



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.
Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for September 16, 2010
- D. Adoption of Today's Agenda

II. NEW BUSINESS/ACTION ITEMS

- A. *Public Utilities Records Retention Schedule Version 1.0 (UTILITIES)*
- B. *Local Government General Records Retention Schedule Version 5.2 (LGRRS)*

III. OTHER BUSINESS

- A. Amendment of WAC 434.630.060 – Committee Meetings – Russell Wood
- B. 2011 Meeting Schedule – Julie Woods

IV. WASHINGTON STATE ARCHIVES UPDATES

- A. Revision of Records Retention Schedules
 - i. Health Sector – Megan Bezzo
 - ii. CORE Asset Management – Julie
- B. Destruction after Digitization (DAD) Applications – Russell Wood
- C. Announcements from the State Archivist – Jerry Handfield

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

VI. ADJOURNMENT