compensable/Non-Compensable Claims Files: GS50-06C-31/GS50-06C-27
Introduced by Walker and Weaver for City of Vancouver. It was realized during discussion that the definitions of the records series would have to be switched, OPR added, and as well as remarks to both records.
Action: Motion to accept pending changes and circulate: Evans; seconded by Handfield. Motion carried.

IV. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. Discussion of E-mail format for retention

The request for clarification was submitted by the City of Bellevue as a lead for other concerned agencies. Revision of language for the retention of email originated in the March 2007 in changes that were made in the district and municipal courts manual. The issue of discussion was (1) if the Committee made a policy change without giving information for comment and (2) does the Committee have an option for this policy change or is it driven by the Federal Rules of Civil Procedure (FRCP) that information must be retained in its native format. Saunders pointed out that setting standards for format is the responsibility of the State Archives through the Administrative Code. It was determined that it was not the Committee's intention to change anything but the language. It was also suggested that a task force or working group comprised of several local agencies be created to discuss the issue, working with Stannert and the State Archives.

B. Improved communication between LRC and constituents

Continuing from the previous discussion, Stannert noted the need for sharing more information about decisions being made by the Committee ahead of time and/or having more time before the decisions go into effect. For example, agenda packets are only provided at the meeting and does not allow local agencies the chance to review or research issues. Posting agendas and packets on the State Archives website would be one solution to making information available. Staff would work with local agencies in setting deadlines to submit and review schedules.

V. ADJOURNMENT

Motion to adjourn: Evans. Handfield seconded the motion. Motion carried. The chair adjourned the meeting at 11:57 a.m. and announced the next public meeting of the Local Records Committee is scheduled for September 27, 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 August 30, 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.



Chair Signature

9/27/07
Date

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