



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*

September 16, 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 Specialist, Megan Bezzo – Electronic Records Management Consultant, Patrick Williams – Local Government Grants Coordinator, Debbie Bahn and Kerry Barbour – Digital Archives (via Poly-Com).

Guests Present: Nicole Phillipson – City of Olympia, Tami Micheau – City of Olympia, Amy Cleveland – City of Olympia, Laura Edgar – King County, Val Wood – King County, Tri Howard – Port of Tacoma, Tori Bean – Klickitat County Auditor (via Poly-Com).

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 July 29, 2010

Motion to adopt the July 29, 2010 minutes as presented with correction to the attendee from the City of Olympia: Evans; seconded by Handfield.

Resolution: Motion carried.

D. Adoption of September 16, 2010 Agenda

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

Resolution: Motion carried.

II. NEW BUSINESS/ACTION ITEMS

A. County Auditor Records Retention Schedule Version 5.0 – Julie Woods

Julie Woods submitted the schedule to the Committee along with a letter of support from Washington State Association of County Auditors (WSACA) past President, Jerry Pettit.

Woods also recognized the reference group of County Auditors who helped review the draft. The members of the group included; Jerry Pettit (Kittitas County), Shirley Forslof (Whatcom County), Val Wood and Barb DeLauter (King County), Terra Howell and Heather Hirotaka (Thurston County), Tori Bean (Klickitat County), Jennifer Richter (Yakima County), Cathy Shearer, Patti Shay and Laurie Augino (Pierce County), Brigid Clift and Erin Whitesel-Jones (Washington State Archives).

The Auditor's schedule will discontinue 50 record series and add one series for a total reduction from 76 series to 27 series.

The State Archivist has determined that due to their historical significance, **Legacy Records** should be designated as "Archival – Permanent Retention", rather than "Archival - Appraisal Required".

Motion to adopt the County Auditor Records Retention Schedule as presented: Evans; seconded by Handfield.

Resolutions: Motion carried.

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revisions to Records Retention Schedules

1. Health Sector – Megan Bezzo distributed three handouts showing a summary of changes proposed for the health sector schedules, a table of new record series, and a crosswalk of discontinued series. The first draft of the Public Hospital Schedule was sent out to a reference group a week ago. Comments will be returned to Bezzo by September 22. Included in the reference group is representation from the Hospital District Association and the Hospital District's attorney. Handfield questioned the jargon of the Hospital schedule and whether the terminology is generally accepted and understood by all Hospitals. Bezzo explained that the terms are gathered from the College of American Pathologists.

Evans questioned whether Body Fluids are a public record. Discussion ensued and it was determined that it is the label on the specimen that is the actual record.

When public hospitals are taken over by private entities, ownership of the public records is an issue that should be included in the contract language. Washington State Archives needs to clarify the issue with the Attorney General's office.

2. CORE Asset Management – Woods presented a brief update on the Asset Management section of the CORE Retention Schedule. It is estimated that a proposal will be ready for the March 2011 meeting.
3. LGRRS – Dividing this retention schedule into 11 separate sector schedules has been delayed in order to give agencies time to digest the recent changes in other schedules.

B. Records Management Announcements – Local Government Listserv subscription has increased by 37 members to total 1,106. Additionally, website use of the CORE 2.1 schedule during the last two months shows over 4,290 views and 1,219 unique users. The next records management seminar will take place in Grant County.

C. Destruction after Digitization Applications – Russell Wood provided the Committee with a list of approved DAD applications since the last meeting. Newly approved applications include City of Shoreline, Jefferson County Clerk, and the City of Bremerton. Two new applications have been received from the City of Tacoma and the Benton County Treasurer. There are currently 12 local government applications under review.

D. Announcements from the State Archivist – Jerry Handfield announced that October is "Archives Month" and presented this year's Archives Month Poster. Washington State

Archives will be screening a 1920's silent movie about logging in Washington State at its open house on October 27th.

The Society of American Archivists meeting in Washington D.C. included a presentation from Handfield entitled, "Lead, Follow or Get out of the Way." It described our state's early response to the Green River Flood Plain threat in 2009.

Handfield will be attending a luncheon with Ken Burns and HistoryLink.org in Seattle, where he will be presenting at a forum about open government for the Washington Coalition for Open Government.

Budget reductions are continuing, and with the lower projected revenue over the next two years, the Archives will be reducing costs by more than \$800,000.

November 8th will be a celebration of Washington State's Centennial of Women's Suffrage held at the Legislative building.

IV. NEXT MEETING – TBD

V. ADJOURNMENT


Motion to adjourn the meeting: Evans; seconded by Handfield

Resolution: Motion carried

The chair adjourned the meeting at 11:05 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 September 16, 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

12/2/10
Date