



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

February 28, 2008 – 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: Russell Wood – Acting State Records Manager; Michele Mallery – Records Management Office; Julie Woods – Records Management Office; Patrick Williams – Imaging Services

Guests Present: Sue Hanson – City of Kent; Megan Sibbert – Bellevue; Jason Kaltenbacher – King County; Leslie Schuyler – King County; Lisa Cary – King County, Patty Holmquist – King County

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:02 a.m.

B. Introduction of Guests

Acting State Records Manager, Russell Wood, was introduced.
Program Specialist 3, Michele Mallery, was introduced.
Imaging Services, Patrick Williams, was introduced.

C. Approval of Minutes for January 31, 2008

Motion to approve the minutes for January 31, 2008: Handfield; seconded by Rapuzo.
Resolution: Motion carried.

D. Adoption of February 28, 2008 Agenda

Motion to adopt today’s agenda: Evans; seconded by Handfield.
Resolution: Motion carried.

II. OLD BUSINESS

A. Tabled from December 27, 2007 Meeting

1. Letter from King County re Definition of Drafts

Action: Handfield advised that the Attorney for Washington State Archives was reviewing the definition.

Resolution: Item tabled for next meeting.

2. Law Enforcement General Records Retention Schedule (Mike Saunders)

Action: Saunders advised that a reference group to review the schedule was being put together and the revised schedule should be ready in the fall.

Resolution: Item to be removed from agenda.

III. OTHER BUSINESS

A. Announcements from the State Archivist

1. Local Grant Gala a success. There were approximately 30 attendees at the Gala. There was an additional \$1.5 million added to the Grant. There were applications that had not approved. With this addition, it will allow more agencies the opportunity for grant monies.

2. National Treasure Display
Handfield received call asking "Are the boys coming home?" There were documents on loan to the State for this display. Display very successful

3. City of Tacoma Electronic Records Management Systems Presentation.
City is looking at implementing a city-wide system

4. 3rd Annual Records Management Workshop
Handfield announced limited room is still available. It will be held at Labor & Industries.

B. Update on Revision of School District Schedule

Action: Woods explained the schedule is being fine tuned and should in be by April for review. Handfield mentioned email from WASBO thanking staff for all their hard work on the schedule.

C. Update on Revision of LGRRS – Julie Woods

Action: Woods announced DRAFT of LGRRS is on track. There will be a work session March 3, 2008. Reference Group announcement was sent all over the State. There were approximately 30-40 attendees. There will a meeting March 13, 2008 and another in April. Delivery should be in May.

IV. NEXT MEETING – March 27, 2008, 10:00am.

To be held in the State Archives Building Conference Room.

V. ADJOURNMENT

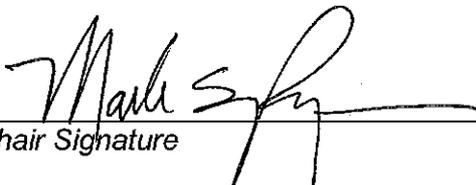
Motion to adjourn: Rapuzo; seconded by Handfield.

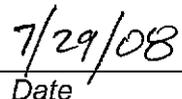
Motion carried.

The chair adjourned the meeting at 10:30 a.m.

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 February 28, 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.


Chair Signature


Date