



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

Archives Conference Room

September 27, 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; Terence Badger, Archivist, SW/Olympia Branch; Julie Woods, Records Management Office; Russell Wood, Records Management Office; Mike Saunders, Archivist, Puget Sound Branch; Mary Gould, Office of the Secretary of State

**Guests Present:** Sue Hanson, City of Kent; Jennifer Winkler, City of Seattle; Patricia Holmquist, King County; Barbara Werelius, City of Tacoma Public Utilities; Debbie Krumpols, City of Olympia; Terri Stolz, City of Olympia; Leslie Schuyler, King County; Jason Kaltenbacher, King County; 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 Staff**

Records Management Office staff Russell Wood and Julie Woods were introduced.

**C. Approval of Minutes for August 30, 2007**

Motion to approve the minutes for August 30, 2007: Evans.

**Resolution:** Handfield seconded the motion to approve the minutes. Motion carried.

**D. Adoption of September 27, 2007 Agenda**

Motion to adopt today's agenda: Handfield.

**Resolution:** Evans seconded the motion to adopt the September 27, 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'.*

Helle reported that Doug Ruth of the Lewis County Prosecutor's Office has yet to receive comment from the public defenders association. Ruth sent a letter to request that the committee table the item for another month.

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

**B. Tabled from May 31, 2007 Meeting**

**1. Duplicate DAN Reassignment – LGRRS**

Continuing the discussion of the duplicate DAN numbering since the March 29, 2007 meeting, the Records Management Office (RMO) provided an example of a corrected schedule with three locations noting the duplicity (description, DAN, and remarks fields).

GENERAL RECORDS RETENTION SCHEDULE FOR ALL LOCAL GOVERNMENT AGENCIES

ACCOUNTING						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER	REMARKS
			PRIMARY (SOURCE DOCUMENT/ORIGINAL RECORD COPY)	SECONDARY (ALL OTHER) RECORD COPIES		
38	DEPOSIT REGISTER - UTILITIES ACCOUNTING.  Series Revised: Original DAN assigned was a duplicate (GS50-03B-02). New DAN assigned 07/07  IMPORTANT: This was a duplicate DAN. Please read Remarks column.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-15 GS50-03B-02	*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 year retention period. This duplicate DAN was discovered during a database clean-up in 2007.
39	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
40	DIRECT PAYROLL DEPOSIT	OFM	Until transferred to	Destroy when obsolete or	GS50-03E-05	

Evans raised the question if the fixes could be done all at one time by one action by the committee. Handfield asked if these could be readied by the next meeting. Helle answered that if a comprehensive list was created and time was devoted to the project it was possible. For any agency using DANs in the meantime, Evans asked if these duplicates could be flagged. Staff answered that solutions can be explored, including possibly a note on the website.

**Action:** Motion to table this item so that the RMO can complete the reports and issues requested by the Committee: Handfield. Rapozo seconded the motion. Motion carried.

**C. Tabled from August 30, 2007 Meeting**

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

Introduced by Saunders for King County. Tabled at August meeting to revise language (including title) and for further clarification. Discussion followed regarding grant-funding issues.

**Action:** Motion to approve: Evans; seconded by Rapozo. Motion carried. The committee approved the records series. Amended to approve as a general schedule: Evans; seconded by Rapozo. Motion carried.

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

**A. General Records Retention Schedules**

*1. Revision of Low Income Energy Assistance Program Client Files*

Introduced by Weaver for Andrew Penta, Records Division, Clark County. This item is being presented not as a change to the General Schedule, but as a change to a unique schedule for Clark County. Prior to the meeting, as Winkler had seen the item on the agenda, she suggested a particular DAN (GS55-05B-27) for this type of record. Winkler also suggested GS50-01-11 (CONTRACTS, AGREEMENTS, AND WARRANTIES) as part of the file is an agreement. Discussion followed if this should be a general schedule item, as there is no general schedule item relating to weatherization or low-income energy assistance programs.

**Action:** Motion that the RMO research the correct placement of the item as a unique or general schedule and report at the October meeting: Handfield; seconded by Rapozo. Motion carried. Handfield also requested information on any grant-related schedules as well. Saunders reported six to eight series related to grants.

**IV. OTHER BUSINESS**

**A. Improved Presentation of Action Items for Committee Review**

*1. Summary Statements for New or Revised Series*

At the request of the Committee, Helle presented a template that would allow for a summary statement for prior review by the Committee. This would replace the e-mail strings or lengthy oral arguments at the meeting. It was the concern of Evans that if schedules were not clear as to the changes requested, it would be difficult to ask the right questions. The solution offered was a summary statement for new or revised series. Working in conjunction with the RMO, regional archivists would format the information and comments provided by the local agency into a new standardized form. The example provided came from Western Washington University's Tony Kurtz and his submissions to the State Records Committee.

*2. Discontinued Records Series*

The conversation turned to discontinued records series. Holmquist questioned how to communicate a local agency's reports of discontinued series with the RMO. Howard reported that the State has an existing template form that could be reformatted for local use. Holmquist requested a form that could easily be reproduced into an Access or Excel report.

*3. Website Agendas*

To better communicate information coming before the Committee, Helle reported that the Local Records Committee agendas have been added to the Washington State Archives website. It is the intention of the RMO that the agenda for the upcoming meeting be posted at least a week prior.

**V. ANNOUNCEMENTS**

Handfield reported that as of 1 September, Val Woods, Deputy State Archivist, has taken the position of Director of the Corporations Division of the Secretary State Office. The open position of Deputy State Archivist is currently being interviewed with a decision to be made within a week. Handfield reported that research for the new Washington State Heritage Center, to be opened in 2012, is ongoing. A contingent of OSOS and GA staff with SRG Partnership, Inc. architects recently visited prominent archives and museums in the nation's capital. Handfield also recounted the Thurston County judge's recent ruling on the proper destruction of an e-mail to the county auditor from the Secretary of State's Office. Handfield also reported that the Local Grants Program and the Archives Oversight Committee has requested an additional \$1.5M from the legislature to fund records management requests from local governments across the state.

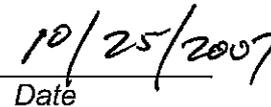
**VI. ADJOURNMENT**

The chair adjourned the meeting at 11:04 a.m. The next public meeting of the Local Records Committee is scheduled for October 25, 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

  
Date

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