Office of the Secretary of State
Washington State Archives

Paper Records Reduction Workgroup

Agenda

Paper Records Reduction Workgroup – 1st Meeting

Wednesday May 28 – 9:30am- 11:30am

State Records Center – 7590 New Market St SW Tumwater
(off Tumwater Blvd behind State Printer)

1. Welcome and Introductions – Steve (5 min)
2. Brief Records Center Tour – Larry (10 min)
3. How does the system retention and destruction of records work? – Russell
    a. Retention Schedule Approval Process (10 min)
    b. What are Agencies Storing (10 min)
4. What does the Legislature want us to do? – Russell (10 min)
5. Why do you think your agency still creating/storing paper records? – (20 min)
    a. Office of the Secretary of State
    b. Office of the Attorney General
    c. Office of the State Auditor
    d. Office of Financial Management
    e. Dept of Corrections
    f. Dept of Social and Health Services
    g. Dept of Health
    h. Dept of Transportation
6. What the Archives Has Found So Far
    a. Paper vs. Imaging vs. Born Digital – Terry (5 min)
    b. Retention Schedule Improvements – Russell (5 min)
7. Other Comments / General Discussion – Everyone (15 min)
8. Homework for Next Meeting – Russell (10 min)
    a. What are obstacles to going born digital?
    b. What are obstacles to reducing retention periods?
9. Next Meeting

ENGROSSED SUBSTITUTE SENATE BILL 6002
63rd Legislature
2014 Regular Session

Sec. 119. 2013 2nd sp.s. c 4 s 120 (uncodified) is amended to read as follows:

. . .

(6) The legislature finds that the volume of state records retained in paper format continues to grow, increasing the records storage costs for the state. The secretary of state shall convene a work group to study methods for retaining records in electronic formats and for shorter periods of time, with the goal of reducing the volume of stored paper records by ten percent by the end of 2016, and an additional ten percent by the end of 2018. The following state agencies shall participate in the work group, which shall report to the appropriate committees of the legislature by December 31, 2014, and December 31, 2015:

(a) Office of the secretary of state;
(b) Office of the attorney general;
(c) Office of the state auditor;
(d) Office of financial management;
(e) Department of corrections;
(f) Department of social and health services;
(g) Department of health; and
(h) Department of transportation.

Notes:
Passed the legislature on March 4, 2014;
Signed by the Governor on March 4, 2014 (other sections partially vetoed).

Office of the Secretary of State
Washington State Archives

Paper Records Reduction Workgroup

Workgroup Membership

As at May 22, 2014

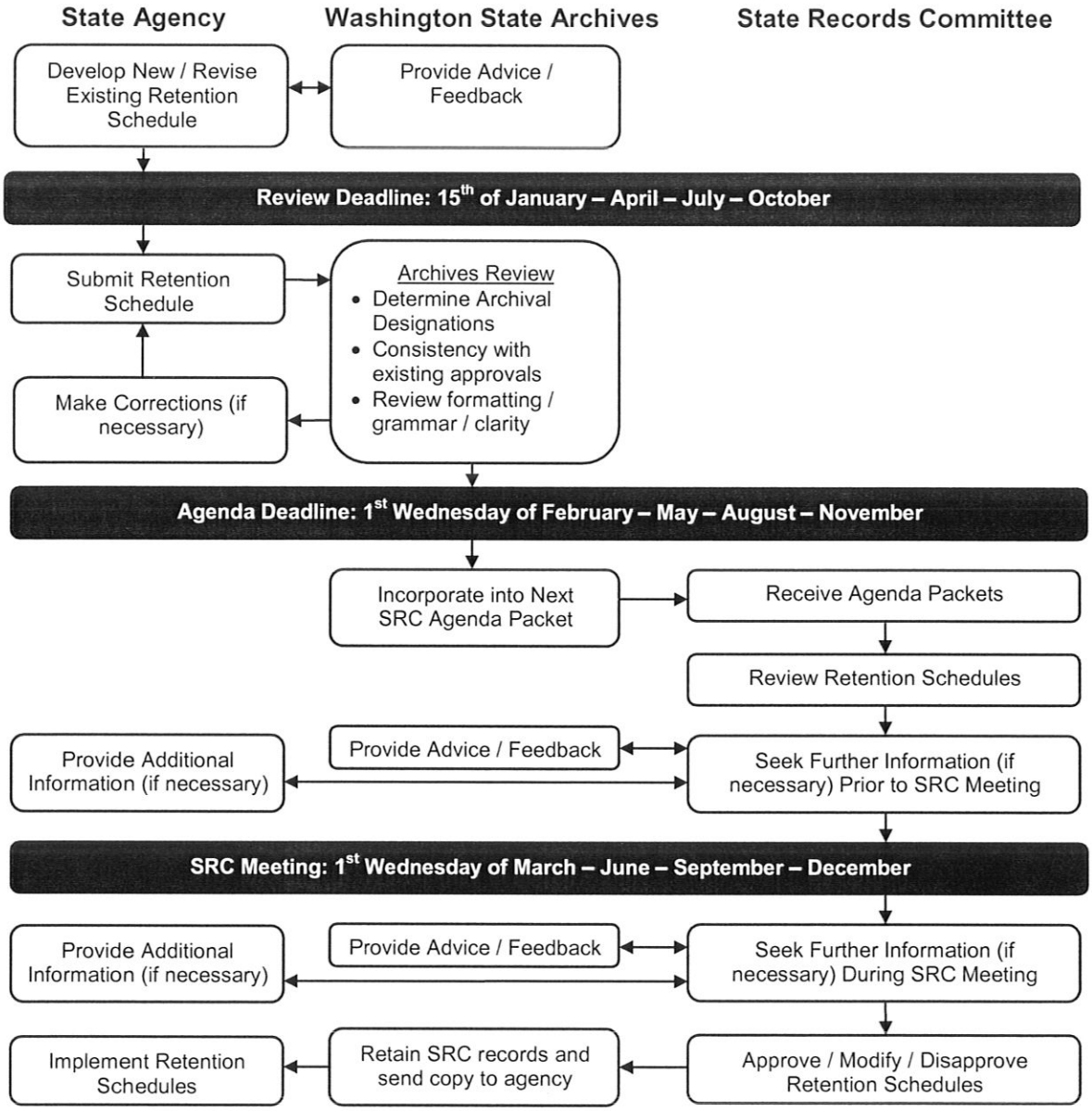
Agency	Representatives	Advisors
Office of the Secretary of State	Ken Raske Mike Huntley	Katie Blinn Dave Ammons
• Washington State Archives	Steve Excell Terry Badger Russell Wood Larry Johnson	Leslie Koziara Julie Blecha
Office of the Attorney General	Jeff Even Martin Singleton	Linda Hoage
Office of the State Auditor	Mark Rapozo Mike Marty	Cindy Evans
Office of Financial Management	Laurie Lien Roselyn Marcus	Anita Wieland Kathy Cody
• Office of the Chief Information Officer	Dave Kirk	
Department of Corrections	Gunther Johnson Wendy Stigall	
Department of Social and Health Services	Jason Howell Mike Conley	Millie Brombacher
Department of Health	Bruce Dempsey Dan Francis	Sean Krier
Department of Transportation	To Be Advised To Be Advised	

Office of the Secretary of State
Washington State Archives

Records Management Advice
Issued: September 2013
(Originally Issued: December 2011)

Developing Records Retention Schedules:
State Agency Schedule Approval Process

Purpose: Provide guidance to state government agencies on the process for seeking approval from the State Records Committee (SRC) for agency records retention schedules.



Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov

The Records Center is Cost Effective:
15 Times More Cost-Effective Than Storing Records in an Office

Four drawer vertical file cabinet in an office setting:

- Occupies 3.36 square feet of floor space
- Holds 6 archive boxes of records
- Annual cost to store in $15 per square foot office space is $50.40
- Cost per archives box = $8.40

Archives Box at the High-Ceiling Record Center:

- Occupies 1.4 square feet of floor space
- High-bay shelving holds 31 boxes of records in 1.4 square feet
- Annual cost to store at $12.55 per square foot is $17.57 per year
- Cost per archives box = $ 0.56

$8.40 divided by $ 0.56 = 15 times more efficient

Notes:
Does not include common areas like aisles or hallways, exterior parking, utilities, shelving/file-cabinet and other costs common to both office and warehouse storage.

Isabella Bush Records Center Building
7590 New Market Street SW
Tumwater, WA

47,200 square feet
Will hold 296,203 boxes and 39,700 linear feet of DOC Files
5,708 box spaces remaining and 757 linear feet of shelving

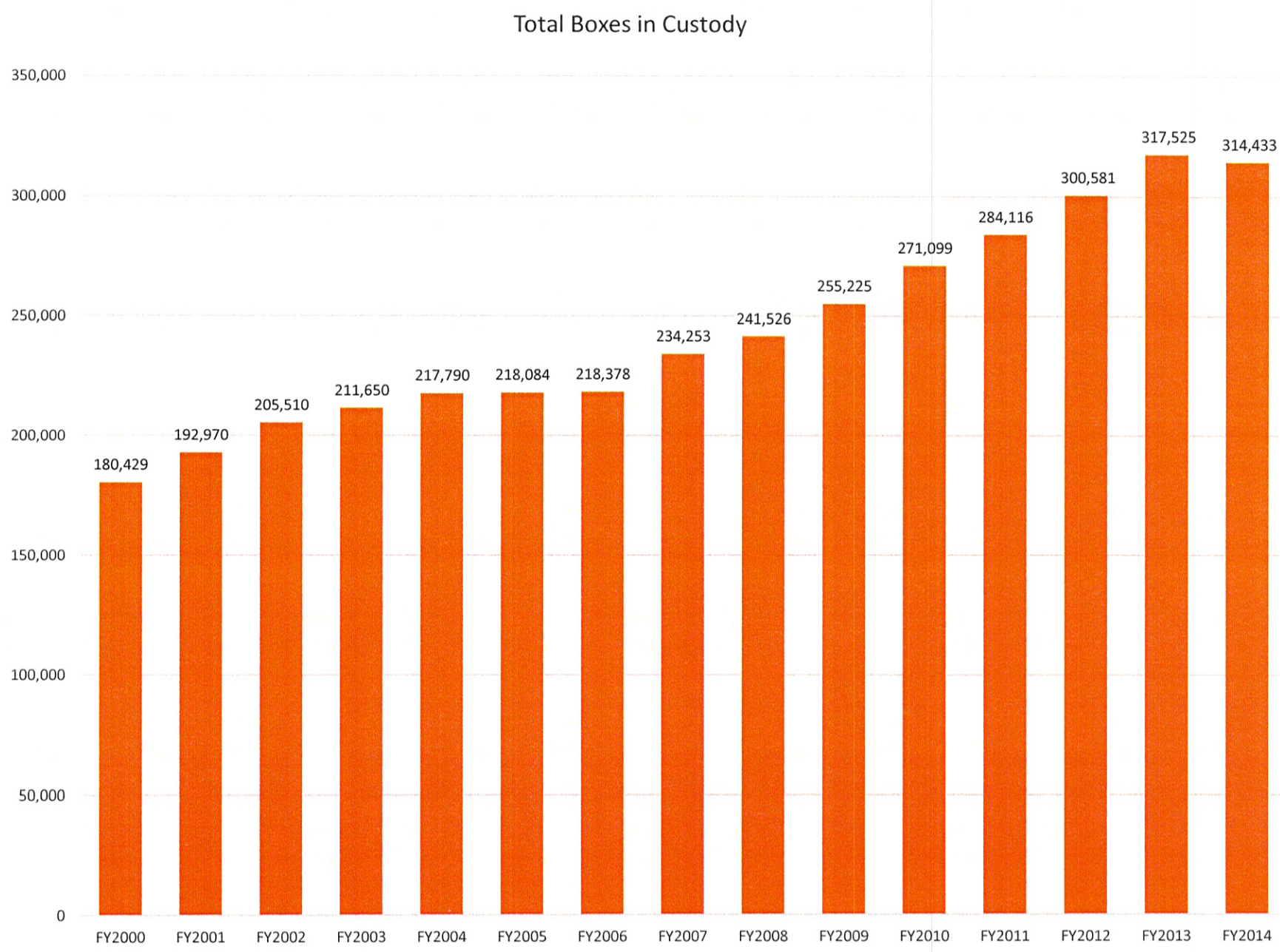
Records Center Annex
7821 Arab Drive Unit B
Tumwater, WA

