



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
State Archives Conference Room
March 30, 2006

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

Staff Present: Tri Howard – Public Records Program Manager, Susan Alden – Public Records Management Program Consultant, Lysa Walker – Forms and Records Analyst 3, Diana Shenk – Northwest Regional Archivist, Mike Saunders – Puget Sound Regional Archivist, Lanny Weaver – Southwest Regional Assistant Archivist

Guests Present: Jennifer Winkler – City of Seattle, Joanne Marifjeren - Puget Sound Educational Service District, Darlene Fuller – Olympia School District, Janel Helbig – North Thurston School District

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:00 a.m.

B. Introduction of Guests

Guests were introduced.

C. Approval of Minutes for February 23, 2006

Motion to approve the minutes for February 23, 2006: Handfield.

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

D. Adoption of March 30, 2006 Agenda

Motion to adopt today’s agenda: Evans.

Resolution: Handfield seconded the motion to adopt the March 30, 2006 agenda. Motion carried.

II. OLD BUSINESS

A. General Records Retention Schedules

1. Personnel

a. Employee Retirement Benefit History Files – For Agencies Operating Their Own Pension Systems – New series – GS50-04B-34

Committee members, staff, and guests discussed at length whether the retention for agenda items II.A.1.a and II.A.1.b is adequate for retirement verification purposes, including situations in which an employee terminates employment with the state and withdraws their retirement funds, and later resumes state employment. Mike Saunders will draft two new series to be included in this section to address the retention of records for employees who

have withdrawn from the system. The two new series will have the same title as agenda items II.A.1.a and II.A.1.b, including at the end of each title “- Employee Withdrawn From System.” Rapozo will review the draft series compiled by Mike Saunders.

Action: Motion to continue this agenda item to the next meeting: Evans; seconded by Handfield. Motion carried.

b. Employee Retirement Benefit Verification Files – For Agencies Operating Their Own Pension Systems – GS50-04B-35

Action: Motion to continue this agenda item to the next meeting: Evans; seconded by Handfield. Motion carried.

B. Unique Records Retention Schedules

1. City of Seattle – Seattle City Light: Field Operations: Drainage Wastewater Operations

a. Ownership Investigation Files – New Series

Committee members, staff and Jennifer Winkler discussed this records series and relevant series in the Local General Records Retention Schedule.

Action: The committee recommended that the City of Seattle schedule this series using *Administrative Working Files, GS50-01-02*, located in the section titled “Administrative Records Common to All Agency Work Units.” Jennifer Winkler will resubmit the schedule using that series and Disposition Authority Number.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. Accounting

a. Time Cards/Time Sheets – GS50-03E-04 – Series revised: changed second paragraph of Primary Copy retention from “If NOT used for retirement verification – 3 years” to “If NOT used for retirement verification – 4 years.”

Action: Motion to approve: Rapozo; seconded by Handfield. Motion carried.

2. School District Manual – Student Records

Committee members, staff and guests discussed requests from the Hillsboro School District in Oregon and other school districts for originals, rather than copies of student records when students transfer to another school. Discussion indicated possible inconsistencies in practices followed by different school districts in Washington State. The Records Officer at the Office of the Superintendent of Public Instruction will be contacted regarding guidance on a standard practice. The committee confirmed that this is not a records retention issue.

Action: Motion to take no action per RCW 40.14.070.

IV. NEW BUSINESS

A. Electronic Imaging System (EIS) Review and Approval Process

The Local Records Committee will continue discussion on this issue at a future meeting. The State Records Committee will discuss this issue at the May 2006 meeting.

B. Recognition for Susan Alden

The committee members would like to recognize Susan Alden for her contributions to the committee and the Records Management Office. Her last day with the Archives and Records Management Division is April 3, 2006. Susan's assistance to the Local Records Committee (LRC) during her tenure here has been extremely important. She has been an integral part of improving and streamlining the processes of the LRC and the committee thanks her for a job well done! Although Susan will be missed, the committee extends their best wishes to Susan in her new endeavors!

VI. ADJOURNMENT

Motion to adjourn: Evans. Handfield seconded the motion. Motion carried. The chair adjourned the meeting at 11:45 a.m. and announced the next public meeting of the Local Records Committee is scheduled for April 27, 2006, 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 March 30, 2006, 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.