



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
June 29, 2006 – 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 – Public Records Program Manager, Lysa Walker – Forms and Records Analyst 3, Mike Saunders – Puget Sound Regional Archivist, Scott Sackett – Assistant Regional Archivist, Central Washington Branch (via video conference)

Guests Present: Vanessa Ressler – Port of Seattle, Anne Angelou – King County, Patty Holmquist – King County, Mary Jane Brogan – King County, 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 April 27, 2006

Motion to approve the minutes for April 27, 2006: Handfield.

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

D. Adoption of June 29, 2006 Agenda

Motion to adopt today’s agenda. Cindy Evans requested that Item 2 be added under the Old Business titled Unclaimed Property Records Updates. Patty Holmquist requested that Item C be added under the New Business titled Update Local Government General Records Retention Schedule Database. Motion to adopt today’s agenda as amended: Evans.

Resolution: Rapozo seconded the motion to adopt the June 29, 2006 agenda as amended. Motion carried.

II. OLD BUSINESS

A. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

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

Tri Howard reported that the Records Management Task Force had appointed a committee to assess alternatives to the current EIS review and approval process, with Tri as chair of that committee. At the February 23, 2006 Local Records Committee (LRC) meeting, Mike Saunders and Adam Jansen presented their different viewpoints on how the EIS program should continue which included possible changes to the EIS WAC. At the February meeting,

Tri asked the LRC to provide their input before the EIS review committee's findings were reported on at the next Records Management Task Force meeting. There were no comments from any of the LRC committee members.

2. Unclaimed Property Records Update

Cindy Evans updated the LRC on the Unclaimed Property Records records series, which was tabled at the April 2006 meeting. Cindy and Jennifer Winkler, Records Manager for the City of Seattle, have completed their research and generated enough information to propose four records series to the LRC in August regarding unclaimed property. The retention period recommendations for these records series were sent via e-mail to Mike Saunders and Scott Sackett for their review. Cindy recommended Susan Thomsen, Attorney General Representative for the Local Records Committee, be consulted regarding her opinion on the records management of unclaimed property records.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. Licenses, Permits, Fees and Taxes Section – *Taxi Inspection Files* – New Series – GS50-12D-23

The committee recommended that the language in the description should be more generalized as it is currently specific to King County. Jennifer Winkler brought to the committee's attention that a similar records series titled *Taxicab Industry Enforcement Files* was approved by the LRC in June 2003 and assigned the DAN GS50-12D-22, however she did not have any substantiating documentation.

Action: Motion to table this records series until the August meeting so that the Records Management Office can determine whether or not a similar records series was in fact approved in June 2003 with the DAN GS50-12D-22 titled *Taxicab Industry Enforcement Files*: Evans; seconded by Handfield. Motion carried.

2. Personnel Section – *Public Safety Civil Service Case Files – Not Heard* – New Series – GS50-04B-44

Action: Motion to approve this records series pending the reference to 'Public Safety' be removed from the title: Handfield; seconded by Rapozo. Motion carried.

3. Purchasing Section – *Bid and Proposal Files* – Series Revised – GS50-08A-01

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

4. Personnel Section – *Whistleblower Investigations Reports* – Series Revised – GS50-04B-25

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

5. Personnel Section – *Employee Award Files* – New Series – GS50-04B-44

Action: Motion to approve pending the cut-off be changed to 'Date of Award': Handfield; seconded by Rapozo. Motion carried.

6. Insurance, Risk Management and Safety Section – *Safety Training Coordination Files* – New Series – GS51-05D-12

The committee recommended that the wording in the description be rewritten for further clarification.

Action: A motion was made to table this records series to allow Jennifer Winkler to resubmit with revised wording: Handfield; seconded by Evans. Motion carried.

7. Hazardous Materials Administration Section – *Underground Storage Tanks* – New Series – GS50-19-18

Action: Motion to approve pending the word ‘agency’ replace the word ‘city’ in the description: Evans; seconded by Rapozo. Motion carried.

8. Facility and Property Management Section – *Visitor Logs* – Series Revised – GS50-06B-12
Due to the unique nature of this issue, the committee recommended that it would be in the best interest of the LRC and the City of Seattle to compile further research before making a final recommendation on this request. Jennifer Winkler will provide a unique records retention schedule for the LRC to review in their August packets. Jerry Handfield will send an e-mail to Susan Thomsen regarding this issue to obtain her point of view.

Action: Motion to table this records series: Evans; seconded by Rapozo. Motion carried.

9. Personnel Section – *Employee Misconduct Investigations – Sustained and Employee Misconduct Investigations – Unfounded* – New Series – GS50-04B-44 and GS50-04B-45
The committee recommended that further research regarding ‘investigations’ be made along with clarifying the language in the description.

Action: Motion to table these records series: Handfield; seconded by Evans. Motion carried.

B. Unique Records Retention Schedule

1. *Lobbyist Disclosure Complaint and Investigations Files* – New Series

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

IV. NEW BUSINESS

A. Proposed Revisions to the District Court Manual submitted by the Administrative Office of the Courts

Scott Sackett reported to the LRC that the advisory committee for the District Court Manual met about a year and a half ago to review for possible revisions. Many of the changes are cosmetic, however, there are specific changes made to the Court Records section. Scott provided the LRC with a summary of changes along with a draft version of the manual, which was provided by Lynne Alfasso, Records Manager for the Administrative Office of the Courts. Lynne will be available at the August meeting to answer questions regarding the recommended changes for the District Court Manual and a clean copy will also be provided to the LRC in their August packets.

B. Electric Utilities Task Force Update

Mike Saunders reported that the Electric Utilities Task Force met on June 13, 2006 to do an initial review of records series revisions. Jennifer Winkler sent notes to Mike on the meeting and Mike will circulate those to the LRC members by July 6, 2006. The next Electric Utilities Task Force meeting is scheduled for July 13, 2006 in Ellensburg. The task force believes that

at the July meeting they will be able to finalize their review. If not, the final meeting will be held on August 17, 2006.

C. Local Government General Records Retention Schedule Database Update

Jerry Handfield reported that the Secretary of State's I.T. section has been updating software servers and once they have finalized the database reporting capabilities, the database will be available on the Archives and Records Management web page for all local government entities to utilize by mid-August.

VI. ADJOURNMENT

Motion to adjourn: Handfield. Rapozo seconded the motion. Motion carried. The chair adjourned the meeting at 12:35 p.m. and announced the next public meeting of the Local Records Committee is scheduled for August 31, 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 June 29, 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.