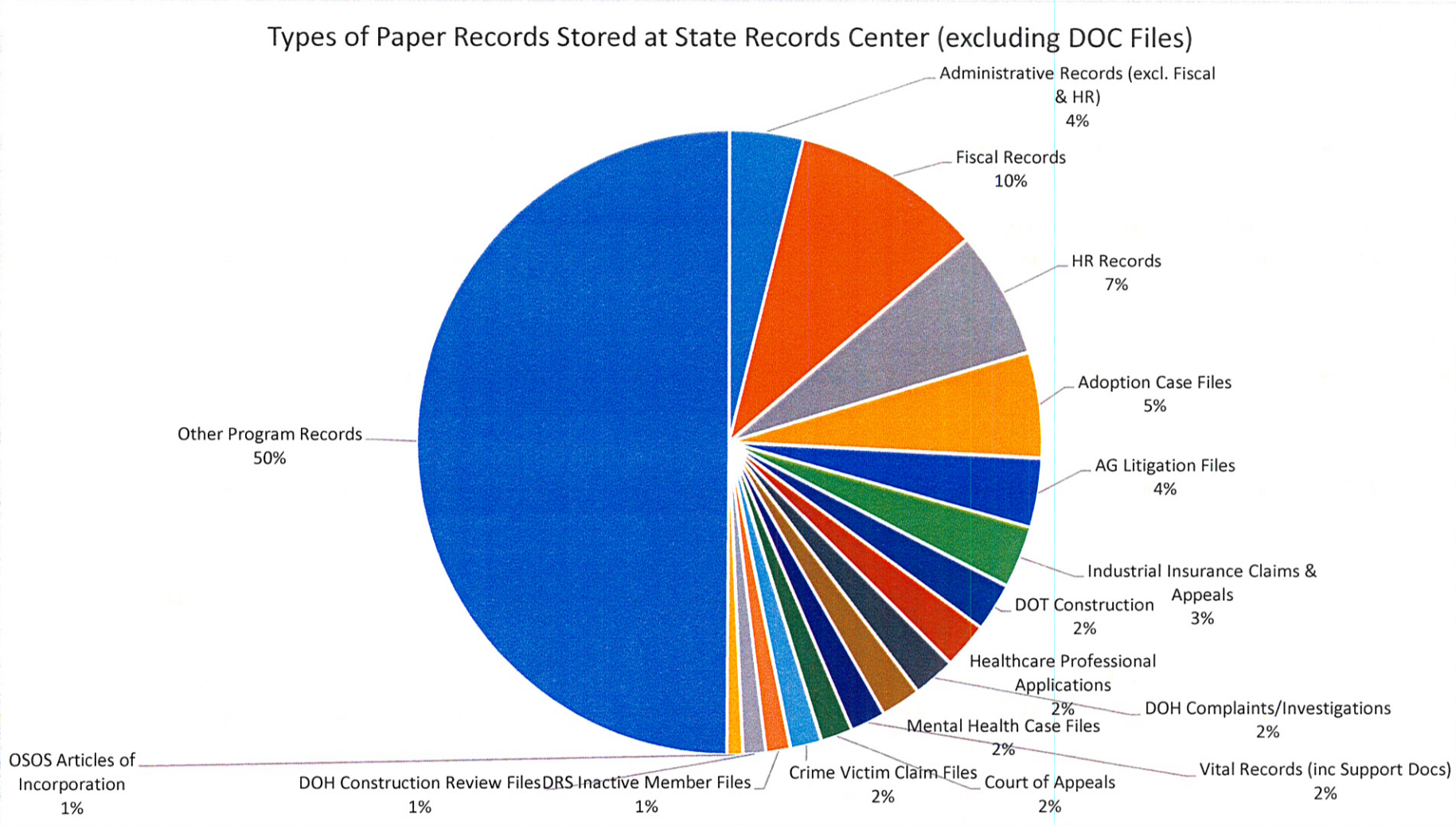
20,956 square feet
Will hold 48,152 boxes
12,998 spaces remaining

Operated by 6 staff
53,116 boxes and 65,321 DOC Inmate Case Files managed per staff

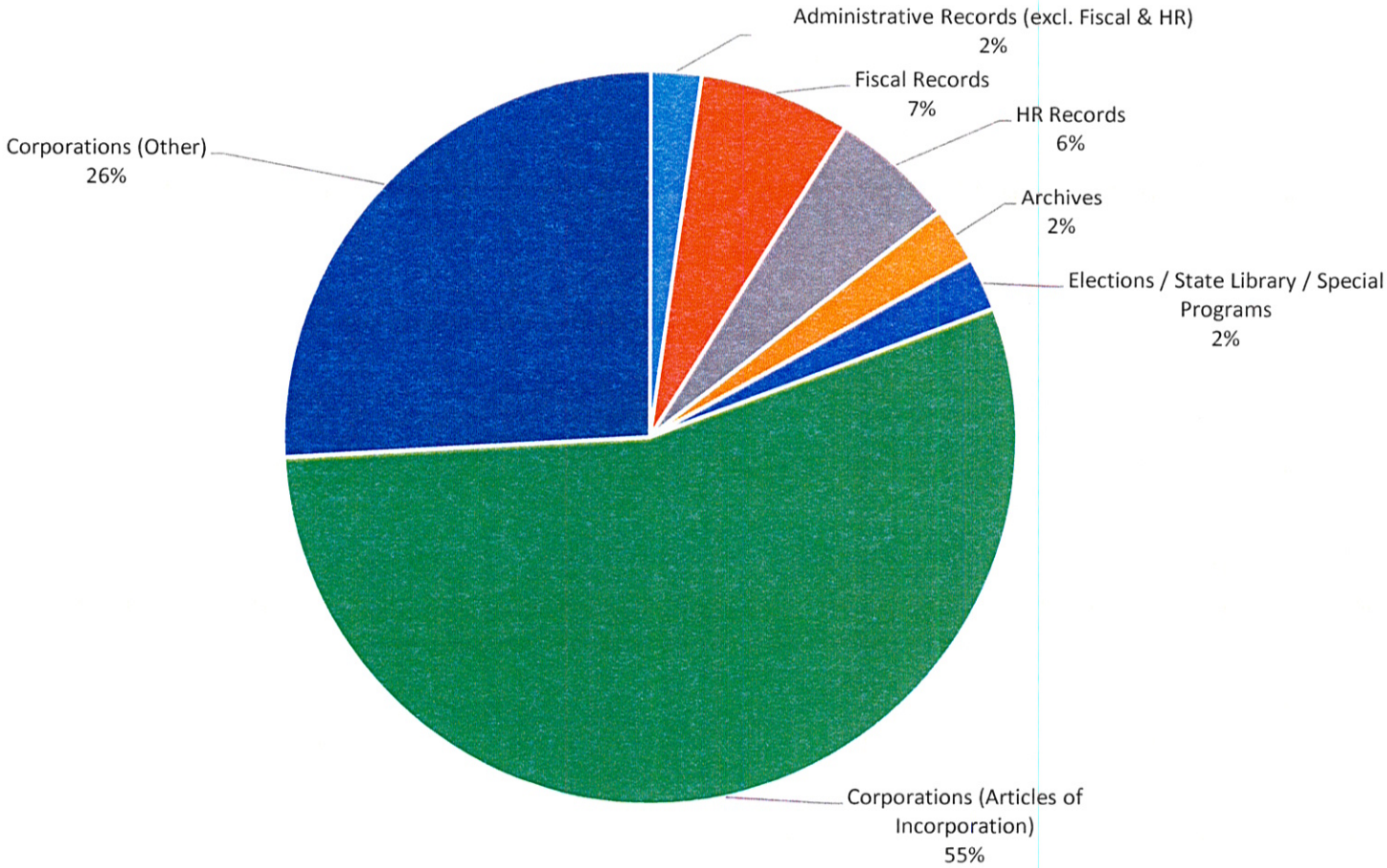
318,699 boxes in holding
39,000 retrievals a year for state agencies
38,000 new boxes per year, 23,000 boxes destroyed per year
Annual growth of 15,000 boxes

391,929 DOC Inmate Files in holding
9,000 retrievals a year for DOC inmate files
20,000 new inmate files per year.

