



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

March 25, 2010 – 10:00 a.m.  
State Archives Conference Room, Olympia, WA

**MEETING MINUTES**

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**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, Erin Whitesel-Jones – Southwest Region Archivist, Megan Bezzo – Records Management Consultant, Patrick Williams – Local Records Grant Coordinator, Debbie Bahn (via polycom) – Digital Archives.

**Guests Present:** Jeanelle Stull – Olympia Police Department, Terri Stolz – Olympia City Clerk's Office, Laura Edgar – King County, Maureen Duncan – Thurston County, Tri Howard – Port of Tacoma

**I. ROUTINE ITEMS**

**A. Call to Order**

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

**B. Introduction of Guests**

**C. Approval of Minutes for January 28, 2010**

Motion to adopt the January 28, 2010 minutes as presented: Handfield; seconded by Rapozo.

**Resolution:** Motion carried.

**D. Adoption of March 25, 2010 Agenda**

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

**Resolution:** Motion carried.

**II. WASHINGTON STATE ARCHIVES UPDATES**

**A. Revision of Records Retention Schedules**

**i. Law Enforcement Schedule Revision update – Megan Bezzo**

Bezzo briefed the Committee on issues that have arisen during her review of the Law Enforcement Records Retention Schedule (LERRS), including the proposal to refer to recordings as "security recordings" rather than "surveillance recordings", since these mean very different things to the law enforcement community.

A new section for the agency's interactions with its community will be covered in a section called Community Relations, which mirrors the *CORE* activity, but is specific to law enforcement.

Guidelines for the retention periods are generally driven by statutes of limitations and administrative needs within the agency. The draft will be distributed to the law enforcement reference group in the next week or two.

A three-year retention was assigned to Lockouts (3.1.4) in case there are accusations of damage to the vehicle/house by agency personnel. Waivers are also utilized to help absolve agency liability.

Significant changes have been made to the *Criminal History Information Management* section based on comments submitted by the Washington State Patrol.

The Animal Control Enforcement section will be removed from the LERRS and moved to the future *Counties, Cities and Towns Records Retention Schedule*, since animal enforcement is frequently a city or county function, rather than law enforcement.

In the new Case Management section, the five-year retention will be retained, except for unique cases such as sex offender files and unsolved homicide files. Evidence will be included in the series, where not regulated by other RCWs.

Tri Howard stated that ports share some of the same security issues as law enforcement, and that the majority of the activities are sensitive and protected from public disclosure based on federal statutes. He said that the records cannot be archived because of the federal protection, and wanted to know if these port security records can be covered in the Law Enforcement schedule.

Russell Wood explained that records covering the security of dams and power stations are also protected by that federal act, and we will be covering these records under the Asset Management section of the *CORE*. Evans pointed out that there is a difference between the nature of the file and what is releasable to the public. Wood mentioned that there are other records with confidential information at Washington State Archives to which the public is denied access.

#### **ii. Health Sector Schedule – Megan Bezzo**

More public hospital districts are getting involved in the review process. The focus group is receiving the second draft of the schedule for review in the next week or so. Megan is reviewing agency unique schedules to create a list of series that are not currently covered by existing schedules.

#### **iii. Other Schedule updates – Julie Woods**

**County Auditors** - During their annual recording conference, a reference group was enlisted to help revise the recording and licensing sections of the auditor's schedule.

**LGRRS** – Animal Control section will be revised to incorporate the series removed from the Law Enforcement schedule.

**Public Utility District** - In coordination with WAPUDA, a formal review process will be started soon.

**School District** – WSA is presenting at the annual conference in May; WASBO Records Management Committee is nearly finished with its 90-page records management manual to help reach out to the school districts.

**County Clerks** – We are coordinating with the county clerks to plan the revision of the Clerk schedule.

**CORE** – Asset Management will be the next section revised.

Woods announced that there are currently 968 subscribers to the Local Government Listserv, which is an increase of 59 since the last LRC meeting.

**B. Destruction after Digitization – Russell Wood**

A list of approved DAD applications for local government agencies has been posted online. These are not generic approvals giving rights to destroy records for any agency, but are specific approvals to the named applicants. Auditors can use this list to authenticate approvals. An announcement will also be provided through the local government listserv.

Changes to the list of approvals have occurred since the previous meeting. The Spokane County Justice application was approved at the beginning of March. The City of Olympia is close to being approved.

**C. Local Records Committee Minutes at the Digital Archives – Russell Wood**

The Minutes from 2000-2009 have been posted online at the Washington State Archives Digital Archives. A link from the current online site to the Digital Archives helps put all our information into one repository. The Digital Archives will be releasing an OCR tool in a couple of weeks to make Minutes, Ordinances and Resolutions more searchable. Once the records have been uploaded to the Digital Archives, they are responsible for the migration plan of those records.

**D. Online Training Manual – Russell Wood**

The staff is working on the final edits and the full module on Basics of Records Management will be available next week. This is a user-paced training with tests sprinkled throughout. Links will be provided to the Council of State Archivist's webinar, a similar module about essential records with more detailed information that takes 90 minutes to complete.

**E. Announcements from the State Archivist**

During the County Auditor's recording conference, there was a presentation by the Department of Health about duplicate marriage certificates. The Department of Health sends out notices to the recorders as to which certificate should be voided. A seven-page instructional brochure from the Department of Health did not include any interaction with the County Auditor in the decision. It can be hard to interpret which record to void. Communication between county and state agencies needs to be improved.

A recent Supreme Court case dealing with metadata in relation to electronic records mentioned the State Archivist and the writing of records retention schedules regularly during their presentation. This issue of metadata has not yet been defined in Washington State. Technology is changing quickly and retention of this information can be difficult.

The State Archivist sent a letter of support to a district court judge who is converting from paper to electronic records.

The Digital Archives is increasing the number of customers (nineteen) who are participating in the Disaster Recovery Storage System. This is a hard drive back-up storage service provided for disaster preparedness. There is no charge for this service.

**III. NEXT MEETING – May 27, 2010 10:00 a.m., Washington State Archives, Olympia.**

**IV. ADJOURNMENT**

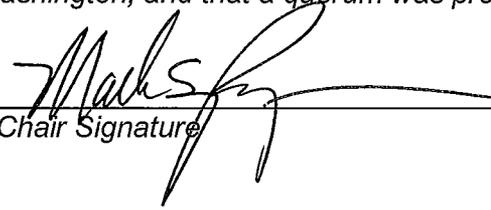
Motion to adjourn the meeting: Evans; seconded by Handfield

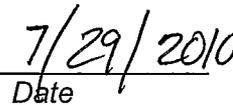
**Resolution:** Motion carried

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 March 25, 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