



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

July 21, 2011 – 10:00 a.m.

State Archives Conference Room

1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Mark Rapozo (Chair) – State Auditor's Office, Cindy Evans – Attorney General's Office, Jerry Handfield – State Archivist.

Staff Present: Russell Wood – State Records Manager, Julie Woods – Local Government Records Management Specialist, Megan Bezzo – Electronic Records Management Consultant, Patrick Williams – Local Government Grants Coordinator.

Guests Present: Laura Edgar – King County, Patty Holmquist – Tacoma Public Utilities, Maureen Duncan – Thurston County, Tri Howard – Port of Tacoma, Danelle Court – City of Bellevue, Aaren Purcell – Seattle Public Schools, Pam Anderson – Tacoma School District, Darlene Fuller – Olympia School District, Cheryl Thresher – State Auditor's Office.

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m.

B. Introduction of Guests

C. Approval of Minutes for March 31, 2011

Motion to adopt the March 31, 2011 minutes as presented: Evans; seconded by Handfield.

Resolution: Motion carried

D. Adoption of July 21, 2011 Agenda

Motion to adopt the agenda: Evans, seconded by Rapozo.

Resolution: Motion carried

II. OLD BUSINESS/ACTION ITEMS

A. Association of Washington Public Hospitals Response Letter

Jerry Handfield has responded to the Association of Washington Public Hospitals, clarifying the Archives policy on confidential records and will provide it for the committee at the next meeting.

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Woods

- i. **CORE Version 3.0** – The reference group met on June 2nd to review the asset management section of CORE and other critical area gaps in the schedule. The committee reviewed twenty drafted series. The revised eleven functional areas of the asset management section along with additional critical changes will be sent to the 25-member reference group for further discussion.
- ii. **School Districts and Educational Service Districts** – Records Management is continuing to revise the schedule with the Washington Association of School Business Officials' Records Management Committee and plans to have it ready to submit at the September Local Records Committee meeting. Washington State Archives (WSA) has requested a legal opinion from its Assistant Attorney General relating to the retention of parent/legal guardian permission slips.
- iii. **JUSTICE** – Due to staffing and critical needs, the creation of the JUSTICE schedule has been put on hold in order to focus resources on aligning the State and Local General Retention Schedules.

B. Destruction after Digitization (DAD) Applications – Russell Wood

An updated list has been posted on the WSA website and five new applications were approved, including Northshore School District, City of Puyallup, City of Olympia, Skagit County Auditor, and Lewis County Sheriff. There are 21 pending applications and eight new applications in review.

C. Local Government Records Management Listserv – Julie Woods

The local government listserv now has 1,862 subscribers, which reflects 111 new members since the last meeting.

D. Announcements from the State Archivist – Jerry Handfield

- i. **2011-2013 Local Records Grant Program** – Over 100 applications were received requesting nearly a million dollars. Unfortunately, only \$200,000 is available for this biennium's grant program.
- ii. **Heritage Center Fund** – Legislators transferred all \$12.9 million, including 4 million dollars previously taken from the WSA Local Government Fund, to various state agencies including the State Library, Washington State Historical Society, Eastern Historical Society, Arts Commission, and Archeology and Historic Preservation.
- iii. **New Regional Archivist** – The Eastern and Central Regional Branches have a new archivist, Rebecca Altermatt.
- iv. **WSCOG** – The Archivist and Records Manager have been presenting at forums across the state. Russell Wood will be attending a forum in Omak later in the month.
- v. **National Archives Grants** – A state representative from Utah proposed to eliminate the National Archives' ability to award grants.
- vi. **Spain** – Jerry Handfield will be going to Spain in October to present about the Digital Archives at a meeting of the International Council of Archives.
- vii. **NAGARA** – The national conference in Tennessee confirmed how much progress Washington has made in dealing with electronic records and the problems other states are having.

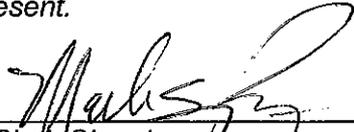
IV. NEXT MEETING – September 29, 2011, 10 a.m.

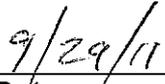
V. ADJOURNMENT

The chair adjourned the meeting at 12 p.m.

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Mark Rapozo, 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 July 21, 2011, 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