



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**  
**Archives Conference Room**  
**March 29, 2007 – 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:** Tri Howard – State Records Manager, Lysa Walker – Records Management Program Specialist, Joe Settanni – General Schedule Records Analyst, Mike Saunders, Puget Sound Regional Archivist

**Guests Present:** Jennifer Winkler – City of Seattle, Kyle Stannert – City of Bellevue, Maureen Duncan, Thurston County

**I. ROUTINE ITEMS**

**A. Call to Order**

Rapozo called the meeting to order at 10:07 a.m.

**B. Introduction of Guests**

Thurston County Records Manager, Maureen Duncan, was introduced.

**C. Approval of Minutes for February 22, 2007**

Motion to approve the minutes for February 22, 2007: Evans.

**Resolution:** Handfield seconded the motion to approve the minutes. Motion carried.

**D. Adoption of March 29, 2007 Agenda**

Motion to adopt today’s agenda: Handfield.

**Resolution:** Evans seconded the motion to adopt the March 29, 2007. Motion carried.

**II. OLD BUSINESS**

**A. Tabled Records Series from February 22, 2007 Meeting**

*1. District and Municipal Court Manual*

The committee would like to thank the following individuals for their contribution in helping to revise the District and Municipal Court Manual:

Jill O’Cain (Chairperson), Lynnwood Municipal Court  
Joan Ferebee, Edmonds Municipal Court  
Kathy Friedman, Seattle Municipal Court  
Tri Howard, Office of the Secretary of State  
Michael Kilborn (retired), Pierce County District Court #1

Marlynn Markley, Whitman County District Court  
Karen Waterman, King County District Court  
Scott Sackett, Office of the Secretary of State  
Lynne Alfasso, Administration Office of the Courts

**Action:** Motion to approve the revised District and Municipal Court Manual: Evans. Handfield seconded the motion. Motion carried.

**B. Request per Committee from February 22, 2007 Meeting**

*1. Administrative Records Common to All Agency Work Units – Routine E-Mail Examples*

Patricia Holmquist, King County Records Manager, provided examples to the committee of Transitory, General and Policy e-mail correspondence, which were included in the committee packets. Kyle Stannert and Jennifer Winkler provided further examples to the committee during the meeting. Samples of routine e-mails were requested by the committee regarding the following records series, which were tabled at the February meeting:

- Correspondence, General – GS50-01-12 – Series Revised: Changed title from ‘Correspondence’; changed description from “Letters and attached materials sent and received during the course of agency business”; changed retention from “2 years – elected official, executive, and department head files are potentially archival – see remarks” and changed the remarks from “Contact Regional Archivist before disposing of this record. Records from this series may be selected for transfer and preservation at a Regional Archives branch”.
- Correspondence, Official – New Series
- Correspondence, Transitory – New Series

The committee was particularly concerned about the language in the proposed new series titled *Transitory Correspondence*. The description states ‘transitory records with the agency and the public’. The committee felt that records regarding ‘the public’ should be removed from the description because transitory records between the agency and the public should not be destroyed until at least 30 days after the response. The guests present explained to the committee their agency issues regarding transitory records, particularly those in the form of e-mail, and how much storage space these records take up on their servers.

Kyle provided the committee with copies of the Local Government Records Management Guidelines, which also included e-mail guidelines. The Guidelines stated that ‘public records should be segregated from transitory messages that do not document agency business.’ The Guidelines further explain what categories of e-mail an agency can typically consider public records and other categories that have no retention value.

**Action:** After a lengthy discussion, a motion was made to table the discussion regarding the three newly proposed correspondence records series to a future meeting by Handfield. The committee recommended, during the interim, records managers use the section titled: Administrative Records with No Retention Value, Disposition Authority Number (DAN) GS 50.02, to destroy their current transitory records. The guests present noted that the Local Government General Records Retention Schedule (LGRRS) database did not include the DAN GS 50.02. The Records Management Office (RMO) will input this information after the database is updated. All Regional Archivists will be notified as a consequence. Rapozo seconded the motion. Motion carried.

### III. NEW BUSINESS

#### A. Law Enforcement Manual – Jail Records Section

##### 1. Surveillance Recordings – DAN L15-01-64

The title for this records series was changed from ‘Video Surveillance Tapes’ to be inclusive for all surveillance media, such as audio. Upon review, the committee requested that the description be revised from ‘When recording does not relate to specific case investigation, such as routine surveillance of prisoners’ to ‘Recordings, such as routine surveillance of prisoners, which do not relate to specific case investigation.’

The committee also requested that the title and description for the following two records series be updated:

- Video Surveillance Tapes – DAN L15-01-63
- Video Tape or Other Recordings of Bookings or Arrest Processing – DAN L15-01-65

**Action:** Motion to table these series until the next committee meeting: Handfield. Evans seconded the motion. Motion carried.

#### B. Duplicate DAN Reassignment - LGRRS

1. Accounting Section
2. Electric Utilities
3. Facility and Property Management
4. Fire and Emergency Medical Services
5. Land Use Planning, Permits and Appeals
6. Licenses, Permits, Fees and Taxes
7. Personnel
8. Sewer and Water System Documentation

The RMO explained to the committee that, over the last decade, more than 30 duplicate DANs had been assigned to different records series. The RMO reviewed a report of these records series with Mike Saunders. Mike felt confident that the records series he reviewed were duplicate DANs and that should new DANs should be reassigned.

The committee and records managers present were concerned about the retention periods regarding duplicates DANs. Will the reassignment project inadvertently affect the retention period of the original DAN? For instance, GS50-06B-13 is a duplicate DAN. This DAN has been assigned to the following records series:

- *Work Orders – Electric Power System Engineering and Construction*, which has a 5 year retention period and can be found in the Electric Utilities section of the LGRRS, and
- *Work Orders*, which has a 3 year retention period and can be found in the Facility and Property Management section of the LGRRS.

The RMO has reassigned a new DAN to *Work Orders – Electric Power System Engineering and Construction*. Could this reassignment possibly interfere with the destruction of this series under the old DAN by destroying it earlier than the retention period of 5 years it has been assigned?

**Action:** Motion to table these records series until the next meeting: Handfield. The committee recommended that the RMO add an explanation in the Remarks column regarding what the original DAN used to be, where that DAN can be found and what the retention period is for that DAN. The RMO will work with Jennifer and Mike’s recommendations regarding the proper wording. Evans seconded the motion. Motion carried.

**IV. ADJOURNMENT**

Motion to adjourn: Handfield. Evans seconded the motion. Motion carried. The chair adjourned the meeting at 11:35 a.m. and announced the next public meeting of the Local Records Committee is scheduled for April 26, 2007, 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 March 29, 2007, 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.*

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*Chair Signature*

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*Date*

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