



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 21, 2011 – 10:00 a.m.
Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for March 31, 2011
- D. Adoption of Today's Agenda

II. OLD BUSINESS/ACTION ITEMS

- A. JH letter to Association of Washington Public Hospitals.

III. WASHINGTON STATE ARCHIVES UPDATES

- A. Revision of Records Retention Schedules – Julie Woods
 - i. CORE Asset Management and Critical Updates
 - ii. School Districts and Educational Service Districts
 - iii. JUSTICE
- B. Destruction after Digitization (DAD) Applications – Russell Wood
- C. Announcements from the State Archivist – Jerry Handfield

IV. NEXT MEETING – September 29, 2011, 10am

V. ADJOURNMENT



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March 31, 2011 – 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

Guests Present: Laura Edgar – King County

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:15 a.m.

B. Introduction of Guests

C. Approval of Minutes for January 27, 2011

Motion to adopt the January 27, 2011 minutes as presented with corrections submitted by Julie Woods: Evans; seconded by Handfield.

Resolution: Motion carried

D. Adoption of March 31, 2011 Agenda

Motion to adopt the agenda with removal of Announcements from the State Archivist Item; Evans, seconded by Rapozo.

Resolution: Motion carried

II. OLD BUSINESS/ACTION ITEMS

A. *Public Hospital Districts Records Retention Schedule Version 5.0* - Megan Bezzo

Bezzo provided the committee with the retention schedule and confirmation from the Executive Director of the Washington Public Hospital Districts that biological tissues are not public records.

Motion to approve the *Public Hospital Districts Records Retention Schedule Version 5.0* as presented, Evans: seconded by Handfield.

Resolution: Motion carried.

ACTION ITEM: A letter from the Association of Washington Public Hospitals requesting that exempt Medical Staff Reports be separated if they are sent to the State Archives.
Jerry Handfield will respond to the letter from the Association of Washington Public Hospitals clarifying the Archives policy on confidential records.

III. NEW BUSINESS/ACTION ITEMS

- A. **Agency Unique Schedules** – Russell Wood sought clarification from the committee regarding unique retention schedules for local government agencies. The Committee confirmed that it is currently not approving agency unique retention schedules. As the CORE and sector schedules are revised, Records Management is ensuring that all records created by local government agencies are included.

IV. WASHINGTON STATE ARCHIVES UPDATES

A. **Revision of Records Retention Schedules – Julie Woods**

- i. **CORE Version 2.2** – In the course of revising the asset management section of CORE, other critical areas are being investigated to bridge obvious gaps in the schedule. Examples of revisions are official meetings, charity fundraising, real estate contracts, capital assets, court orders, elections, and human resources new hire reporting requirements.
- ii. **JUSTICE** – Continuing to revise the schedule and hope to have it ready by May.

B. **Destruction after Digitization (DAD) Applications – Russell Wood**

An updated list has been posted on the Archives website and the only addition since the last Committee meeting is the Snohomish County Public Hospital District #2.

C. **Local Government Records Management Listserv – Julie Woods**

The local government listserv now has 1,751 subscribers, which reflects 320 new members since the last meeting.

V. NEXT MEETING – May 26, 2011, 10am.

VI. ADJOURNMENT

Motion to adjourn the meeting: Evans; seconded by Handfield

Resolution: Motion carried

The chair adjourned the meeting at 10:45 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 31, 2011 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