



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**  
**October 25, 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; Terence Badger – Archivist, SW/Olympia Branch; Lanny Weaver – Archivist, SW/Olympia Branch; Mike Saunders – Archivist, Puget Sound Regional Branch; Russell Wood – Records Management Office; Julie Woods – Records Management Office; Benjamin Helle – Records Management Office; Laura Minor – Records Management Office

**Guests Present:** Sue Hanson – City of Kent; Elena Ramirez – Franklin PUD; Jennifer Winkler – City of Seattle; George Eaton – Thurston County Sheriff; Lisa Cary – King County; Jason Kaltenbacher – King County

**I. ROUTINE ITEMS**

**A. Call to Order**

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

**B. Introduction of Guests**

George Eaton from the Thurston County Sheriff’s office was introduced.

**C. Approval of Minutes for September 27, 2007**

Motion to approve the minutes for September 27, 2007: Evans

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

**D. Adoption of October 25, 2007 Agenda**

Motion to adopt today’s agenda with a few additions to the Miscellaneous Report under other business: Evans

**Resolution:** Rapozo seconded the motion to adopt the modified October 25, 2007 agenda. Motion carried.

**II. OLD BUSINESS**

**A. Tabled from May 31<sup>st</sup>, 2007 Meeting**

1. Law Enforcement Manual – Jail Records Section

Wood reported that we have not heard any feedback from the prosecutor or public defenders association.

George Eaton from the Thurston County Sheriff’s office reported a concern of the current state regulation to store general surveillance video for 6 months. This regulation is very

expensive and labor intensive to follow. He proposed a reduction to 30 days. This would allow more cameras to be installed into jails and record under state guidelines.

**Action:** Motion to table this discussion and send a letter to the absent parties regarding the continued delay: Handfield; seconded by Rapozo.  
Motion carried.

**Tabled from September 27<sup>th</sup>, 2007 Meeting**

2. Duplicate DAN Reassignment – LGGRRS

Records management presented a comprehensive list of duplicate DANs and variable reasons for duplication, as well as possible solutions. Woods stated that a strategy to prevent duplication in the future is in progress. Helle reports that records management will update the website database within 30 days of any approved updates, from this point forward.

**Action:** Discussed by the committee.

**Tabled from August 30<sup>th</sup>, 2007 Meeting**

3. Revision of Low Income Energy Assistance Program Client Files.

Records Management checking with various agencies to see if it is necessary to have in the general schedule.

**Action:** Motion to table: Evans; seconded by Handfield.  
Motion carried.

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

**A. Local Government General Records Retention Schedules (LGGRRS)**

1. Electric Utilities

Mike Saunders discussed that a set of changes that relate to the records of electric utilities were previously approved for change. Most of said changes were regarding federal regulatory policy, and significantly reduced some retention periods. In transmitting the files to records management, not all of the changes were translated into the database as submitted. Records management prepared a revision for a list of the problematic changes and submitted to the committee for approval. One exception, a new series was added due to varying retention periods for inspections regarding PCB's being detected. This is the largest group of the problematic records, there will be more to follow. It was confirmed that all additional revisions will come to the committee as well.

**Action:** Motion to accept the changes as presented: Evans; seconded by Rapozo.  
Motion carried.

**IV. OTHER BUSINESS**

1. October is Archives month.

Handfield discussed the activities; classes, speeches, tours, a fair, etc. that are going on around the state promoting the recognition of the importance of records. Posters for archives month were given away at the meeting. Several people have been impressed by the presentations given. The classes have been filling up quickly.

2. Update on the Digital WAC.

A new draft of the digital WAC has been sent out. We are going to post a FAQ regarding the digital WAC. It will mention the LRC. This should help answer questions people may have.

3. The Sunshine Committee

The Sunshine Committee is meeting regularly. They are a committee formed by Legislature, they are discussing the 300+ exemptions to public disclosure law. Records Management usually has representation at these meetings.

4. Heritage Center

Planning on the Heritage Center building is ongoing, it will be for approx. the next 5 years. The architects are currently allocating spaces. The hill is secure and will be even more secure when it is lined with concrete. They've found that the water table is higher than expected. This means that there will not be as many floors as originally planned.

5. Digital Archives

The Digital Archives received another national award for pioneering the digital archives in Cheney WA. We will be receiving that award in December.

6. Valuable Documents

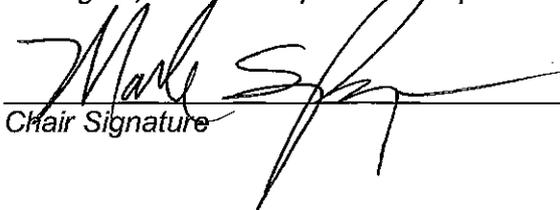
Handfield brought a copy of the 1924 volume on fisheries. It was a key piece of evidence in the 5.8 billion dollar case against the city of Tacoma. He also made available for viewing an original letter from 1769, from Benedict Arnold to his wife. This piece is sealed and in a binder, it is not from Washington State, it is on loan to him.

**V. ADJOURNMENT**

Motion to adjourn: Handfield, Evans seconded the motion. Motion carried. The chair adjourned the meeting at 10:44 a.m. and announced the next public meeting of the Local Records Committee is scheduled for December 27<sup>th</sup>, 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 October 25, 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

12/27/07  
Date