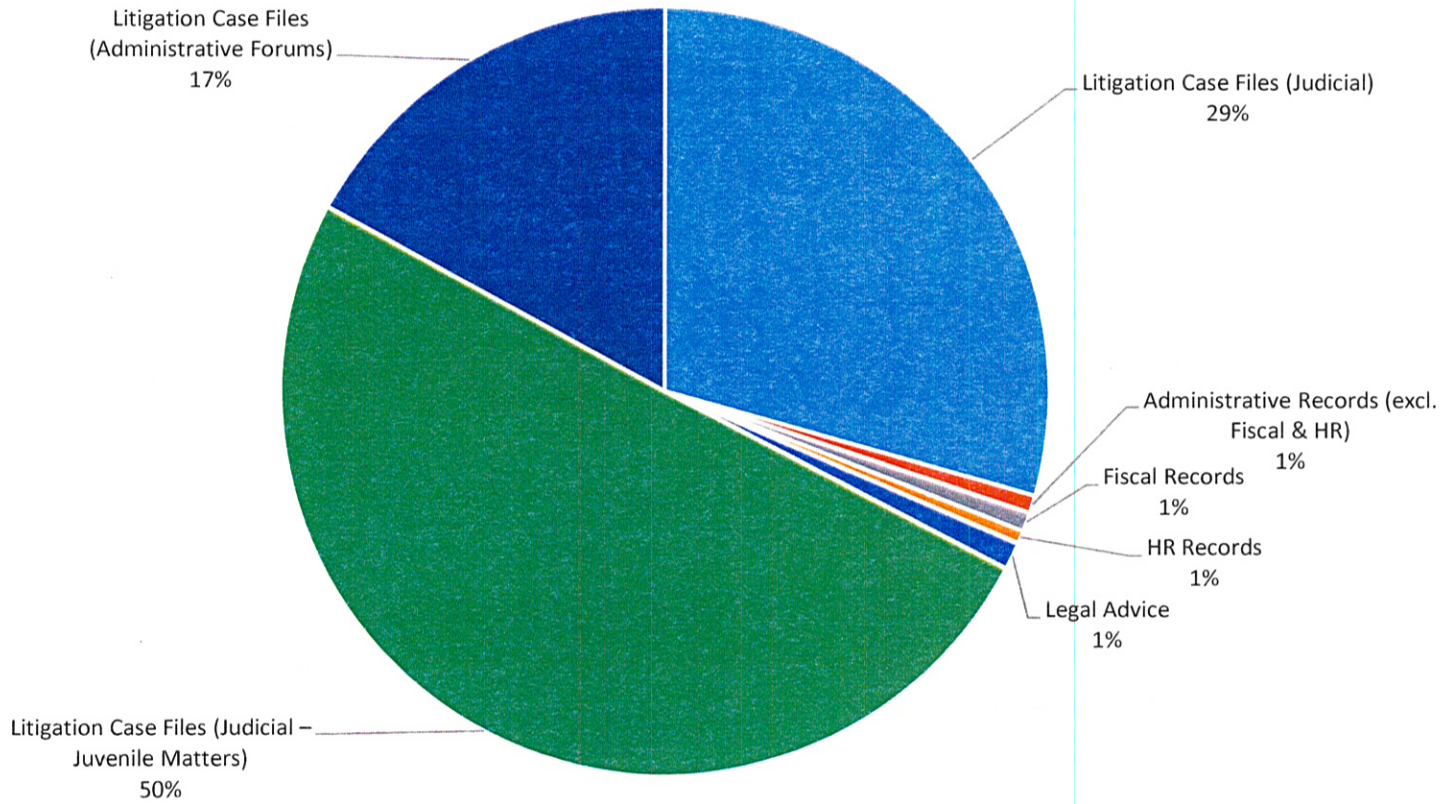

Total Boxes in Custody
350,000
300,000
250,000
200,000
150,000
100,000
50,000
0
180,429
192,970
205,510
211,650
217,790
218,084
218,378
234,253
241,526
255,225
271,099
284,116
300,581
317,525
314,433
FY2000
FY2001
FY2002
FY2003
FY2004
FY2005
FY2006
FY2007
FY2008
FY2009
FY2010
FY2011
FY2012
FY2013
FY2014

