



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 29, 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 Shoemaker – Electronic Records Management Consultant, Alexander DeLuna – Administrative Intern, Angela Yoder – Administrative Assistant.

Guests Present: Aaren Purcell – Seattle Public Schools, Clayton Betz – Federal Way Public Schools.

Guests Present via videoconference: Jon Cohen – Energy Northwest; Marian Kellett – Energy Northwest

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 July 21, 2011

Motion to adopt the minutes as presented; Jerry Handfield, second by Evans.

Resolution: Motion carried

D. Adoption of September 29, 2011 Agenda

Motion to adopt the agenda as presented; Evans, second 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 Hospital’s director Ben Lindekeugal, clarifying the Archives policy on confidential records. The letter was mailed to the Association and provided for the committee’s reference. Jerry recognized Megan Shoemaker for all her hard work with the Public Hospital Schedule.

III. NEW BUSINESS/ACTION ITEMS

A. Public Utilities Records Retention Schedule Version 1.1 – Julie Woods

- i. **Nuclear utilities update** – Julie Woods provided the committee with the proposed changes to the Nuclear Utilities section of the Public Utilities Record Retention Schedule. Jon Cohen and Marian Kellett from Energy Northwest have been working with Archives Staff to consolidate 230 agency “unique” series into ten consolidated series. A crosswalk of changes is included for the committee’s reference. Standards and bulletins provided from the American Nuclear Standards Institute (ANSI), American Nuclear Society (ANS), and American Nuclear Insurers (ANI) reference the federal requirements for nuclear operations. Any Washington State Standard for Nuclear Utilities records retention must meet or exceed the requirements set forth in the national standards.

Energy Northwest’s John Cohen talked about reviewing all general and unique records retention schedules and found many requirements overlapped. The crosswalk was created to compare previously approved agency uniques with the *Local Government Common Records Retention Schedule (CORE)*, and new *Public Utilities Records Retention Schedule (UTILITIES)* schedule, and then create a section in the UTILITIES schedule to cover the remaining records. Energy Northwest was able to consolidate Quality Assurance Records into two separate series based on ANSI and ANI retention requirements; non-permanent 5-year retention, and Lifetime retention.

Motion: Move to table for more information and additional time for review; Handfield, Seconded by Evans with a friendly amendment *providing that if all questions were answered prior to the November meeting, a special meeting would be scheduled.*

B. School Districts and Educational Service Districts Records Retention Schedule Version 7.2

Julie Woods reminded the committee that in July 2010, CORE Version 2.1 included a reprieve for the school districts from using the CORE permission slip series in order to review the issue of school permission slips as it affects school districts. *The School District and Educational Service Districts Records Retention Schedule Version 7.2* proposes resolution to the issue. As proposed, any incident during a field trip will be covered by the accident/incident *CORE* series, with a minimum retention of “3 years after the student turns 18”. The new School District Permission Slip record series has a minimum retention of 6 years, but is more comprehensive and fills existing gaps. A letter to the committee from the Washington Association of School Business Officials (WASBO) supports the 6-year retention of these records if there is no incident.

In response to a request from the Office of the State Auditor, student absence and attendance records have been revised to reflect the current audit cycle. A revision guide is included to show the complete summary of changes.

Julie Woods would like to thank the following WASBO members who helped review and revise this draft: Eleanor Toews and Aaren Purcell, Seattle Public Schools; Sue Warnke, Evergreen Public Schools; Ena Schlossmacher, Vancouver Public Schools; Linda Ellis, Edmonds School District; Janet Helbig, North Thurston Public Schools; Darlene Fuller, Olympia School District; Vicki Smith, Peninsula School District; Joanne Marifjern, Puget Sound ESD; Cindy Sands, Washington State School Directors Association.

Motion: Move to approve as presented; Handfield, seconded by Evans.

Resolution: Motion carried

In response to the State Auditor's four-year audit schedule, Julie Woods will be reviewing all the School District Schedule record series that have an audit-based three-year retention period.

IV. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Woods

- i. **CORE Asset Management and Critical Updates** – The Asset Management Reference Group met on September 17th to discuss environmental inspection records. The *CORE Version 2.2* draft (to be submitted in November) will include only critical updates. Records management questions come in daily regarding recordings, transcripts, hearings, minutes, banking, etc., and CORE 2.2 will attempt to resolve these issues. Due to the complexity of the asset management section, that revision will be proposed later. The next Reference Group meeting will be in mid-October. The *CORE 2.2* draft will be sent to the listserv group for review in the next few weeks.

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

There are still a few Local Government DAD applications under review.

C. Announcements from the State Archivist – Jerry Handfield

- **Budget Cuts** – Jerry brought in a Tenino 25-cent cedar shingle, made in 1932 during the Great Depression. The archives budget will be significantly reduced by seven figures, which means reduction in services and staffing. There are still meetings going on regarding this issue. Overhead reductions just are not enough. This could affect retention schedules, our ability to keep up with changes, and slow down request turnaround at the Digital Archives (DA).
- **2011-2013 Local Records Grant Program** – Proposed cutting the grant awards by 50% as an option to reduce the budget.
- **Blue Monday** – An employee emergency required the Deputy State Archivist to travel to Ellensburg to manage the office on the same day a small leak occurred causing flooding inside the Record Center. The records involved were prisoner's packets from Department of Corrections.
- **Archives Month** – The theme for this year is Fairs and Festivals.
- **Washington Coalition for Open Government (WCOG)** – The Archivist presented at WCOG forums across the state. In Longview, Nirvana bassist Krist Novoselic, Attorney General Ombudsman Tim Ford, and State Auditor Brian Sonntag attended. Jerry also spoke in the Tri Cities area for the Statewide Genealogy Group. He will be in Pullman next week and then Vancouver for Archives Oversight Committee meeting on October 3rd.
- **California Law** – California legislature passed a law that keeps any elected official's records from being accessible online or viewed by the public. This includes, Auditor, Governor, Attorney General and the Secretary of State.

D. Local Government Records Management Listserv – Julie Woods

The local government listserv now has 1,917 subscribers, which reflects 55 new members since the last meeting.

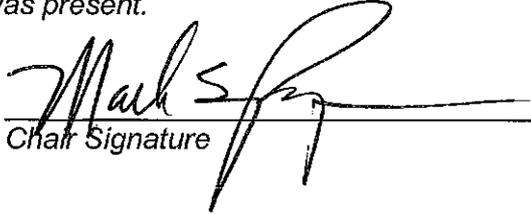
V. NEXT MEETING – November 17, 2011, 10 a.m.

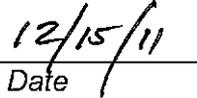
VI. ADJOURNMENT

The chair adjourned the meeting at 11:20 a.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 September 29, 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