



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
February 22, 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, Mike Saunders, Puget Sound Regional Archivist, Val Wood, Deputy State Archivist

Guests Present: Patricia Holmquist – King County, Jennifer Winkler – City of Seattle, Kyle Stannert – City of Bellevue

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:05 a.m.

B. Introduction of Guests

New staff member, Joe Settanni, and City of Bellevue Records Manager, Kyle Stannert, were introduced.

C. Approval of Minutes for December 28, 2006

Motion to approve the minutes for December 28, 2006: Evans.

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

D. Adoption of February 22, 2007 Agenda

Motion to adopt today’s agenda. Cindy Evans requested that Section IV.A combine the issue scheduled under Section II. A.1 together because of similar content. Lysa Walker requested the addition of two more issues under Section III.A.1 for discussion. Motion to adopt today’s agenda as amended: Evans.

Resolution: Handfield seconded the motion to adopt the February 22, 2007 agenda as amended. Motion carried.

II. OLD BUSINESS

A. Tabled Records Series from September 28, 2006 Meeting

1. District and Municipal Court Manual

Action: Motion to table the review of the District and Municipal Court Manual: Handfield. Adam Jansen reviewed the Electronic Information Section of the manual and made one minor change, which was included in the committee’s packet. After further review of the manual, the committee

requested the Records Management Office complete the final updates resulting from Cindy Evans' review, which will provide standardization and consistency to the manual. Evans seconded the motion to table the review of the District and Municipal Court Manual until the March 2007 meeting. Motion carried.

2. *Snohomish County Superior Court Records Issue – Jerry Handfield*

Action: Jerry received a copy of an e-mail sent to Greg Overstreet, with the Attorney General's Office by a private citizen named Todd Hodgen. The e-mail referenced Snohomish County Superior Court records being destroyed before they met the end of their retention period, specifically verbatim recordings and court docket records. Upon review of the e-mail content, the committee determined that this is not a records retention issue, but rather an enforcement issue. Per chapter 40.14 RCW, the Local Records Committee does not have the authority to 'enforce' local governments to follow the retention guidelines set by the committee. The committee's only authority is to approve, disapprove or amend the retention of records.

At the suggestion of the committee members, Jerry will review this issue with Susan Thomsen, the committee's Attorney General Representative. Mark Rapozo will forward this information to the Office of the State Auditor team responsible for auditing Snohomish County. Any information gathered will be reported to the committee at a future meeting.

B. Tabled Records Series from December 28, 2006 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. Correspondence, General – GS50-01-12 – Series Revised: Changed title from 'Correspondence'; changed description from "Letters and attached materials sent and received during the course of agency business"; changed retention from "2 years – elected official, executive, and department head files are potentially archival – see remarks" and changed the remarks from "Contact Regional Archivist before disposing of this record. Records from this series may be selected for transfer and preservation at a Regional Archives branch".
- d. Correspondence, Official – New Series
- e. Correspondence, Transitory – New Series
- f. Minutes and Files of General Office Meetings – GS50-01-45 – New Series
- g. Official Agency Policy and Procedure Directives, Regulations and Rules – GS50-01-24 – Series Revised: Added description, changed the remarks from "Contact your Regional Archivist before destroying the original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards"; changed retention from "Permanent as adopted – One copy archival – See remarks" and moved Essential Records information to Remarks column.

Action: Motion to table items a – g until the next meeting: Handfield. The committee recommended the following changes for these two records series:

- a. Correspondence, General: Change the description by removing 'below the executive level' and adding 'hard copy or electronic'.
- b. Correspondence, Official: Change the description by removing 'at the executive level'.

Mark Rapozo requested that the next committee packet include examples from the attending local government records managers of 'routine' e-mails. Lysa will coordinate this request with the records managers. Evans seconded motion to table items a – g until the next meeting. Motion carried.

2. *Procedures for Local Retention Schedule Database Updates*

Action: The Records Management Office requested the withdrawal of this discussion from the agenda. Susan Thomsen, Attorney General Representative for the committee, has not had the opportunity to prepare an opinion response.

III. NEW BUSINESS

A. Law Enforcement Manual – Lysa Walker

1. *Electronic Records/Information Services Section*
2. *Jail Records Section*
3. *Warrants/Court Orders*

Lysa reported that Sherry Bays, Eastern Washington Regional Archivist, has been working with the Records Management Office and the Secretary of State's Information Technology (IT) section, to convert all of the local government records retention manuals from Word to Excel. The Excel spreadsheet will be used to import the manuals records series into a database.

During the conversion process, Sherry discovered three 'references' between the rows of records series. Because the references were not actual records series, with Disposition Authority Numbers assigned, she was unable to complete a conversion. Sherry requested that Lysa address the issue before the committee. Specifically, the Records Management Office is requesting the committee to decide if the 'references' should either be removed, added to an existing records series, or included on the cover pages of corresponding sections.

Mike Saunders noted that after the database conversion was completed and the searching capabilities functioning, than the 'references' noted would be unnecessary. Mike suggested that the 'references' be excluded from the import process.

Action: Motion to table these issues to determine when the database searching and reporting features will be completed and to research the local government manual *Electronic Information/Information Services Section*: Handfield. Evans seconded the motion. Motion Carried.

B. General Records Retention Schedule

1. *Sewer and Water System Documentation Section*

- a. Chemical Analysis Reports – Regulatory Compliance – GS55-06A-27 – New Series
- b. Chemical Raw Data Records – Regulatory Compliance – GS55-06A-28 – New Series
- c. Lead and Copper Compliance Records – GS55-06A-29 – New Series
- d. Limnology Reports – GS55-06A-30 – New Series
- e. Sanitary Survey Compliance Files – GS55-06A-31 – New Series
- f. Water Facilities Inventory (WFI) Form – GS55-06A-32 – New Series
- g. Water Quality Monitoring Waivers – GS55-06A-33 – New Series
- h. Water Quality Violation Notices – GS55-06A-34 – New Series

Action: The committee requested that the revision of the primary retention for series e. be changed from 'Completion of survey and applicable corrective action' to 'Completion of survey and applicable corrective action plus 10 years'. Motion to approve all series including the revision of series e.: Handfield. Rapozo seconded the motion. Motion carried.

IV. ADJOURNMENT

Motion to adjourn: Rapozo. Evans seconded the motion. Motion carried. The chair adjourned the meeting at 11:55 a.m. and announced the next public meeting of the Local Records Committee is scheduled for March 29, 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 February 22, 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.