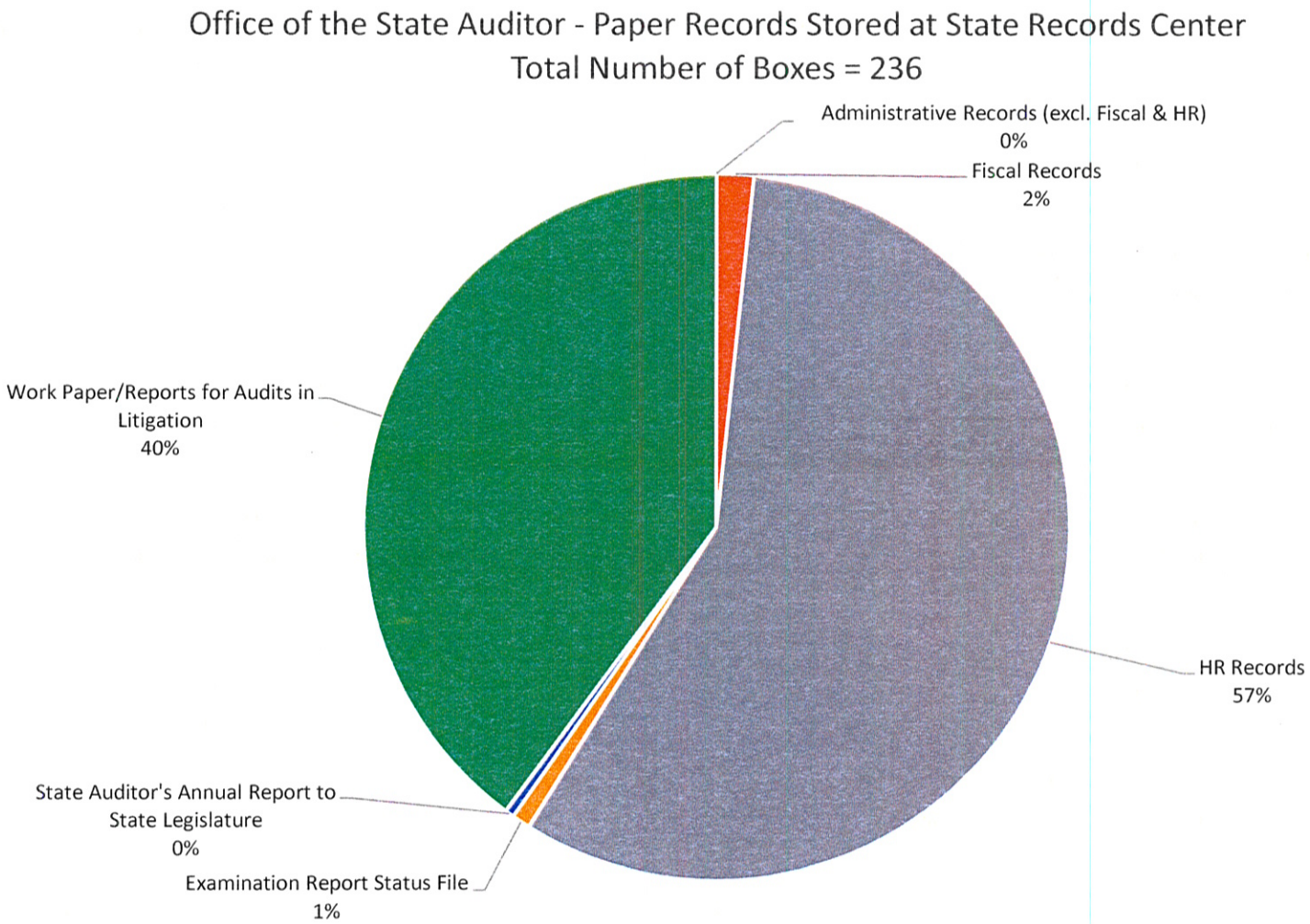

Types of Paper Records Stored at State Records Center (excluding DOC Files)
Administrative Records (excl. Fiscal & HR) 4%
Fiscal Records 10%
HR Records 7%
Adoption Case Files 5%
AG Litigation Files 4%
Industrial Insurance Claims & Appeals 3%
DOT Construction 2%
Healthcare Professional Applications 2%
DOH Complaints/Investigations 2%
Mental Health Case Files 2%
Vital Records (inc Support Docs) 2%
Court of Appeals 2%
Crime Victim Claim Files 2%
DRS Inactive Member Files 1%
DOH Construction Review Files 1%
OSOS Articles of Incorporation 1%
Other Program Records 50%

Office of the Secretary of State - Paper Records Stored at State Records Center
Total Number of Boxes = 4,873

