



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.

September 5, 2007

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

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

Records Officers/Guests: Debbie Harding, Department of Labor and Industries; Vicki Jenichen, Labor and Industries; Andrea Watts, University of Washington; Barbara Benson, University of Washington; Megan Sibbert, University of Washington; Clifford Frederickson, The Evergreen State College; Anita Wieland, Office of Financial Management; 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; Tricia Mackin, Department of Personnel; Mary Vanderhoof, Department of Corrections; Tami Schwender, Department of Corrections; Leora McDonald, Department of Corrections.

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 June 6, 2007 Minutes: Ryser called for a motion to approve the August 1, 2007 minutes. Moved by DeLeon; seconded by Klopfenstein.

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. Helle noted that Brombacher may be late in arriving to today's meeting. Ryser

called for a motion to approve today's agenda as amended. Moved by DeLeon; seconded by Handfield.

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.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Western Washington University

a. Graduate School

Action: Ryser called for a motion to approve Item 1: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

b. Purchasing

Action: Ryser called for a motion to approve Items 1-2: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

2. Department of Health

a. HPQA – Nursing Commission

Action: McAlpin requested to withdraw the item (Compliance Files) to review description and cut-off.

Resolution: No committee action.

3. Department of Labor and Industries

a. Claims Support Services

Action: Motion to approve Items 1-2: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

b. DOSH Laboratory

Action: Motion to approve Items 1-2 (*1. Laboratory Inspection Reports and 2. Files and Laboratory Quality Control Documentation*)

Action: Motion to approve Items 1-2 (*1. Laboratory Notebooks and 2. Certificates of Analysis*): pending amendment to item 1 (clarification of description and will circulate; Klopfenstein; seconded by DeLeon.

Resolution: Motion carried.

4. Washington State Patrol

a. District/Detachments - Video Tapes (*Not in Case Files*)

Action: DeLeon asked for a further definition of adjudication date as cut-off date to determine when a tape would be destroyed. Young requested the schedule to be withdrawn to better define the schedule and include digital formats.

Resolution: No committee action.

5. Department of Licensing

a. Title and Registration – Vehicle and Special Licensing

Action: Motion to approve Item 1: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

6. University of Washington

a. A&S: Chemistry; Center for Process Analytical Chemistry

Action: Motion to approve Items 1, 4: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

b. A&S: Speech and Hearing Sciences

Action: DeLeon asked for a definition of "client." Motion to approve Items 1-2, 5-6: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

c. Law: Financial Aid

Action: Motion to approve Item 1: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

d. PH&CM: Office of Animal Welfare

Action: Motion to approve Items 1-2: DeLeon; seconded by Handfield.

Resolution: Motion carried.

e. PH&CM: Continuing Education

Action: Motion to approve Item 1: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

7. Department of Personnel

a. Personnel Services Division

Action: Handfield requested that Item 5 (*Salary Survey Reports*) be designated "ARCHIVAL" and Klopfenstein requested the same to be designated "OPR." Handfield requested that Item 8 (*Job Specification File*) be designated "ARCHIVAL." Motion to approve Items 1-14: DeLeon; seconded by Klopfenstein.

Resolution: Motions carried.

b. Information Services Division

Action: Motion to approve Items 1-3: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

8. Department of Corrections

a. Office 430

Action: Motion to approve Items 1-2, 7, 9, 10, 12, 18, 21: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

9. Department of Social and Health Services

a. Aging and Disability Services Administration, DDD

Action: Motion to approve Item 1: DeLeon; seconded by Klopfenstein.

Resolution: Motion carried.

IV. OTHER BUSINESS

A. Cancelled checks

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.

B. Bargaining Agreements Research

Handfield reported on bargaining agreements discussed at the last SRC meeting. After consultation with the OSOS attorney, bargaining agreements cannot put in their language regarding destruction of records; this determination is reserved for the state or local records committee.

C. Closest Governments to the People

Handfield presented a copy of the book entitled Closest Governments to the People: A Complete Reference Guide to Local Government in Washington State (WSU Press) by Steve Lundin which was recently published.

V. ADJOURNMENT

The meeting was adjourned at 3:04 p.m.

Due to scheduling conflicts, the next meeting of the State Records Committee is scheduled for November 5, 2007, 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

12-5-07
Date