



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
September 28, 2006 – 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 – Public Records Program Manager, Lysa Walker – Forms and Records Analyst 3, Mike Saunders, Puget Sound Regional Archivist

Guests Present: Lynne Alfasso – Administrator of the Courts, Patricia Holmquist – King County, Gail Snow – City of Seattle, Jennifer Winkler – City of Seattle

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:19 a.m.

B. Introduction of Guests

Guests were introduced.

C. Approval of Minutes for August 31, 2006

Motion to approve the minutes for August 31, 2006: Evans.

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

D. Adoption of September 28, 2006 Agenda

Motion to adopt today’s agenda. Jerry Handfield requested that Section IV New Business be added with items A. Digital WAC; B. Local Government Grants, and C. Archives Week to the agenda. This would change the Adjournment section to number V. Motion to adopt today’s agenda as amended: Rapozo.

Resolution: Evans seconded the motion to adopt the September 28, 2006 agenda as amended. Motion carried.

II. OLD BUSINESS

1. Tabled Records Series from April 27, 2006 Meeting

A. Accounting Section and Treasurer’s Manual Accounting Section

1. *Unclaimed Property Report – Filed with Department of Revenue – New Series*
2. *Unclaimed Property Research/Investigative Files – Funds Held by the Agency – New Series*

3. *Unclaimed Property Research/Investigative Files – Funds Remitted to Department of Revenue – New Series*

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

2. Tabled Records Series from August 31, 2006 Meeting

A. Housing Authority Section

1. *Tenant Application Criminal Records Check – Housing Authorities*

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

B. Accounting Section

1. *Fixed Assets Inventory Documentation*
2. *Inventory of Fixed Assets*

Action: Motion to approve: Handfield; seconded by Rapozo. Motion carried. The committee approved the records series. However, the cut-off of '3 years or until completion of State Auditor's examination report' will need to be revised. Furthermore, the committee recommended that all records series cut-offs in the Local Government General Records Retention Schedule (LGRRS), which are related to the audit cycle, be reviewed by the Records Management Office for consistency. The inconsistent language of the cut-offs in the LGRRS will need to be resolved. The State Auditor's Office recommends the base text of the audit cycle records series cut-offs to be 'Keep until issuance of the Washington State Auditor's Report' or 'Keep until issuance of the Washington State Single Audit Report' plus 3 years. Currently, some of the varying cut-offs are '3 years plus next audit'; '3 years until completion of audit'; 'Destroy when superseded plus completion of State Auditor's examination report' and '3 years'. The Records Management Office will report on their progress in a couple of months.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. Electric Utilities and Accounting Sections

Action: Motion to approve the revised Electric Utilities and Accounting Sections: Evans; seconded by: Handfield. Motion carried.

NOTE: The committee and staff present discussed how to complete updates to the new LGRRS database and the appropriate timeframe after records series have been approved by the Local Records Committee (LRC). The committee recommended that the Records Management Office (RMO) prepare a draft policy for the LRC to review and approve at the October meeting. The policy will state that the RMO office and the Office of the Secretary of State (OSOS) Webmaster have 30 days after the LRC meeting to update the database with approved records series on the OSOS web site.

B. County Auditor Manual – Licensing Section

Action: Motion to approve the updated Licensing Section with added Disposition Authority Numbers: Handfield; seconded by: Rapozo. Motion carried.

C. Revised District and Municipal Court Manual

Action: Motion to table the revised District and Municipal Court manual to allow Adam Jansen time to review the Electronic Information section: Handfield; seconded: Evans. Motion carried.

IV. NEW BUSINESS

A. Digital WAC – Jerry Handfield

Jerry Handfield reported on the Digital WAC, which is in the process of reviewing incoming comments and suggestions. A copy of the draft Digital WAC was provided to the members, staff and guests present. On September 27, 2006, a meeting was held which included local government managers. They will be submitting comments in writing for the Digital WAC hearing. The OSOS has also received additional comments and feedback from State agencies. Jerry will provide a progress report at future LRC meetings.

B. Local Government Grants – Jerry Handfield

Jerry reported that more inquiries have been submitted to the Archives and Records Management Division (ARMD) from local government entities requesting information on local government grants. The ARMD has presented some short-term grants to various local governments and is currently considering annual local government grants. Jerry will provide further information on grants at future LRC meetings.

C. Archives Week – Jerry Handfield

Jerry circulated Archives Week booklets created by the Washington State Archives and the Regional branches. Archives Week begins October 9th and runs through the 12th. Various events scheduled in Olympia and the regional offices include movie night, tours, traditional pioneer food and a documentary on the Chehalis Trail.

VI. ADJOURNMENT

Motion to adjourn: Evans. Handfield seconded the motion. Motion carried. The chair adjourned the meeting at 11:40 p.m. and announced the next public meeting of the Local Records Committee is scheduled for October 26, 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 September 28, 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.