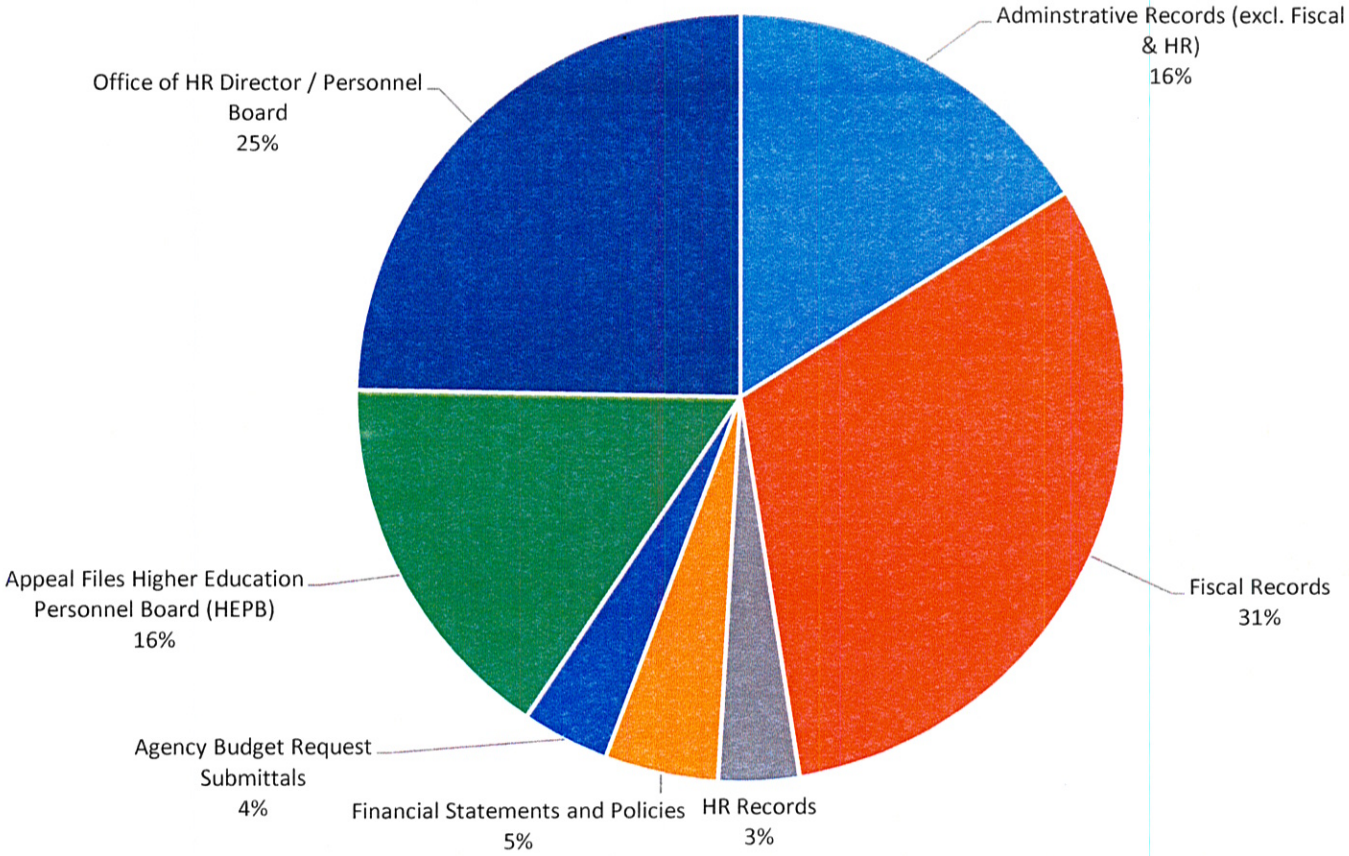


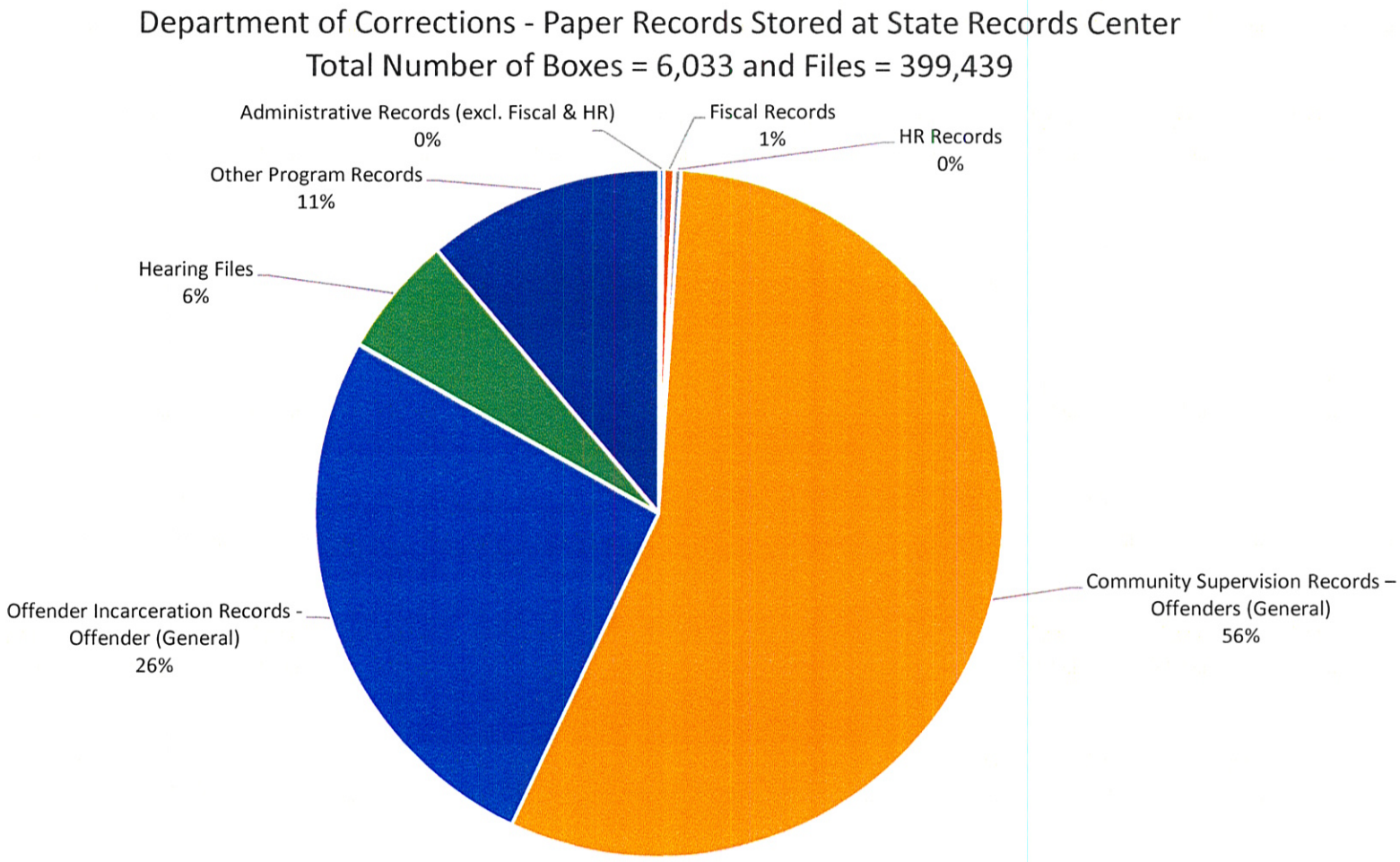
Office of the Attorney General - Paper Records Stored at State Records Center
Total Number of Boxes = 29,184

