



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 15, 2011 – 10:00 a.m.**

**Archives Conference Room**

1129 Washington St SE, Olympia, WA, 98504

### AGENDA

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#### **I. ROUTINE ITEMS**

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for September 29, 2011
- D. Adoption of Today's Agenda

#### **II. OLD BUSINESS/ACTION ITEMS**

- A. *Public Utilities Records Retention Schedule Version 1.1*

#### **III. NEW BUSINESS/ACTION ITEMS**

- A. *Local Government Common Records Retention Schedule Version 2.2*

#### **IV. OTHER BUSINESS**

- A. Amendment of WAC 434.630.060 – Committee Meetings – Russell Wood
- B. 2012 Meeting Schedule – Russell Wood

#### **V. WASHINGTON STATE ARCHIVES UPDATES**

- A. Revision of Records Retention Schedules – Julie Woods
- B. Destruction after Digitization (DAD) – Russell Wood
- C. Announcements from the State Archivist – Jerry Handfield

**VI. NEXT MEETING** – To be determined.

#### **VII. ADJOURNMENT**