



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
January 2, 2008 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Chair), State Auditor's Office; Marta DeLeon, Attorney General's Office; Regan Hesse, Office of Financial Management; Jerry Handfield, Secretary of State's Office.

Staff Present: Tri Howard (State Records Manager); Russell Wood (Public Records Management Program Consultant); Terrence Badger (Washington State Archives); Laura Minor (Records Management).

Records Officers/Guests: Tricia Mackin (Department of Personnel); Meredith Huff (Department of Personnel); Donna Zauss (Evergreen State College); Clifford Frederickson (Evergreen State College); Bruce Clark (Department of Licensing); Mary Ann Johnson (Office of the State Treasurer); Lysa Walker (Department of Labor and Industries); Katisha Conner (Department of Fish and Wildlife); Anita Wieland (Office of Financial Management); Marta Carlo (Department of Transportation); Cathy Downs (Department of Transportation); Jessica Alexander (Department of Transportation).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:40 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve November 7, 2007 Minutes: Ryser called for a motion to approve the November 7, 2007 minutes. Moved by DeLeon; seconded by Handfield.

Resolution: Motion carried to adopt the minutes as presented.

D. Adoption of January 2, 2008 Agenda: Ryser called for a motion to approve today's agenda. There are two additions to be made to the agenda. 1. Add Department of Transportation retention schedule revisions as section B-8. 2. Add Warrants/Check 21 as section II-C. Amended motion moved by Handfield; seconded by DeLeon.

Resolution: Motion carried to adopt today's agenda as amended.

II. OLD BUSINESS

A. Tabled item from August 1, 2007 Meeting

1. University of Washington Medical Center

As research continues on determining if records are copies, the item will continue to be tabled. Motion to table: Handfield; seconded by DeLeon.

Resolution: Motion carried.

B. Tabled item from November 7, 2007 Meeting

2. Department of Social and Health Services

Motion to table: Handfield; seconded by DeLeon

Resolution: Motion carried.

C. Tabled item from November 7, 2007 Meeting

3. Warrants/Check 21

Motion to leave on the agenda: Handfield; seconded by DeLeon

Resolution: Motion to table, carried.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval - State General Schedule

1. GS 03045 – Voluntary Employee's Beneficiary Association (VEBA) Documentation (Tricia Makin – Department of Personnel)

Action: Motion to table, with a letter to be sent out by Department of Personnel allowing records managers the opportunity to comment: DeLeon; seconded by Handfield.

Resolution: Motion carried.

2. GS 03015 – Injury Claims (Lysa Walker – Department of Labor and Industries)

Action: Motion to approve: DeLeon; seconded by Hesse.

Resolution: Motion carried.

3. GS 10011 – Quality Improvement Documentation (Anita Wieland – Office of Financial Management)

Action: Motion to approve: Handfield; seconded by DeLeon.

Resolution: Motion carried.

4. GS 04002 – Internal Audit, Final Audit or Examination Report

Action: Motion to approve as submitted: Handfield; seconded by DeLeon.

Resolution: Motion carried

B. Action Items for Committee Review/Approval - Unique Schedule

1. Office of the State Treasurer

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

2. Department of Fish and Wildlife

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

3. Department of Social and Health Services
 1. Health and Recovery Services Administration
Action: Motion to approve: DeLeon; seconded by Handfield
Resolution: Motion carried.
 2. Administrative Services Division, Operations Review and Consultation
Action: Motion to table, send back to agency to amend language to "when" and add archival designation: DeLeon; seconded by Handfield
Resolution: Motion to table carried.
4. Department of Health
Action: Motion to approve all except 5 & 7: Handfield; seconded by Hesse.
Resolution: Motion to table 5 & 7 to next meeting for questions, approve all others carried.
5. University of Washington
Action: Motion to approve with amendment noting secondary copy: DeLeon; seconded by Hesse.
Resolution: Motion carried.
6. Department of Licensing
 1. Business and Professions – Real Estate Appraiser Program
Action: Motion to approve: DeLeon; seconded by Handfield
Resolution: Motion carried.
 2. BPD/ For Hires
Action: Motion to table #1, approve #2: DeLeon; seconded by Handfield
Resolution: Motion carried.
 3. BPD/ Limousine Carriers
Action: Motion to table #1, approve #2: DeLeon; seconded by Handfield
Resolution: Motion carried.
7. Western Washington University
 1. Physical Plant Administrative Office
Action: Motion to approve: DeLeon; seconded by Handfield
Resolution: Motion carried.
 2. College of Fine and Performing Arts
Action: Motion to approve: DeLeon; seconded by Handfield
Resolution: Motion carried.
 3. Washington Campus Compact
Action: Motion to approve amending item # 2 to read "Fiscal Year" as the cut off: DeLeon; seconded by Handfield.
Resolution: Motion carried.
8. Department of Transportation
Action: Motion to approve with amendment, adding archival designation to items 1-9 and 12-14: DeLeon; seconded by Hesse.
Resolution: Motion carried

IV. OTHER BUSINESS

V. NEXT MEETING

When: February 6, 2008 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: DeLeon; seconded by Hesse.

Resolution: Meeting adjourned 3:35 pm.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on January 2, 2008, 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.

Steve Ryser
Chair Signature

2-6-08
Date