



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 15, 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, Leslie Koziara – Electronic Records Management Consultant, Patrick Williams, Forms and Records Analyst, Scott Sackett – Electronic Records Consultant (via video conference)

Guests Present: Kyle Stannert – City of Bellevue, Caitlin Oiyee – King County, Shannon Payant – Attorney General’s Office, Terri Stolz – City of Olympia, Tami Micheau – City of Olympia, Nicole Phillipson – City of Olympia, Aaren Purcell – Seattle Public Schools, Patty Holmquist – Tacoma Public Utilities, Tri Howard – Port of Tacoma, Maureen Duncan – Thurston County

Guests Present via teleconference: Jon Cohen – 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 September 29, 2011

Motion to adopt the minutes as presented; Cindy Evans, second by Rapozo.

Resolution: Motion carried

D. Adoption of December 15, 2011 Agenda

Motion to adopt the agenda as amended to move the State Archivist’s Budget report to the first item on the agenda; Evans, second by Jerry Handfield.

Resolution: Motion carried

II. WASHINGTON STATE ARCHIVES UPDATES

C. Announcements from the State Archivist

- i. **Budget Update** – Jerry Handfield updated the committee about the budget projections and their impact on the services Washington State Archives (WSA) provides to its customers. Staffing is continuing to shrink as revenue stays stagnant and General funds are reduced for the past three years. A graph was provided to show the number of employees over the past ten years. Concerned citizens and users are sending letters in support of WSA employees and their work. County Auditors are meeting to talk about potential strategies for the next session. The Office of Financial Management is watching the local fund balance closely. Some scenarios project the significant furloughs for the remaining staff. November revenue was up slightly over the past year. Four million of the \$12.5 million removed from the Heritage Center Fund in 2011 came from the Archives Account in 2009. Kyle Stannert from the City of Bellevue asked what the public could do to help the situation. Handfield suggested that the most effective way to get help is to inform the elected officials in your area about your concerns.

III. OLD BUSINESS/ACTION ITEMS

A. *Public Utilities Records Retention Schedule Version 1.1*

- i. **Nuclear utilities update** – Russell Wood provided the committee with the proposed changes to the Nuclear Utilities section of the *Public Utilities Record Retention Schedule*. Evans appreciated the information about other nationally owned nuclear facilities. 231 series have been mapped to either the utility schedule, or the CORE. 176 of the series had no change, and 55 series had changes in retention. All nuclear utility series were researched by Archives staff based on the governing CFR, ANSI standards and the nuclear licensing agreement.

Motion: Move to table for more information and additional time for the committee to review the revised crosswalk; Evans, Seconded by Handfield.

IV. NEW BUSINESS/ACTION ITEMS

A. *Local Government Common Records Retention Schedule (CORE) Ver. 2.2 – Julie Woods*

Julie Woods provided the committee with the updated *Common Records Retention Schedule (CORE) Version 2.2*. Major changes include:

- **Communications - Executive** (DAN 50-01-12) has been enhanced to include communications of governing and advisory bodies. Implementation guidance will be provided via a published advice sheet.
- A new Meetings and Hearings section has allowed a reduction of thirteen records series.
- Two Financial Transaction series have allowed consolidation of 31 records series.
- A new Banking section has consolidated six records series to two.
- A new Training section has been created to fill existing gaps.
- **Secondary (Duplicate) Copies** (DAN 50-02-04) has been revised to include data extracts and printouts that are not required to substantiate point-in-time evidence of business transactions.

Formatting changes to CORE include the following :

- Some retention periods have been adjusted for the four-year audit schedule.
- Item numbers have been removed.
- Remarks column has been removed, with some remarks transferring to the description.

The CORE now contains 398 series, which is a decrease of 48 series.

Since the distribution of the LRC agenda packet, a few additional changes were made based on feedback from agencies, as follows:

- “County Board of Equalization property tax exemption appeals” was added to **Appeals Hearings – Local Decision-Making Bodies (General)** (GS2011-173).
- The word “valuation” was added to the description of **Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation)** (GS2011-174).
- The cut-off language for DAN GS50-05A-23, **Continuing Professional Education Records**, was changed from “End of licensing or reporting period plus 4 years” to “**Retain** for 4 years after end of licensing or reporting period then **Destroy**”.
- The cut-off language for DAN GS2011-165, **Advertising and Promotion**, was changed from “**Retain** for 6 years then **Transfer** to WSA for appraisal and selective retention” to “**Retain** until no longer needed for agency business then **Transfer** to WSA for appraisal and selective retention”.
- “IT” was removed from the title of DAN GS50-06A-02, **Backups for Disaster Preparedness/Recovery**.

Motion: Move to approve CORE 2.2 as presented at the meeting with the effective date of January 1, 2012. CORE 2.1 will remain in effect through December 31, 2011, Evans; Seconded by Handfield.

Resolution: Motion carried

V. OTHER BUSINESS

A. Amendment of WAC 434.630.060 – Committee Meetings – Russell Wood

The Local Records Committee will meet “at least quarterly”, in accordance with the draft revised WAC. The revision has been filed with the Code Reviser and will take effect if there is no public comment before February 20, 2012.

B. 2012 Meeting Schedule – Russell Wood

The Committee reviewed meeting date options for quarterly meetings.

Motion: Move to adopt quarterly meeting schedule of January, April, July, October and submit to the Code Reviser, Evans; Seconded by Handfield.

Resolution: Motion Carried.

VI. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Woods

- The CORE is being revised, with a specific focus on the Asset Management function. It may be submitted for approval in April or July of 2012.
- The *Local Government General Records Retention Schedule (LGRRS)* will be dismantled and re-submitted in individual sectors, hopefully by April of 2012.

B. Destruction after Digitization (DAD) – Russell Wood

Although the Archives is no longer accepting applications for this process, we are developing a standard and best practices for agencies to follow. This will serve as a tool for state auditors, as well.

C. Announcements from the State Archivist – Jerry Handfield

The contract with the Washington State Patrol (to provide a cadet for WSA front desk) will expire at the end of the year due to the budget costs. The \$600,000 Disaster Recovery Fund does not exist at this time.

D. Local Government Records Management Listserv – Julie Woods

The local government listserv now has 2,005 subscribers, which reflects 88 new members since the last meeting.

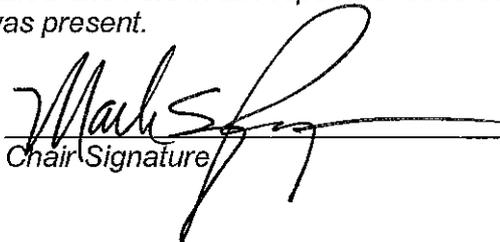
VII. NEXT MEETING – January 26, 2011, 10 a.m.

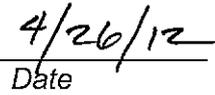
VIII. ADJOURNMENT

The chair adjourned the meeting at 12:20 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 December 15, 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