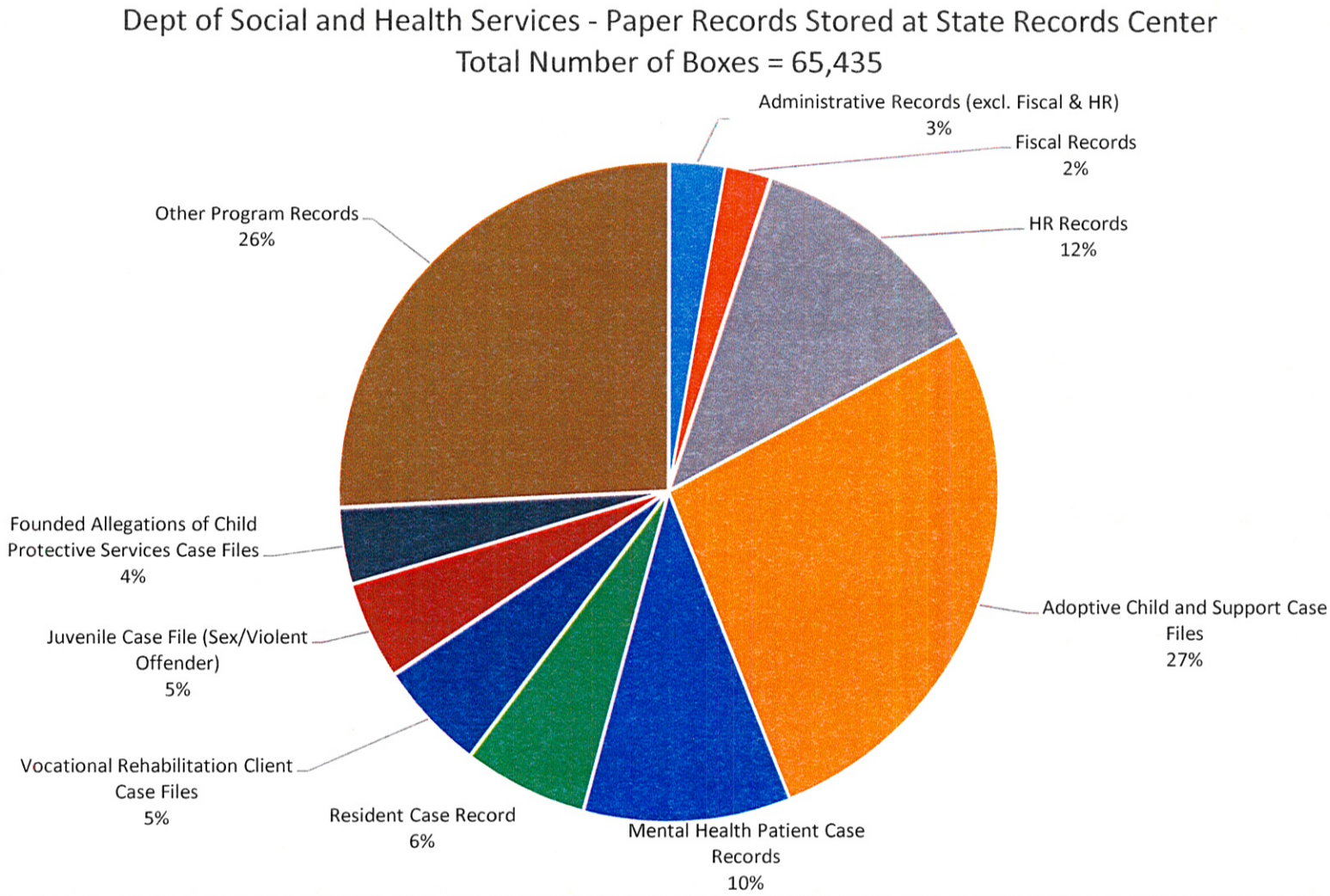


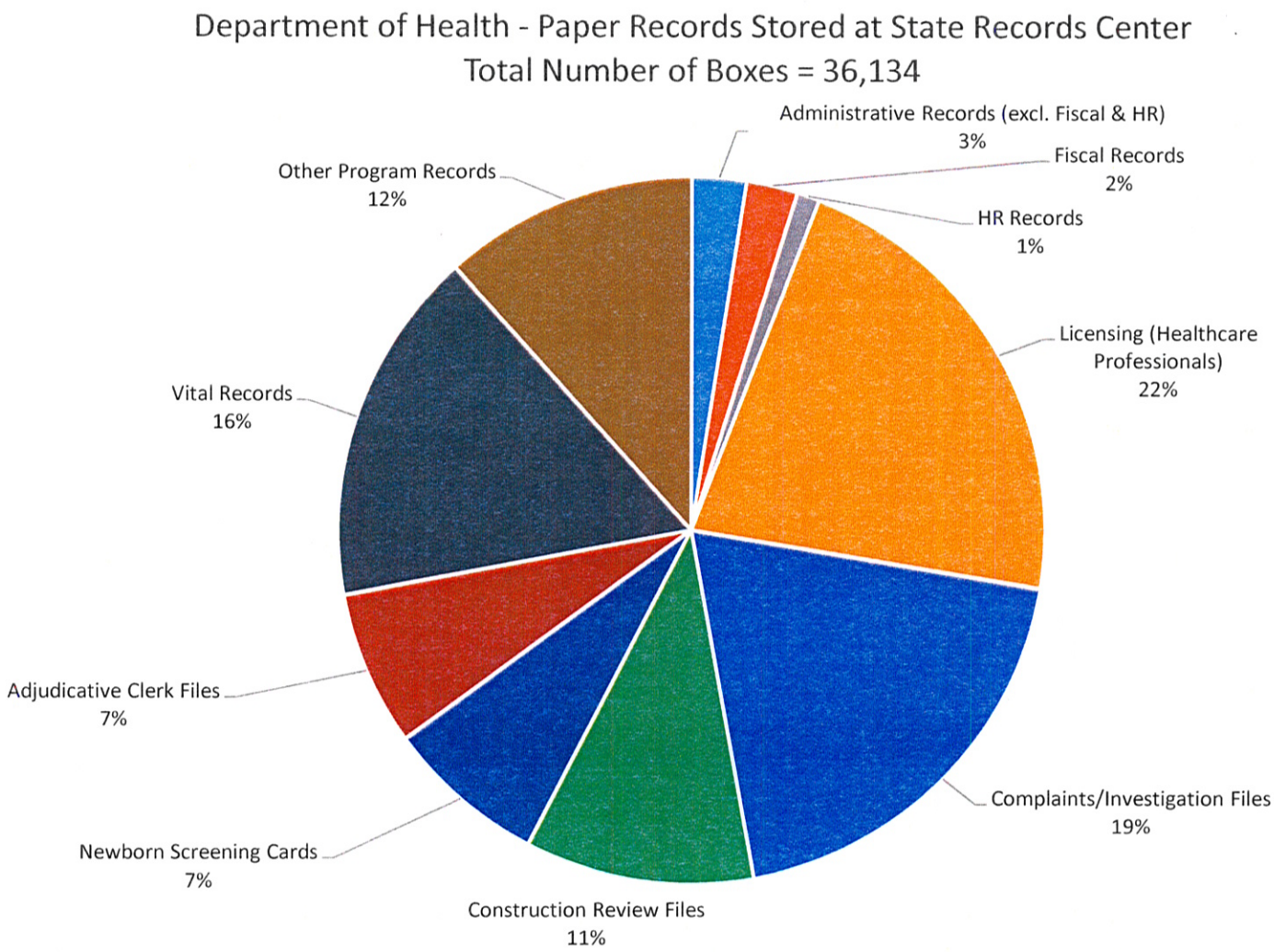

Office of the State Auditor - Paper Records Stored at State Records Center
Total Number of Boxes = 236
Administrative Records (excl. Fiscal & HR)
0%
Fiscal Records
2%
Work Paper/Reports for Audits in Litigation
40%
HR Records
57%
State Auditor's Annual Report to State Legislature
0%
Examination Report Status File
1%

Office of Financial Management - Paper Records Stored at State Records Center
Total Number of Boxes = 649




Department of Corrections - Paper Records Stored at State Records Center
Total Number of Boxes = 6,033 and Files = 399,439
Administrative Records (excl. Fiscal & HR)
0%
Fiscal Records
1%
HR Records
0%
Other Program Records
11%
Hearing Files
6%
Offender Incarceration Records - Offender (General)
26%
Community Supervision Records – Offenders (General)
56%


Dept of Social and Health Services - Paper Records Stored at State Records Center
Total Number of Boxes = 65,435
Administrative Records (excl. Fiscal & HR)
3%
Fiscal Records
2%
HR Records
12%
Adoptive Child and Support Case Files
27%
Mental Health Patient Case Records
10%
Resident Case Record
6%
Vocational Rehabilitation Client Case Files
5%
Juvenile Case File (Sex/Violent Offender)
5%
Founded Allegations of Child Protective Services Case Files
4%
Other Program Records
26%


Department of Health - Paper Records Stored at State Records Center
Total Number of Boxes = 36,134
Administrative Records (excl. Fiscal & HR)
3%
Fiscal Records
2%
HR Records
1%
Licensing (Healthcare Professionals)
22%
Complaints/Investigation Files
19%
Construction Review Files
11%
Newborn Screening Cards
7%
Adjudicative Clerk Files
7%
Vital Records
16%
Other Program Records
12%

