



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

Archives Conference Room, Olympia

1:30 p.m.

December 5, 2007

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

**Staff Present:** Tri Howard, State Records Manager; Russell Wood, Public Records Management Program Consultant.

**Records Officers/Guests:** Andrea Watts, University of Washington; Barbara Benson, University of Washington; Clifford Frederickson, The Evergreen State College; Bruce Clark, Department of Licensing; Hannah Fultz, Department of Licensing; Kristin Young, Washington State Patrol; Lysa Walker, Department of Labor and Industries; Sid McAlpin, Department of Health; R. Peggy Smith, Intermediate Sentence Review Board; Katisha Conner, Washington Department of Fish and Wildlife; Millie Brombacher, Department of Social and Health Services; Sean Krier, Washington State Archives.

#### I. ROUTINE BUSINESS

**A. Call to Order:** Steve Ryser called the meeting to order at 1:38 p.m.

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

**C. Approve September 5, 2007 Minutes:** Ryser called for a motion to approve the September 5, 2007 minutes. Moved by DeLeon; seconded by Handfield.

**Resolution:** Motion carried to adopt the minutes as presented.

**D. Adoption of August 1, 2007 Agenda:** Ryser called for a motion to approve today's agenda. Due to the number of schedules to be presented, DeLeon requested that the University of Washington and the Department of Personnel be moved to the end of the agenda. Fultz noted a scheduling conflict with the proposed schedule change. Handfield suggested moving University of Washington to the end, everyone else in order. Amended motion moved by DeLeon; seconded by Handfield. Handfield made a motion to add announcements to the agenda; seconded by Ryser.

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

#### A. Announcements

1. Handfield went to Texas to receive an award for the Digital Archives. It was from the National Electronic Commerce Coordinating Council; Secretary of States; State Auditors; Chief Information Officers.

2. Informed group that one of the papers was called *Government in the age of UTube*.

## II. OLD BUSINESS

### A. Tabled item from September 5, 2007 Meeting

#### 1. University of Washington Medical Center

*As research continues on determining if records are copies, the item will continue to be tabled.*

## III. NEW BUSINESS

### A. Action Items for Committee Review Approval

#### 1. Washington State University (via telephone)

- a. *Dining Services*
- b. *Career Services*
- c. *Children's Center*

**Action:** DeLeon had questions regarding the retention period of *Children's Incident Reports* item number 6. 1 Year after no longer enrolled. WSU stated that the item has been reviewed by the Attorney General's office regarding statute of limitations.

- d. *Human Resource Services*
- e. *Extension*

**Action:** Handfield has questions about the wording *Potential University Archives* Agreed upon *Archival*.

**Action:** Motion to approve as amended (changing Potential University Archives to Archival); DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

#### 2. Central Washington University (via telephone)

- a. *Student Schedule*
- b. *Community Counseling (Psychology)*

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

**Resolution:** Motion carried.

#### 3. Department of Licensing

- a. *Investigative Research Unit/Communications/Imaging*

**Action:** Motion to accept page 1: Handfield; seconded by DeLeon.

**Resolution:** Motion carried.

- b. *Driver Services – Imaging System*

**Action:** Handfield had a question regarding implementation of enhanced drivers license.

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

**Resolution:** Motion carried.

- c. *Business and Professions – Real Estate Appraiser Program*

**Action:** Question regarding Complaint Files; Handfield.

**Action:** Motion to approve next 5 pages: DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

- d. *Design program (Architects, Landscape Architects, Geologists)*

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

**Resolution:** Motion carried.

- e. *Title & Registration*

**Action:** Motion to approve 6 pages as submitted: Handfield; seconded by DeLeon.

**Resolution:** Motion carried

#### 4. Department of Agriculture

- a. *Organic Food Program*

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

**Resolution:** Motion carried

**5. Department of Labor and Industries**

*a. Claims Support Services*

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

**Resolution:** Motion carried.

*b. Self Insurance*

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

**Resolution:** Motion carried.

**6. Washington State Patrol**

*a. Human Resource Division*

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

**Resolution:** Motion carried.

**7. Office of the State Treasurer**

*a. Warrant Management*

**Action:** Woods advised that they are available by phone for questions.

**Action:** Motion to table: Handfield; seconded by DeLeon.

**Resolution:** Motions carried.

**8. Department of Social and Health Services**

*a. Aging Economic Services Administration, Division of Employment and Assistance Programs, Office of Refugee and Immigrant Assistance.*

