



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*

**June 27, 2013 – 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. Introduction of Guests
- C. Approval of Minutes for January 31, 2013
- D. Adoption of Today's Agenda

### **II. NEW BUSINESS/ACTION ITEMS**

- A. *Prosecuting Attorney Records Retention Schedule (Version 2.0)* – Julie Blecha
  - i. Assigned Counsel/Public Defenders
  - ii. Notorious/Historically Significant Legal Case Files
- B. *Local Government Common Records Retention Schedule (Version 3.1)* – Julie Blecha
  - i. Agency Management: Legal Affairs
  - ii. Agency Management: Elections (Elected Officials, Initiative and Referenda)

### **III. WASHINGTON STATE ARCHIVES UPDATES**

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

### **IV. NEXT MEETING – July 25, 2013 (Reschedule?)**

### **V. ADJOURNMENT**