



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

August 20, 2015 – 10:00 a.m.

Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Adoption of Today's Agenda
- C. Approval of Minutes for June 25, 2015

II. NEW BUSINESS/ACTION ITEMS

- A. *Health Departments and Districts Records Retention Schedule (Ver.4.1)* – Julie Blecha
- B. *Local Government Common Records Retention Schedule (CORE) (Ver.3.2)* – Blecha
 - Update to one series only:
GS2014-030, ***Financial Transactions – Sensitive Cardholder Data***

III. WASHINGTON STATE ARCHIVES UPDATES

- A. Announcements from the State Archivist – Steve Excell
- B. Information Governance Enterprise Content Management Initiative Update – Russell Wood
- C. Local Government Records Retention Program Update – Wood
- D. Revision of Records Retention Schedules – Blecha

IV. NEXT MEETING

- A. October 29, 2015

V. ADJOURNMENT