



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*

### REPORT

**Room 606, Highways- Licenses Building**

**1:30 p.m.**

**December 15, 2006**

**Members Present:** Susan Carlson (Vice-chair), Attorney General's Office; Jerry Handfield, State Archivist

**Member Absent:** Steve Ryser (Chair), State Auditor's Office; Rochelle Klopfenstein, Office of Financial Management

**Staff Present:** Tri Howard, Public Records Program Manager; Lysa Walker, Forms and Records Analyst 3

**Records Officers:** Brenda Galarza, Office of the Secretary of State; Jamey Taylor, Department of Natural Resources

**Guests:** Nicole Horn, Department of Revenue; Randi Johnson, Department of Revenue

The State Records Committee met in open public session to convene the December 2006 scheduled meeting. Resulting from unanticipated weather conditions, two committee members could not attend the meeting. Therefore, the meeting was cancelled because the provisions of RCW 40.14.050 and WAC 434-624-040 require that decisions of the State Records Committee must be by majority vote.