



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

May 20, 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 – State Records Manager; Michele Mallery – Records Management Office; Julie Woods – Records Management Office; Lanny Weaver – Southwest Regional Archivist, Simone Myree-Roffe – Records Management Office; Mike Saunders – Puget Sound Regional Archivist

**Guests Present:** Jennifer Winkler – City of Seattle; Darlene Fuller – Olympia School District; Joanne Marijferen – Puget Sound ESD; Janel Heldig – North Thurston School District;; Roland Thompson – Allied Dailies.

**I. ROUTINE ITEMS**

**A. Call to Order**

Rapozo called the meeting to order at 10:03 a.m.

**B. Introduction of Guests**

All guests were introduced

**C. Approval of Minutes for February 28, 2008**

Motion to approve the minutes for February 28, 2008 pending minor changes: Evans; seconded by Rapuzo.

**Resolution:** Motion carried.

**D. Adoption of May 20, 2008 Agenda**

Motion to adopt today's agenda: Handfield; seconded by Rapuzo.

**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 (Susan Tomson) was reviewing the definition, which she will present at June 26, 2008 meeting.

**Resolution:** Item tabled for next meeting.

### III. ACTION ITEMS

**A. School District and Educational Services Sector Schedule** – Representatives from the Washington Association of School Business Officers (WASBO) were present for questions. Handfield and Evans thanked the WASBO members for their hard work. The Committee requested that record series from the General Schedule be separated out of the school schedule.

**Action:** Item tabled for next meeting June 26, 2008; Handfield; seconded Evans.

**Resolution:** Motion carried.

### IV. OTHER BUSINESS

#### A. Announcements from the State Archivist

1. June 19, 2008 at 9:00 am, there will be a Puget Sound Records Management Workshop at Bellevue Community College. The workshop is being announced on Friday.

2. Russell has elevated training and workshops for Records Management as well as on-line training, throughout the State.

3. Jerry visited the National Archives in Washington D.C. two weeks ago. They have embarked on a close to \$300 million project to establish electronic records archives. They are hoping to have a phase done early in the next year for the Federal Records Officers to access, browse, and search the database. It will not be open to the public or state records officers for several years. The National Archives is co-sponsoring the State Digital Archives Grant that was received from the Library of Congress to establish the Digital Archives sites in the Northwest and the four states surrounding us, including Alaska. It is very possible in the next few months for other states to follow our lead.

4. There was an increase in the Local Government Records Grant program of \$1.5 million. Announcements have been sent throughout Washington State to recipients regarding the additional funding.

5. The Digital Archives has 33 million records preserved of which ½ of those are searchable. The Digital Archives are currently in the process of adding records from County Clerks' records hopefully this month or late next month.

#### B. Update on LGRRS – Julie Woods

Woods explained there was great feedback in regards to the LGRRS schedule. There will be an internal review with the archivists. Once the meeting is complete with changes, the LGRRS will be submitted to the LRC for approval.

#### C. Update on Email Accounts – Russell Wood

Wood announced generic email addresses have been set up for easier access and consistency for records managers for everyone to access.

[recordsmanagement@secstate.wa.gov](mailto:recordsmanagement@secstate.wa.gov) – for records management questions.

[lrc@secstate.wa.gov](mailto:lrc@secstate.wa.gov) – for Submissions to the LRC.

### V. NEXT MEETING – June 26, 2008, 10:00am.

To be held in the State Archives Building Conference Room.

### VI. ADJOURNMENT

Motion to adjourn: Handfield; seconded by Rapozo.

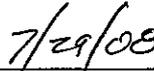
Motion carried.

The chair adjourned the meeting at 11:00 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 May 20, 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