



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**  
**March 5, 2008 – 1:30 pm**  
**Archives Conference Room, Olympia**

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

**Staff Present:** Michele Mallery; (Secretary of State, Records Management); Ben Helle (Secretary of State, Archives Division)

**Records Officers/Guests:** Vera McCall (Labor & Industries); Bruce Clark (Department of Licensing); Andrea Watts (University of Washington); Barbara Benson (University of Washington); Anita Wieland (Office of Financial Management); Carol Hill (Labor & Industries); Katisha Conner (Department of Fish and Wildlife)

**I. ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:32p.m.

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

**C. Approve February 6 2008 Minutes:** Ryser called for a motion to approve the February 6 minutes. Moved by Ryser; seconded by Hesse.

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

**D. Adoption of March 5 Agenda:** Ryser called for a motion to approve today's agenda. Moved by Ryser; seconded by Hesse

**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**

**Action:** Records Officer no longer wishes to proceed and withdraw the approval of this Records Retention Schedule: Motion by DeLeon; seconded by Hesse.

**Resolution:** Motion carried.

**2. Warrants/Check 21**

**Action:** Amendment to DAN GS 01013 to clarify that substitute checks are covered by this series approved with the amendment of the word "will" to "may". Motion by Ryser; seconded by Hesse.

**Resolution:** Motion carried.

**3. Tabled item from January 2, 2008 Meeting**  
**GS 03045 – Voluntary Employee’s Beneficiary Association (VEBA) Documentation**  
**(Tricia Makin – Department of Personnel)**

Update provided to the Committee that a letter to be sent by Department of Personnel allowing records officers the opportunity to comment was still being drafted.

**Action:** Motion to table as update not available at this time: Handfield; seconded by Hesse.

**Resolution:** Motion carried.

**4. Western Washington University**

Records Officer advised he no longer wishes to proceed with this records retention schedule and requests that the schedule be withdrawn

**Action:** Motion to withdraw: DeLeon; seconded by Hesse.

**Resolution:** Motion carried.

**III. NEW BUSINESS**

**A. Action Items for Committee Review/Approval**

**1. Office of Financial Management**

Records Retention Schedule for Office 200 (Budget Division) dated February 12, 2008

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

**Resolution:** Motion carried.

**2. Department of Fish & Wildlife**

Records Retention Schedule for Office 240 (Business Services Program, Licensing Division) dated February 12, 2008.

**Action:** Motion to approve with grammatical corrections: DeLeon; seconded by Hesse.

**Resolution:** Motion carried.

**3. Western Washington University**

Records Retention Schedule for Office 525 (Registrar) dated February 13, 2008

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

**Resolution:** Motion carried.

**4. University of Washington**

Records Retention Schedule for Office 04/02 (University Committees) dated February 7, 2008

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

**Resolution:** Motion carried

Records Retention Schedule for Office 28/05/05 (Dentistry: Faculty Practice Clinic) dated February 6, 2008

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

**Resolution:** Motion carried

**5. Department of Licensing**

Records Retention Schedule for Office 565 (Drivers Special Investigation Unit) dated February 13, 2008

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

**Resolution:** Motion carried

**6. Department of Labor & Industries**

Records Retention Schedule for Office 625 (DOSH Safety & Hygiene Technical Services) dated January 29, 2008

**Action:** Clarify series items 1-3 and 8 as well as revise order; Motion to approve with corrections: DeLeon; seconded by Hesse.

**Resolution:** Motion carried

Records Retention Schedule for Office 625 (Vocational Dispute Resolution Office (VDRO)) dated February 13, 2008

**Action:** Clarify series item 2 as a General Schedule under Administrative Files, Motion to approve with corrections: DeLeon; seconded by Hesse.

**Resolution:** Motion carried

Records Retention Schedule for Office 515 (Preferred Worker Program) dated February 13, 2008

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

**Resolution:** Motion carried

Records Retention Schedule for Office 521 (Crime Victims – Bill Payment Unit) dated February 12, 2008

**Action:** Clarify series cut off item 3: Motion to approve with corrections: DeLeon; seconded by Hesse

**Resolution:** Motion carried.

#### **IV. OTHER BUSINESS**

##### **A. Announcements from the State Archivist**

1. A Doctor, who comes in frequently to do research, has written a book on South Puget Sound Washington Railroads. The majority of his research has been done here at the Archives. Throughout his book there are a vast majority of pictures which he has gathered from his research at the Archives. He has also written other books with the help of the Archives. This is an excellent example of why record keeping is so vitally important.
2. 3<sup>rd</sup> Annual Records Management Workshop also a success. Chair was a presenter
3. National Treasure Display (President's Day) was very successful. Original documents of past presidents were displayed.
4. Sunshine week next week.
5. Russell Wood, Acting State Records Manager, is out at the AIRM Conference in Boston.
6. Photograph from Parks presented. Also mentioned the Archives building is equipped as a fall-out shelter and supplies are located on the bottom level of the building.
7. Tour of Archives for Committee members will be set up as well as how to handle Records Management issues will be presented to the Committee prior to April meeting.

#### **V. NEXT MEETING**

When: April 2, 2008 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

#### **VI. ADJOURNMENT**

**Action:** Motion to adjourn: DeLeon; seconded by Hesse.

**Resolution:** Meeting adjourned 3:20 p.m.

**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 March 5, 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.*

Steve Ryser  
Chair Signature

5-7-08  
Date