



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
January 26, 2006

Members Present: Mark Rapozo (Chair) – State Auditor’s Office, Susan Carlson – Attorney General’s Office, Jerry Handfield – State Archivist

Staff Present: Tri Howard – Public Records Program Manager, Susan Alden – Public Records Management Program Consultant, Lysa Walker – Forms and Records Analyst 3, Mike Saunders – Puget Sound Regional Archivist

Guests Present: none

I. ROUTINE ITEMS

A. Call to Order

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

B. Introduction of Guests

There were no guests attending the meeting.

C. Approval of Minutes for December 29, 2005

Motion to approve the minutes for December 29, 2005: Handfield.

Resolution: Carlson seconded the motion to approve the minutes. Motion carried.

D. Adoption of January 26, 2006 Agenda

Motion to adopt today’s agenda: Carlson.

Resolution: Handfield seconded the motion to adopt the agenda. Motion carried.

II. OLD BUSINESS - none

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

- 1. Licenses, Permits, Fees and Taxes – Passport Application Transmittals – New series – GS50-12D-22**

Action: Motion to approve: Handfield; seconded by Carlson. Motion carried.

2. Sewer and Water System Documentation – Defective Side Sewer Notice – New series – GS55-06A-26

Action: Motion to approve: Carlson; seconded by Handfield. Motion carried.

3. Personnel – Employee Retirement Benefit History Files – For Agencies Operating Their Own Pension Systems – New series – GS50-04B-34

The committee requested a review of agenda items III.A.3 and III.A.4 by retirement system personnel at the City of Tacoma and City of Spokane. Rapozo will forward the information to appropriate personnel at the City of Tacoma, and Susan Alden will contact Sherry Bays, Regional Archivist for the Eastern Region regarding forwarding this information to personnel at the City of Spokane. Mike Saunders recommended a review of unique retention schedules for the Washington State Department of Retirement Systems, which Susan Alden will do.

Action: Motion to continue this agenda item to the next meeting: Carlson; seconded by Handfield. Motion carried.

4. Personnel – Employee Retirement Benefit Verification Files – Agencies Operating Their Own Pension Systems – New series – GS50-04B-35

Action: Motion to continue this agenda item to the next meeting: Carlson; seconded by Handfield. Motion carried.

5. Personnel – Retirement Investment Portfolios – Agencies Operating Their Own Pension Systems – New series – GS50-04B-36

Action: Motion to approve: Rapozo; seconded by Carlson. Motion carried.

IV. NEW BUSINESS

A. Audit reports – Kitsap County and City of Milton

Handfield discussed the audit reports for Kitsap County and City of Milton. Both audit reports include concerns regarding records management issues. The City of Milton recently received a records management grant from Washington State Archives, which will assist the city in addressing the concerns discussed in the audit report.

B. Proposed revisions to Chapter 40.14 RCW

Handfield reported on hearings in the current legislative session regarding proposed revisions to Chapter 40.14 RCW. The proposed revisions include the option for members of the records committees to appoint an alternate agency representative to attend a committee meeting when the committee member is unable to attend.

VI. ADJOURNMENT

Motion to adjourn: Carlson. Handfield seconded the motion. Motion carried. The chair adjourned the meeting at 10:55 a.m. and announced the next public meeting of the Local Records Committee is scheduled for February 23, 2006 to be held in the State Archives Building Conference Room.

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 January 26, 2006, 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

NOTE: Official signature on file at Secretary of State Records Management Office.