**Action:** Motion to approve: Handfield, seconded by Ryser.

**Resolution:** Motion carried.

*b. Administrative Services Division, Background Check Central Unit (BCCU)*

**Action:** Motion to accept item 1: Handfield; seconded by DeLeon.

**Action:** Motion to approve item 2 with term secondary copy added: Handfield, seconded by DeLeon.

**Resolution:** Motion carried.

*c. Economic Services Administration, Operation Support*

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

**Resolution:** Motion carried.

*d. Forms and Records Management Services*

**Action:** Question about item 863 wording: Handfield.

**Action:** Motion to approve with revised wording (Incident report is attached to staff death review report): DeLeon; seconded by Handfield.

**Resolution:** Motion carried.

*e. Aging and Disabilities Services Administration, Division of Developmental Disabilities*

**Action:** Handfield would like this series to be archival.

**Action:** Motion to table the schedule: DeLeon seconded by Handfield.

**Resolution:** Motion to table carried.

**9. Indeterminate Sentence Review Board**

*a. ISRB*

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

**Resolution:** Motion carried.

**10. Health Care Authority**

*a. Legal & Contract Services*

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

**Resolution:** Motion carried.

**11. Department of Health**

a. *HPQA – Nursing Commission*

b. *Financial Services – Grants*

**Action:** Motion to accept: DeLeon; seconded by Handfield.

**Resolution:** Motion carried

**12. University of Washington**

a. *Equipment Inventory Office*

**Action:** Motion to approve: DeLeon, seconded by Handfield.

**Resolution:** Motion carried.

b. *A&S: Office of Research and Facilities*

**Action:** Motion to approve: DeLeon, seconded by Handfield.

**Resolution:** Motion carried.

c. *Med: Comparative Med: Animal Facilities*

**Action:** Motion to adopt: DeLeon, seconded by Handfield.

**Resolution:** Motion carried.

d. *Recreational Sports Programs: Intramurals*

**Action:** Motion to approve: DeLeon, seconded by Ryser.

**Resolution:** Motion carried.

e. *Recreational Sports Programs: Sport Skills and Sport*

**Action:** Motion to approve: DeLeon, seconded by Ryser.

**Resolution:** Motion carried.

f. *A&S: Development Office*

**Action:** Motion to approve: Handfield, seconded by Ryser.

**Resolution:** Motion carried.

g. *A&S: Psychology: Fast Track*

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

**Resolution:** Motion carried.

h. *Med: Comparative Med: Diagnostic Lab*

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

**Resolution:** Motion carried.

i. *Med: Comparative Med: Transgenic Resource Program*

**Action:** Motion to approve: DeLeon; seconded by Ryser.

**Resolution:** Motion carried.

j. *Student Activities & Union Facilities: Accounting Office*

**Action:** Motion to approve: DeLeon, seconded by Handfield.

**Resolution:** Motion carried.

k. *A&S: Romance Languages and Literature: Spanish*

**Action:** Motion to approve: DeLeon, seconded by Handfield.

**Resolution:** Motion carried.

l. *Law: Parenting Evaluation Treatment Program*

**Action:** Motion to approve: DeLeon; seconded by Ryser.

**Resolution:** Motion carried

**IV. OTHER BUSINESS**

**A. Cancelled warrants**

Frederichson brought forward a question regarding digital copies of cancelled checks. Howard replied that the Local Records Committee has discussed the issue and determined that, for auditing purposes, substitute checks were to be considered as the original warrants. Howard advised him to discuss with the State Auditor. DeLeon also suggested he speak to the Attorney General to help him interpret the General Schedule to see if a change needs to be made. Ryser asked that Frederichson send him the question in an email and the committee will research.

**V. ADJOURNMENT**

The meeting was adjourned at 4:02 p.m.

The next meeting of the State Records Committee is scheduled for January 2, 2008, at 1:30 p.m. in the Archives Conference Room, Archives and Records Building, Olympia.

**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 September 5, 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.*

Steve Ryser  
Chair Signature

1-2-08  
Date