



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

MEETING MINUTES
Division of Archives & Records Management
State Archives Conference Room

January 31, 2008 – 10:00 a.m.

Members Present: Mark Rapozo (Chair) – State Auditor's Office, Cindy Evans – Attorney General's Office, Jerry Handfield – State Archivist

Staff Present: Tri Howard – State Records Manager; Russell Wood – Records Management Office; Julie Woods – Records Management Office; Laura Minor – Records Management Office

Guests Present: Gail Snow – City of Seattle, Maureen Duncan – Thurston County, Patricia Holmquist – King County, Megan Sibbert – City of Bellevue, Sue Hanson – City of Kent, Joshua Zimmerman – City of Bellevue, Leslie Schuler – King County, Jason Kaltenbacher – King County, Tina Huber – Law Enforcement Support Agency.

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:05 a.m.

B. Introduction of Guests

Tina Huber from the Law Enforcement Support Agency was introduced.

C. Approval of Minutes for October 25, 2007

Motion to approve the minutes for December, 2007: Evans; seconded by Handfield.

Resolution: Motion carried.

D. Adoption of December 27, 2007 Agenda

Motion to adopt today's agenda moving item II 2: Old Business - Program to Revise LGRRS Presentation by Records Management Office, to IV B: Other Business: Handfield; seconded by Rapozo.

Resolution: Motion carried.

II. OLD BUSINESS

A. Tabled from December 27, 2007 Meeting

1. Letter from King County re Definition of Drafts
Handfield has met with Susan Thompson and they plan to have information for the next meeting.

Action: Motion to table for next meeting: Handfield, seconded by Evans

Resolution: Motion carried.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. Law Enforcement General Records Retention Schedule (Mike Saunders).

1. L05 – Civil Records
2. L06 – Communications
3. L07 – Criminal History
4. L08 – Electronic Records/Information Systems
5. L17 – Licenses, Permits and Associated Documents
6. L22 – Warrants/Court Orders

Action: Numerous questions arose regarding the uniqueness of the record series presented. Most items may fall into the general schedule, more research requested. Motion to table items for additional clarification and records management review: Saunders; seconded Evans.

Resolution: Motion to table complete section, carried.

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. Handfield announced the resignation of Tri Howard, and thanked him for the improvements he has made in records management during his tenure.
2. Handfield received an email from the WASBO group praising the Records Management Office for it's special service to their committee. Naming special thanks to Lanny Weaver, Julie Woods and Russell Wood.
3. The OSOS is continuing to give out grants. Pierce county received a 20,000 grant. Tina Huber from the Law Enforcement Support Agency is here today as a result of that grant. Handfield gave thanks to Tina for her work in the program and for coming today.

B. Program to Revise LGRRS (was Duplicate DANs)

Presentation by Records Management Office (Russell Wood/Julie Woods)
(See attachment for presentation pages)

- C. Handfield announced that upon Tri Howard's departure, Russell Wood will be the acting State Records Manager.

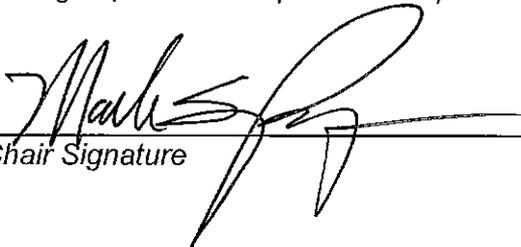
- D. Tri Howard announced that Michele Mallery will be joining the Records Management Team in February, filling the Program Specialist 3 position. Michele is coming to Records Management from Pierce County Environmental Services. Laura Minor, Forms and Records Analyst, will be leaving the team. She received a promotion at the Dept. of Licensing.

IV. **NEXT MEETING** – February 28, 2008 to be held in the State Archives Building Conference Room at 10:00 am.

V. **ADJOURNMENT**
The chair adjourned the meeting at 12:07 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 January 31, 2008 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

2/28/08
Date