



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

July 29, 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:** Russell Wood – State Records Manager; Julie Woods – Records Management Office; Simone Myree-Rofe – Records Management Office; Mike Saunders – Puget Sound Regional Archivist; Erin Whitesel-Jones – Southwest Regional Archivist

**Guests Present:** Kennesy Cavanah – State Auditor's Office; Darlene Fuller – Olympia School District; Sue Hanson – City of Kent; Janel Helbig – North Thurston School District; Joanne Marijferen – Puget Sound ESD; Megan Sibbert – City of Bellevue; Eleanor Toews – Seattle Public Schools; Jennifer Winkler – City of Seattle.

**I. ROUTINE ITEMS**

**A. Call to Order**

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

**B. Introduction of Guests**

All guests were introduced.

**C. Approval of Minutes for February 28, 2008**

On May 20, 2008 motion to approve the minutes pending changes by Cindy Evans and seconded by Mark Rapozo. Minutes were reviewed and signed.

**D. Approval of Minutes for May 20, 2008**

Motion to approve the minutes for May 20, 2008: Cindy Evans; seconded by Mark Rapozo.  
**Resolution:** Motion carried.

**E. Adoption of July 29, 2008 Agenda**

Motion to adopt today's agenda: Cindy Evans; seconded by Jerry Handfield  
**Resolution:** Motion carried.

**II. OLD BUSINESS**

**A. Tabled from December 27, 2007 Meeting**

1. Letter from King County re Definition of Drafts

Russell Wood was advised by Susan Tomson that the issue is one of records management. It was not a legal issue. Russell Wood clarified the original issue and proposed language to satisfy the request.

**Action:** Russell Wood will provide a detailed draft for the August 28, 2008 meeting. The draft will also be electronically provided to stakeholders for review prior to the August meeting.

**Resolution:** Item tabled for next meeting.

#### **B. Tabled from May 20, 2008 Meeting**

1. School District and Educational Services Sector Schedule  
Representatives from the Washington Association of School Business Officers (WASBO) were present for questions. Cindy Evans posed a question regarding two RCW citations. Mike Saunders and Darlene Fuller provided details and background information. The schedule was updated reflecting changes to the RCWs cited.

**Action:** Motion to accept the School District and Educational Services Sector Schedule: Cindy Evans; seconded by Jerry Handfield.

**Resolution:** Motion carried.

### **III. ACTION ITEMS**

#### **A. Local Government Unique Schedules**

1. King County – Department of Public Health

**Action:** Item tabled for next meeting August 28, 2008: Mark Rapozo; seconded by Jerry Handfield.

**Resolution:** Motion carried.

### **IV. OTHER BUSINESS**

#### **A. Announcements from the State Archivist**

1. Jerry Handfield commended WASBO for the work done on the school schedule.
2. NAGARA Conference: Jerry Handfield recapped events of the 2008 NAGARA conference in Atlanta, Georgia. July 2009, Seattle will host the annual NAGARA conference. Jerry Handfield would like to see the Washington State Archives participate in the form of a workshop on electronic records in Cheney, Washington and a workshop in Seattle on the grants program. Mike Saunders is serving on the local arrangement committee. Jerry Handfield urged others to participate as well.
3. Russell Wood attended the workshop on the Intergovernmental Preparedness for Essential Records (IPER) program at the NAGARA conference. The program was established as a result of government inefficiencies in the handling of essential records after Hurricane Katrina. It involves the creation of a national curriculum in the training of essential records for records management, information technology staff and emergency management staff and CIOs with each state to determine how the training will be delivered.
4. Jerry Handfield and Russell Wood attended an electronic records and digital WAC workshop in Lakewood sponsored by the Association of Washington Cities.

A smaller workshop is scheduled to be held in Ephrata, Washington. It started with the overflow of registrants unable to attend the Eastern Washington Records Management workshop. It will include a segment on the digital WAC. The Association of Washington Cities would like to arrange a workshop to be held in the Tri-Cities area focusing on the issues covered in the Lakewood workshop.

Thursday, Russell Wood will be speaking in Olympia at the invitation of the Association of Cities and Counties Information Services (ACCIS) on the digital WAC.

5. A total of 2.5 million dollars has been handed out to local governments. A change to the law was made regarding the \$1 dollar recording fee for the Digital Archives (DA). They added to the purposes of the dollar collected for the DA to include the Heritage Center.
6. The DA has ingested all of the Social Security Death Index records as a test and resource to determine the number of records that could be ingested on a daily basis. One million records were able to be ingested in 24 hours. They are now preparing to ingest larger batches of records from local governments.

**B. Update on LGRRS – Julie Woods**

The working group will meet this afternoon. At this stage none of the descriptions or retention periods are being changed. The objective is to restructure the schedule based on functions that are common to all agencies.

**V. NEXT MEETING – August 28, 2008, 10:00am.**

To be held in the State Archives Building Conference Room.

**VI. ADJOURNMENT**

Motion to adjourn: Mark Rapozo; seconded by Jerry Handfield.

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 July 29, 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



Date

8/28/08