



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

**December 18, 2014 – 10:00 a.m.**  
**Archives Conference Room**

1129 Washington St SE, Olympia, WA, 98504

### AGENDA

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#### I. ROUTINE ITEMS

- A. Call to Order
- B. Adoption of Today's Agenda
- C. Approval of Minutes for September 25, 2014

#### II. NEW BUSINESS/ACTION ITEMS

- A. *School Districts and Educational Service Districts Records Retention Schedule (Version 8.2)*  
– Julie Blecha
- B. *Local Government Common Records Retention Schedule (Version 3.1)* - Blecha

#### III. COMMUNICATIONS

- A. *10/15/2014 Email from Kristin Demory, Benton PUD*

#### IV. WASHINGTON STATE ARCHIVES UPDATES

- A. Revision of Records Retention Schedules – Blecha
- B. Announcements from the State Archivist – Steve Excell

#### V. NEXT MEETING

- A. 2015 Schedule To Be Determined

#### VI. ADJOURNMENT