



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*

July 29, 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 Consultant, Megan Bezzo – Electronic Records Management Consultant, Mary Hammer – Photo Archivist, Patrick Williams – Local Government Records Grant Coordinator, Caitlin Patterson – Student Intern. Debbie Bahn – Digital Archives (via PolyCom).

Guests Present: Sandy Shaeffer – Lakewood Police Department, Laura Edgar – King County Records Management, Patti Holmquist – King County Records Management, Jennifer Winkler - City of Seattle, Kyle Stannert – City of Bellevue, Susan Zoya – Jefferson County Sheriff's Office, Robert Balkema – Kirkland Police Department, Amy Cleveland – City of Olympia, Nicole Phillipson – City of Olympia, Steve Sultemeier – Pacific County Sheriff's Office, Tri Howard – Port of Tacoma, Kay Pownall – Port Townsend Police Department.

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 March 25, 2010

Motion to adopt the March 25, 2010 minutes as presented: Evans; seconded by Handfield.

Resolution: Motion carried.

D. Adoption of July 29, 2010 Agenda

Motion to adopt the agenda as distributed: Evans; seconded by Rapozo.

Resolution: Motion carried.

II. NEW BUSINESS/ACTION ITEMS

A. Law Enforcement Records Retention Schedule (Version 6.0) – Megan Bezzo

Bezzo submitted the updated records retention schedule (RRS) for approval, and the Committee opened the floor for public comment on the proposed changes.

1. LE15-01-64 Recordings, Security – Incident Not Identified

- Robert Balkema stated that he fully supports the minimum retention reduction from three years to sixty days.
- Steve Sultemeier requested that the minimum retention be reduced to thirty days to align with the State General Schedule, and to alleviate the burdensome costs associated with retaining these recordings for sixty days.
- Kyle Stannert supported the sixty day minimum retention.

Debate over the retention of this record series concluded with the acceptance of the sixty-day retention period. The State General Schedule series referenced is not specific to Law Enforcement agencies. A letter from Washington Association of Sheriffs and Police Chiefs (WASPC) supports 30 or 60-day retention. Evans suggested that any future requests to revise this record series should include a cost analysis.

2. Criminal History Appendix A was removed from schedule; three new record series were created to cover criminal history records.
3. Online SECTOR citation system is used to create tickets and send information directly to the Washington State Patrol (WSP). Data from this system can be exported for reference, but agencies do not have these records; they are held by WSP.
4. Offense and Incidents Reports – Records are split into different case file series to accommodate unique retention requirements.
5. LE2010-058 Property Forfeited – Evans requested citations to RCW's 63.32, 63.40, and 63.42 in order to provide a distinction between 'forfeited' and 'unclaimed' property.
6. 'Notorious' Inmate Custody Case Files – New Archival record series includes case file and evidence.

Action Item: Evans moved to approve the *Law Enforcement Records Retention Schedule (Version 6.0)* with the amendment to the Property – Forfeited section, and with a "friendly amendment" to include Historically Significant and Notorious Inmate Custody Case Files. Handfield seconded and the motion passed.

B. Local Government Common Records Retention Schedule (CORE) Version 2.1 – Julie Woods

Woods submitted the *CORE 2.1* draft schedule for approval. Handouts included a Revision Guide and a chart identifying which series in the various sector schedules would be revoked by the approval of *CORE 2.1*. Many of the changes revolve around industrial insurance and result in a reduction from approximately fifteen series to five.

1. Two Labor and Industries (L&I) claims series have been combined to cover both 'compensable' and 'non-compensable' claims (seven-year minimum retention). A new series covering L&I claims for eye injuries was added (minimum retention of 10 years).

Action Item: Evans moved to revoke all disposition authorities for record series covered by *CORE 2.1* except for four series in the *School Districts and Educational Service Districts RRS* (SD51-20-11, SD51-20-07, SD51-06C-05, and SD51-06C-31) which will be reviewed by the Washington School Business Officials (WASBO) Records Management Committee, thereby moving to accept *CORE 2.1* as submitted. Handfield seconded and the motion passed.

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revisions to Records Retention Schedules

1. The *County Auditor Records Retention Schedule (Version 5.0)* will be presented in September.
2. *LGRRS* will be broken apart into nine sector schedules to help remove confusion between *CORE* and *LGRRS*. The Justice schedule will include mention of voluntary commitment.
3. *CORE* asset management section is still being developed
4. Health and Public Hospital sector schedules cannot be merged together. Even though they are similar records, different statutes keep them separate.

B. Local Records Listserv subscription has increased by 104 members to total 1072.

C. Destruction after Digitization Applications – Russell Wood

Approved since the last meeting, City of Bellevue, City of Sammamish, Snohomish County PUD, Yakima County Public Services and Kennewick. Clark County withdrew its application.

D. Announcements from the State Archivist – Jerry Handfield

Budget cuts will keep the Local Records Grant Program at \$200,000 for the 2011-13 biennium.

IV. NEXT MEETING – All members will not be able to attend the scheduled September 30th meeting. A new date will be determined, distributed via the listserv, and posted on the website.

V. ADJOURNMENT


Motion to adjourn the meeting: Evans; seconded by Handfield

Resolution: Motion carried

The chair adjourned the meeting at 12:00 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 July 29, 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

9/16/10
Date