



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

June 25, 2015 – 10:00 a.m.  
State Archives Conference Room  
1129 Washington St SE, Olympia, WA 98504

**MEETING MINUTES**

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**Members Present:** Cindy Evans, Chair – State Auditor’s Office; Matt Kernutt – Attorney General’s Office; Steve Excell – State Archivist.

**Staff Present:** Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist.

**I. ROUTINE ITEMS**

**A. Call to Order**

Cindy Evans called the meeting to order at 10:01 a.m.

**B. Adoption of Today’s Agenda**

Motion to adopt the agenda as presented; Matt Kernutt; second by Steve Excell.

**Resolution:** Motion carried.

**C. Approval of Minutes for December 18, 2014**

Motion to approve the minutes as presented: Evans; second by Kernutt.

**Resolution:** Motion carried.

**II. NEW BUSINESS/ACTION ITEMS**

**A. County Coroners and Medical Examiners Records Retention Schedule (Ver. 2.0) – Julie Blecha**

Blecha distributed a letter received from Tim Davidson, President, Washington Association of Coroners and Medical Examiners (WACME) supporting LRC approval of the revised retention schedule. Evans stated that some counties keep very informal morgue registers – sometimes even on a white board – and she wondered how those records are being retained (for 6 years), and that one of the purposes of updating the retention schedules is so that agencies can become aware of what the retention requirements actually are.

Motion to approve the *County Coroners and Medical Examiners Records Retention Schedule (Version 2.0)* as presented; Excell, second by Evans.

**Resolution:** Motion carried.

Blecha thanked WACME Board Members and County Coroner and Medical Examiner participants who worked so diligently over the past year on this revision project, including:

- Tim Davidson, Cowlitz County Coroner
- Gary Warnock, Thurston County Coroner
- Dan Blasdel, Franklin County Coroner
- Greg Sandstrom, Kitsap County Coroner
- Craig Morrison, Grant County Coroner
- Rea Culwell, Columbia County Prosecutor/Coroner
- Wes Stockwell, Mason County Coroner
- Dr. Thomas Clark, Pierce County Medical Examiner.

#### **B. Financial Transactions – *Sensitive Authentication Data (GS2014-030)* Update Discussion – Blecha**

The State Auditor's Office (SAO) learned that local government agencies are experiencing difficulty determining which portions/data elements of financial transaction records are covered by GS2014-030, *Financial Transactions - Sensitive Authentication Data in the Local Government Common Records Retention Schedule (CORE)*. Evans stated that modifications to GS2014-030 may be necessary, as well as to the advice sheet published by Washington State Archives (WSA).

Blecha presented the updated *draft* GS2014-030 and advice sheet for review and discussion. Evans clarified that several SAO staff reviewed the language for accuracy. Discussion ensued about providing more specific language relating to primary account numbers. Kernutt requested that this revision be completed as soon as possible and not be delayed until the next major *CORE* update. Blecha will update GS2014-030 in *CORE* 3.2 for the July LRC meeting.

### **III. WASHINGTON STATE ARCHIVES (WSA) UPDATES**

#### **A. Announcements from the State Archivist – Steve Excell**

Excell discussed the space challenges at all WSA branches, and said that funding for a temporary records storage space was included in both the House and Senate budgets. In addition, a pre-design request for a “permanent home” for the State Archives and the State Library is being considered by the Legislature.

#### **B. Information Governance Enterprise Content Management (ECM) Initiative Update – Russell Wood**

Wood updated members on a project that WSA has undertaken (with the Office of the Chief Information Officer and other state agencies) to negotiate master contracts for quality ECM systems. The contract(s) will be available for use by state and local government agencies, and the Department of Enterprise Services is expected to announce the awarded contracts in July. There will be a number of products available to cover a range of agency needs, and agencies need to do a lot of work assessing their specific needs *before* deciding which software to utilize. Wood stated that ECMs are valuable tools, “but you still need to know what you’re doing.” Excell commented that unless an agency has its electronic records management “housekeeping” in order, the software won’t do much good. Danelle Court from City of Bellevue concurred that “planning is essential”.

#### **C. Local Government Records Retention Program Update – Wood**

Since 2008, WSA staff have been updating records retention schedules and some still haven’t been updated yet. We are looking at how to best keep two tracks going. The first being the major revisions that Julie has been doing – fixing things properly in consultation with local governments – that take a lot of dedicated time and effort. The other track we need is a quicker option for minor updates and fixes (like *Sensitive Authentication Data*) without them derailing the major reviews. We are trying to prioritize problem areas where we’re getting the most questions from the largest number of people, since answering questions tends to interrupt and delay revision projects.

**D. Revision of Records Retention Schedules – Blecha**

Blecha referenced the advice sheet reissued in June, Records Retention Schedule Revision Plan (Local Government), and said WSA is trying to focus on updating CORE Human Resource Management and the Financial Management – Payroll activity. A reference group of 71 local agency volunteers from all over the state are providing subject matter expertise, and a preliminary draft of nine "buckets" distributed in April, and a lot of good feedback was received in May. Another draft is being developed for distribution to the group.

Thurston County Prosecutor's Office has submitted suggestions for updating the CORE Legal Affairs activity, with changes mirroring the Office of the Attorney General's records retention schedule.

Concerns about records documenting fire department/district personnel training and certification have surfaced over the years. Danelle Court, City of Bellevue, was instrumental in identifying the huge variety and quantity of records relating to this highly regulated training. After meeting with staff from the State Fire Marshall's office, we know that all certifications are retained there permanently, and so the training materials can be managed by local agencies the same as any other type of training because the Fire Marshall is retaining the career-long certification records permanently.

We continue to receive a lot of comments and concerns about the Land Use Planning and Permitting Records Retention Schedule. In consideration of the volume of these records for both cities and counties, we have moved its revision up the priority list. So, once the CORE updates are complete, WSA will proceed with UTILITIES and LAND USE PLANNING.

The local government listserv now has 2,988 subscribers, with 258 new members since the December LRC meeting. Blecha stated it is satisfying knowing that when WSA sends a bulletin it is reaching a very broad audience all across the state, and hopes to have every single local government agency registered some day. Before the listserv was created, Regional Archivists did their best to convey information to agencies individually. Now, they can send targeted emails to their region's subscribers, which has been useful – especially for distributing regional training announcements.

Excell said that one of WSA's goals is to use technology to provide more training by creating webinars and even short videos for You-Tube (such as how to fold an Archives box). This strategy will better equip local agency staff with the information they need when they need it. Staff will continue to conduct in-person and regional trainings as well as develop our website into a useful tool for agencies.

Evans revealed that due to budget constraints, the SAO has relied heavily on webinars for staff training purposes. However, in-person contact remains an invaluable way of connecting with folks managing public records.

Blecha reported that at the May WASBO conference in Vancouver, WSA staffed an information table and school district personnel were able to stop by for one-on-one conversations, which was very successful.

**IV. NEXT MEETING July 30, 2015**

**V. ADJOURNMENT: 10:36 am**

**CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:**

*I, Cindy Evans, 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 June 25, 2015, 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

8/20/2015

Date