



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

September 25, 2014 – 10:00 a.m.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Cindy Evans, Chair – State Auditor’s Office; Sharon James (by phone) – Attorney General’s Office (former appointee); Matt Kernutt – Attorney General’s Office (current appointee); 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 10:00 a.m.

B. Adoption of Today’s Agenda

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

Resolution: Motion carried

C. Approval of Minutes for June 26, 2014

Sharon James phoned in for this agenda item since she was the Attorney General’s appointee at the June meeting. Julie Blecha stated that a correction was made to the title of guest Ginger Brooks, who is the Mason County Clerk (and not the Auditor).

Motion to approve the minutes as corrected: James; second by Evans.

Resolution: Motion carried

II. NEW BUSINESS/ACTION ITEMS

A. *School Districts and Educational Service Districts Records Retention Schedule (Version 8.1)* – Julie Blecha

Blecha thanked members of the Washington Association of School Business Officials Records Management Committee (WASBO-RMC) who met monthly over the past year and worked diligently on this draft, including meeting attendees:

- Rick Gregory, *Bellevue School District (Chair, WASBO-RMC)*
- Aaren Purcell, *Seattle Public Schools (Past Chair, Records Management Committee)*
- Kim Ferra, *Yelm School District and WASBO Board Member*

Due to the significant changes that have occurred in school over the years, many issues needed major work and the topics that were addressed during this revision include:

- Standardized achievement testing and other student assessments;
- Assignment of students to various schools and programs, including highly regulated special programs (gifted, bilingual, etc.);
- Certificated years of experience records (for salary calculation purposes);
- Immunization Cards (which the WA State Department of Health (DOH) stated *may* be returned to the parent/legal guardian/adult student when no longer used by the school). DOH's statewide immunization database was discussed.
- Official Student Record description was enhanced to be more helpful;
- Bus stop sign/light failure to stop records covered;
- School employee sexual misconduct and physical/verbal abuse records series have been thoroughly researched in consultation with Tsering Kheyup, Assistant Attorney General. Because our Legislature's intent is clear – *to provide the safest educational environment for Washington's school children* – we have aligned the retention requirements with that intent.

Evans stated that before today's meeting she reviewed the schedule and phoned Blecha to ask some clarifying questions – mostly about terminology – which were answered to her satisfaction. Evans voiced concern over the abundance of references to Office of the Superintendent of Public Instruction's (OSPI) Washington Administrative Code (WAC), since WACs change so frequently. Discussion ensued as to whether the Local Records Committee can set up an administrative process whereby *minor* changes to statute *that are not substantive in nature* could be updated without a full revision – as an administrative clean-up or minor revision. Discussion ensued.

Washington State Archives recently published an advice sheet alerting state and local government agencies to the substantive changes to RCW 13.40 and .50, which were enacted by the 2014 Legislature.

Blecha shared input submitted by a school superintendent who believes that the retention periods are too difficult to implement and shouldn't revolve around the teacher's age or year of death. Discussion.

Aaren Purcell stated the difficulty she anticipates is that certain collective bargaining agreements contain specific expectations about the destruction of physical or verbal abuse allegations that are determined to be unfounded. Blecha shared language from the Bellevue John Does v. Bellevue School District Supreme Court opinion, including "The public may have legitimate concern in the nature of allegations and response of the school system to the allegation." Rick Gregory pointed out that there is a big difference between *retention* and *disclosure*. More discussion.

Motion to approve the *School Districts and Educational Service Districts Records Retention Schedule (Version 8.1)* as presented; Excell, second by Matt Kernutt.

Resolution: Motion carried

Blecha again thanked WASBO-RMC members and others who consulted on this project including Cheryl Thresher, State Auditor's Office; Laura Russell, Alyssa Westall, and Scott Raub, OSPI. Heidi Maynard, Director of Policy and Legal Services, Washington State School Director's Association (WSSDA), is updating WASSDA's model policy and procedures relating to notification of/destruction of special education records so that the records retention *and* model policy/procedures language align.

Upcoming revision topics including charter schools, e-rate, and IFSP (pre-IEP).

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Blecha

Blecha informed the Committee that a typo was identified in the newly approved *County Clerks and Superior Court Records Retention Schedule (Ver. 7.0)*, in which the disposition authority number (DAN) for **Oral Testimony and Proceedings** was inadvertently typed as "CL50-01-12" instead of the correct DAN, "CL65-01-12". Because the DAN had been typed correctly in the Summary of Changes, the database, and the DAN index, it was also changed on the .pdf *before* the new schedule was posted online in order that users wouldn't have to confront the conflicting information.

CORE *Human Resource Management* and *Legal Affairs* are the next major revision projects planned, and three schedules have moved up in priority because they are so outdated, including those of the County Coroners/Medical Examiners, County Assessors, and County Treasurers.

There are currently 2,714 subscribers on the local government listserv, which includes 62 new subscribers since the last LRC meeting.

B. Announcements from the State Archivist – Steve Excell

November 11th, 2014 is the 125th anniversary of statehood and a series of celebratory events will be taking place, including the unveiling of a new exhibit in the Legislative building called, "Washington 1889: Blazes, Rails, and the Year of Statehood". The exhibit will explore the year 1889 and include the stories of how Seattle, Spokane *and* Ellensburg all burned to the ground. The state constitution will be on display on November 11th in the Office of the Secretary of State.

October is National Archives Month and posters are available for free.

The Archives building in Olympia will be undergoing a major HVAC system update over the next couple of months, so the building will be a construction zone as the ceilings are torn out throughout.

Washington State Archives is working with Department of Enterprise Services to possibly expand the Records Center into unused Department of Printing space in Tumwater.

The Archives Oversight Committee and E-Recording Standards Commission will be meeting next week.

IV. NEXT MEETING – October 30, 2014

ADJOURNMENT: 10:40 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 September 25, 2014, 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