



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
April 27, 2006

Members Present: Mark Rapozo (Chair) – State Auditor's Office, Cindy Evans – Attorney General's Office, Jerry Handfield – State Archivist

Staff Present: Tri Howard – Public Records Program Manager, Lysa Walker – Forms and Records Analyst 3, Mike Saunders – Regional Archivist, Puget Sound Branch, Scott Sackett – Assistant Regional Archivist, Central Washington Branch (via video conference)

Guests Present: Jennifer Winkler – City of Seattle

I. ROUTINE ITEMS

A. Call to Order

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

B. Introduction of Guests

Guests were introduced.

C. Approval of Minutes for March 30, 2006

Motion to approve the minutes for March 30, 2006: Evans

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

D. Adoption of April 27, 2006 Agenda

Motion to adopt today's agenda. Mike Saunders requested that an Item B. be added under the New Business section of the agenda to discuss the change to the statute that governs the retention of Cancelled Voter Registration Files. Motion to adopt today's agenda as approved: Handfield.

Resolution: Evans seconded the motion to adopt the March 30, 2006 agenda as amended. Motion carried.

II. OLD BUSINESS

A. General Records Retention Schedules

1. Personnel

a. *Employee Retirement Benefit History Files – For Agencies Operating Their Own Pension Systems – New series – GS50-04B-40*

b. *Employee Retirement Benefit Verification Files – For Agencies Operating Their Own Pension Systems – New Series – GS50-04B-42*

- c. *Employee Retirement Benefit History Files For Employees That Have Withdrawn From The System – For Agencies Operating Their Own Pension Systems – New Series – GS50-04B-41*
- d. *Employee Retirement Benefit Verification Files For Employees That Have Withdrawn From The System – For Agencies Operating Their Own Pension Systems – New Series – GS50-04B-43*

Action: Motion to approve Items a., b., c. and d.: Handfield: seconded by Evans. Motion carried.

2. Personnel Section and Law Enforcement Manual Personnel Records

- a. *Civil Service Commission Exhibits – Petition for Review Filed – New Series – GS50-04B-35*
- b. *Civil Service Commission Exhibits – Petition for Review Not Filed – New Series – GS 50-04B-37*
- c. *Civil Service Commission Case File – New Series – GS 50-04B-38*
- d. *Civil Service Commission Investigation Files – GS50-04B-39*

Action: Motion to approve Items a., b., c. and d.: Handfield: seconded by Evans. Motion carried.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. Accounting

- a. *Unclaimed Property Records – New Series – GS55-05B-31*

After a thorough discussion concerning this records series and the corresponding RCW's, the committee recommended that this records series be separated into two records series. One records series will be designated for reports and one records series will be designated for supporting documentation. Mike Saunders will work with Scott Sackett and Lysa Walker to create these two records series. Cindy Evans will do further research on statutes for retention periods regarding supporting documentation of unclaimed property records in our state or others. Cindy will bring Mike up to date with any information she ascertains through her research on or before June 10, 2006.

Action: Motion to continued this agenda item to the June meeting: Rapozo: seconded by Handfield. Motion carried.

IV. NEW BUSINESS

A. Electronic Imaging System (EIS) Review and Approval Process

The Local Records Committee (LRC) will continue discussion on this issue at a future meeting. The State Records Committee will discuss this issue at the May 2006 meeting. There have been no local government EIS approvals since the last LRC meeting. However, Mike Saunders reported that the City of Tacoma Public Works is in the final stage of completing an EIS application and will be submitting it soon.

B. Voter Registration File Retention Requirements

Mike Saunders reported that effective January 1, 2006, RCW 29A.08.540, the Secretary of State's Office (OSOS) now has the authority to set the retention requirement for cancelled voter registration files. The former retention period was 24 months after cancellation of voter registration. Mike discussed this with the Elections Division in OSOS. Due to the Elections Division cyclical revision and update process, a retention period will probably not be set until as late as summer or even fall of 2006. During the interim, Cindy Evans suggested that the Elections Division post an announcement on the OSOS web site stating that 'these types of records should not be destroyed until further notice'. Jerry Handfield requested that a meeting be set up with the Elections Division,

Records Management and the OSOS Records Officer for further guidance. He also stated that it is clear the County Auditor's would need some direct communication from OSOS on this matter. The Records Management Office will provide the Local Records Committee with an update on this situation at the June meeting.

VI. ADJOURNMENT

Motion to adjourn: Rapozo; Evans seconded the motion. Motion carried. The chair adjourned the meeting at 10:58 a.m. and announced the next public meeting of the Local Records Committee is scheduled for June 29, 2006, to be held in the State Archives Building Conference Room, as the May, 2006 Local Records Committee has been cancelled.

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 April 27, 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.*