



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 2, 2010 – 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, Erin Whitesel-Jones – Southwest Regional Archives, Debbie Bahn and Kerry Barbour – Digital Archives (via Poly-Com).

Guests Present: Nicole Phillipson – City of Olympia, Andrea Bettger – City of Seattle/Seattle City Light, Terri Stolz – City of Olympia, Laura Edgar – King County, Joy Sage – City of Tacoma/Tacoma Power.

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 September 16, 2010

Motion to adopt the September 16, 2010 minutes as presented with corrections submitted by Jerry Handfield: Evans; seconded by Rapozo.

Resolution: Motion carried

D. Adoption of December 2, 2010 Agenda

Motion to adopt the agenda as presented: Evans; seconded by Handfield.

Resolution: Motion carried

II. NEW BUSINESS/ACTION ITEMS

A. Public Utilities Records Retention Schedule Version 1.0 (Utilities) - Julie Woods

Woods reported that a group of records management representatives from several local utility providers collaborated on changes to existing records series so as to reflect updates to North American Electric Reliability Corporations (NAERC) standards. Four new records series have been proposed and are included in the new *Public Utilities Records Retention Schedule*

(UTILITIES), which Woods submitted for approval. The UTILITIES schedule was created by extricating 151 record series relating to the provision of public utility services from the *Local Government General Records Retention Schedule (LGGRRS)*. No changes were made to the descriptions of these records series, but some were assigned to new functions of Power Distribution and Power Generation. Letters of support for the UTILITIES schedule were submitted by Jennifer Winkler (on behalf of the City of Seattle), and by Tara Ramos (on behalf of the Washington Public Utilities District Association).

Woods thanked UTILITIES reference group members for their dedicated work: Andrea Bettger (City of Seattle), Joy Sage (City of Tacoma), Tara Ramos (Grays Harbor PUD), Elena Ramirez (Franklin County PUD), Jennifer Adamire and Carla Field (Clallam County PUD), Jennifer Sherrell (Cowlitz County PUD), Judy Johnson and Beverly Peterson (Grant County PUD), Holly Dohrman and Kathy Loveland (Klickitat County PUD), and Janet Keefe (Snohomish County PUD).

Motion to approve the *Public Utilities Records Retention Schedule (Version 1.0)* as presented; Evans; seconded by Handfield

Resolution: Motion carried

B. Local Government General Records Retention Schedule Version 5.2 (LGGRRS)

Julie Woods submitted the new LGGRRS schedule with the 151 public utility records series removed, and the minimum retention increase for ***Passport Application Transmittals – Separate Receipt Issued*** (GS2010-022) from one year to two years, due to changes in federal requirements.

Motion to approve the Local Government General Records Retention Schedule (Version 5.2) as presented; Evans; seconded by Handfield.

III. Other Business

A. Amendment of WAC 434.630.060 – Russell Wood

Negotiated Rule Changing has commenced in relation to the removal of WAC 434-630-060, which details (incorrectly) the Committee's meeting schedule. A Preproposal Statement of Inquiry (CR-101) was filed on November 4, 2010.

B. 2011 Meeting Schedule – Julie Woods

The Committee's 2011 schedule was discussed, and an every-other-month meeting schedule was confirmed for 2011. The dates will be filed with the Code Reviser this month.

Motion to adopt the Committee's 2011 meeting schedule as presented; Evans; seconded by Rapozo.

Resolution: Motion carried

IV. WASHINGTON STATE ARCHIVES UPDATES

A. Revisions to Records Retention Schedules

1. Health Sector – Megan Bezzo distributed drafts to internal and external reference groups in November. The State Archivist has also submitted his comments and they are being incorporated into the schedule. The Health Departments and Districts and the Hospital Districts records retention schedules are on track to be submitted in December for consideration during the January meeting. In response to the September meeting, the Hospital Districts schedule's reference to bodily fluids has been removed. A note has been added to the Laboratory and Pathology Management section description referencing the College of American Pathologists retention guidelines for genetic material.

2. CORE Asset Management – This will be ready for review by the March meeting.
- B. Records Management Announcements** – Since the last meeting, local government listserv subscription has increased by 181 members to total 1,275. A large number of elected officials subscribed in October due to Washington State Archives (WSA) presence at the Washington Association of County Officials conference. Web hits for October through November include; 8,800 CORE views (by 2,500 unique viewers) and 14,800 LGRRS views by 1,800 unique viewers.
- C. Destruction after Digitization Applications** – Russell Wood provided the Committee with a list of DAD applications approved since the last meeting, including four applications in November and four in December. The updated list will be posted online shortly.
- D. Announcements from the State Archivist** – Jerry Handfield announced that WSA is being asked by the Office of Financial Management to reduce its budget by 10%. Cuts will affect State funded employees, as well as meetings/trainings and outreach.
- October's Archives Month included a very successful screening of a 1926 silent film about logging in Southwest Washington, with over seventy-five people in attendance.
 - Supreme Court Justice papers donated by William Langford included his stance against women participating on juries.
 - An Italian map printed by Franciscans was recently acquired from a collector. The map shows locations of missions in the Northwest in 1858.
 - A \$25,000 National Historical Publications and Records Commission (National Archives) grant was received to scan and microfilm alienated public records being held by Historical societies and universities. The records will be put online by the Digital Archives.
 - The Local Records Grant Program, which provides funding to local government for preservation of their archival records, has been allocated only \$200,000 for the 2011-2013 biennium due to budget reductions.
 - McNeil Island Prison is being closed. The records from this facility will be transferred to the State Archives.

V. NEXT MEETING – January 27, 2011, 10am.

The next meeting will be followed by a tour of the State Archives facility for interested parties.

VI. ADJOURNMENT

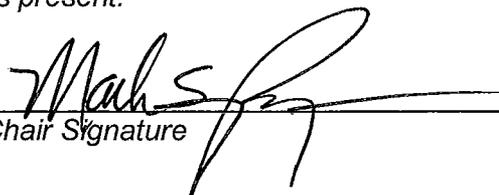
Motion to adjourn the meeting: Evans; seconded by Handfield

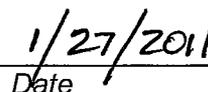
Resolution: Motion carried

The chair adjourned the meeting at 11:00 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 December 2, 2010 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