



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.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

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

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Scott Sackett – Electronic Records Consultant (PolyCom from Central Regional Branch, Ellensburg).

I. ROUTINE ITEMS

A. Call to Order

Cindy Evans called the meeting to order at 10:00 a.m.

B. Adoption of Today's Agenda

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

Resolution: Motion carried.

C. Approval of Minutes for June 25, 2015

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

Resolution: Motion carried.

II. NEW BUSINESS/ACTION ITEMS

A. Health Departments and Districts Records Retention Schedule (Ver. 4.1) – Julie Blecha

Since the 2011 approval of Version 4.0, local agencies have been submitting suggestions and corrections. Updates were drafted internally (including formatting and minor housekeeping matters), and the draft proposal was distributed on the local government listserv for a 3-week review period. All feedback received was positive.

Motion to approve the *Health Departments and Districts Records Retention Schedule (Version 4.1)* as presented; Evans, second by Kernutt.

Resolution: Motion carried.

Blecha thanked records specialists Andrew Penta and Nasir McKnight (Clark County) and Ryan Wadleigh (King County) for their valuable assistance.

B. Local Government Common Records Retention Schedule (CORE) (Ver. 3.2) – Blecha

Blecha presented updated series, *Financial Transactions – Sensitive Cardholder Data* (DAN GS2014-030) and clarified that while it continues to exclude elements required to be retained by the Office of the State Auditor, including transaction number, date, amount, etc., it has been modified to cover sensitive authentication data (SAD) as well as the primary account number.

The draft was distributed to 2,937 local agency listserv subscribers for review.

Motion to approve the *Local Government Common Records Retention Schedule (CORE) (Ver. 3.2)* as presented; Kernutt, second by Excell.

Resolution: Motion carried.

III. WASHINGTON STATE ARCHIVES (WSA) UPDATES

A. Announcements from the State Archivist – Excell

Excell announced that the lease has been signed for the temporary records storage annex facility, the racks have been ordered, and the transfer of records is scheduled.

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

Wood stated that five companies are currently in negotiations with Department of Enterprise Services; contracts are expected to be finalized in October. ECM “Boot Camps” are being offered across the state during the next few weeks, and one or more of the sessions will be recorded and made available on Washington State Archives’ website.

C. Local Government Records Retention Program Update – Wood

Regarding records retention schedule updates, we continue to prioritize problem areas where we’re getting the most questions from the largest number of people.

Leslie (Koziara) Turner is now working out of our Eastern Regional Branch in Cheney, which should help alleviate the records management workload that currently falls on the Digital Archives staff.

A plan is in place to fill the vacant staff position that supports state government agencies. Excell added that a recruitment announcement will be distributed seeking candidates who have records management knowledge, the ability to do training, the analytical ability to write records retention schedules, and the skills to work with outside stakeholders to make order out of chaos.

D. Revision of Records Retention Schedules – Blecha

As part of the *CORE*-Human Resource Management update, Blecha is consulting with state Department of Retirement Systems in an attempt to identify which records are required for retirement verification..

The local government listserv now has 2,955 subscribers, with 50 new members since the June LRC meeting.

IV. NEXT MEETING October 29, 2015

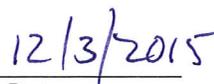
V. ADJOURNMENT: 10:18 am

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 August 20, 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



Date