



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 29, 2013 – 10:00 a.m.
Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for June 27, 2013
- D. Adoption of Today's Agenda

II. OLD BUSINESS/ACTION ITEMS

- A. *Prosecuting Attorney Records Retention Schedule (Version 2.0)* – Julie Blecha
 - a. Advice Sheet: *Notorious/Historically Significant Legal Case Files*
 - b. Advice Sheet: *What to do with Public Defender Case Files and Indigence Determination Records*

III. WASHINGTON STATE ARCHIVES UPDATES

- A. Revision of Records Retention Schedules – Julie Blecha
 - a. Advice Sheet: *Washington State Archives' Revision Plan*
- B. Announcements from the State Archivist – Steve Excell

IV. NEXT MEETING – October 31, 2013

V. ADJOURNMENT