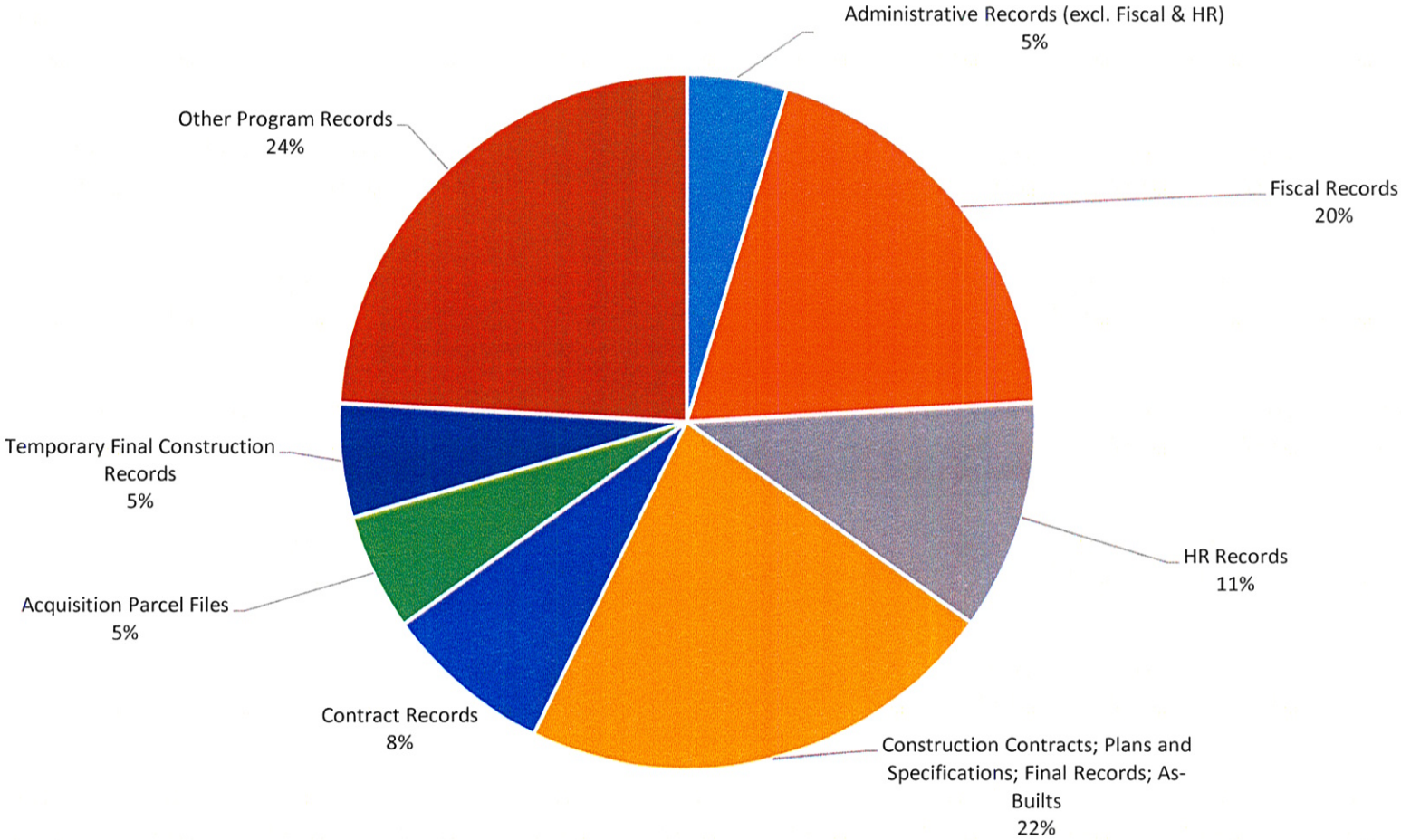

Department of Transportation - Paper Records Stored at State Records Center
Total Number of Boxes = 29,023
Administrative Records (excl. Fiscal & HR)
5%
Fiscal Records
20%
HR Records
11%
Construction Contracts; Plans and Specifications; Final Records; As-Builts
22%
Contract Records
8%
Acquisition Parcel Files
5%
Temporary Final Construction Records
5%
Other Program Records
24%

Table: Cost Comparisons of 2,000 Images Kept for 50 Years*								
Media	**Equivalent**	**Unit price monthly**	**Annual Storage**	**Filming/ Scanning**	**Total storage for 6 years**	**Grand Total for 6 years**	**Total storage for 50 years**	**Grand Total for 50 years**
Paper	1 cubic feet	$0.32	$3.94	none	$23.64	$23.64	$197.00	$197.00
Digital - Easy	0.16 GB	$0.05	$0.60	$260.00	$3.60	$263.60	$30.00	$290.00
Digital - Average	0.13 GB	$0.04	$0.48	$580.00	$2.88	$582.88	$24.00	$604.00
Digital - Difficult	0.17 GB	$0.05	$0.06	$1,225.00	$3.60	$1,228.60	$30.00	$1,255.00

These equivalents were calculated based upon 2,000 single-sided 8.5"x11" sheets per cubic foot; and average file sizes from jobs below
Death Records - 80 KB; Minutes, Ordinances, and Resolutions - 260 KB; Planning case files - 1 MB, Oversize Drawings - 500 KB

Costs are WA State Archives costs for BY2015. Storage of paper is based upon the FY2014 box charge for the RC, which is $3.94 per box. Digital storage costs are based upon the annual operating budget of the Digital Archives, divided by the current storage capacity, 500 TB

Digital - Easy is conversion from paper (8.5 x 11) to scanned images and file naming. Based upon using Death Records from the Department of Health
Digital - Average is conversion from paper (mostly 8.5 x 11) to scanned images with merging into multi-page files and indexing. Based upon Meeting Minutes, Ordinances, and Resolutions
Digital - Difficult is conversion from paper (multiple sizes, post-its, 8.5 x 11, 8.5 x 14, 11 x 17, and oversize plans) to scanned images with creating multi-page documents and file naming. Based upon typical planning and public works files.

Table: Cost Comparisons of 1,000,000 Images Kept for 50 Years*								
Media	**Equivalent**	**Unit price monthly**	**Annual Storage**	**Filming/ Scanning**	**Total storage for 6 years**	**Grand Total for 6 years**	**Total storage for 50 years**	**Grand Total for 50 years**
Paper	500 cubic feet	$164.17	$1,970.00	none	$11,820.00	$11,820.00	$98,500.00	$98,500.00
Digital - Easy	.08 TB	$47.44	$569.28	230000	$3,415.68	$233,415.68	$28,464.00	$258,464.00
Digital - Average	.065 TB	$38.55	$462.54	355000	$2,775.24	$357,775.24	$23,127.00	$378,127.00
Digital - Difficult	.056 TB	$33.21	$398.52	547000	$2,391.12	$549,391.12	$19,926.00	$566,926.00

These equivalents were calculated based upon 2,000 single-sided 8.5"x11" sheets per cubic foot; and average file sizes from jobs below
Death Records - 80 KB; Minutes, Ordinances, and Resolutions - 260 KB; Planning case files - 1 MB, Oversize Drawings - 500 KB

Costs are WA State Archives costs for BY2015. Storage of paper is based upon the FY2014 box charge for the RC, which is $3.94 per box. Digital storage costs are based upon the annual operating budget of the Digital Archives, divided by the current storage capacity, 500 TB

Digital - Easy is conversion from paper (8.5 x 11) to scanned images and file naming. Based upon using Death Records from the Department of Health
Digital - Average is conversion from paper (mostly 8.5 x 11) to scanned images with merging into multi-page files and indexing. Based upon Meeting Minutes, Ordinances, and Resolutions
Digital - Difficult is conversion from paper (multiple sizes, post-its, 8.5 x 11, 8.5 x 14, 11 x 17, and oversize plans) to scanned images with creating multi-page documents and file naming. Based upon typical planning and public works files.