



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
August 31, 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, Diana Shenk – Northwest Regional Archivist

Guests Present: Patty Holmquist – King County, Anne Angelou – King County, Jennifer Winkler – City of Seattle, Vanessa Ressler – Port of Seattle

I. ROUTINE ITEMS

A. Call to Order

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

B. Introduction of Guests

Guests were introduced.

C. Approval of Minutes for June 29, 2006

Motion to approve the minutes for June 29, 2006: Rapozo.

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

D. Adoption of August 31, 2006 Agenda

Motion to adopt today’s agenda. Jerry Handfield requested that Item B be added under New Business titled *A Resolution* and Item C be added under New Business titled *Emergency Preparedness*. Motion to adopt today’s agenda as amended: Evans.

Resolution: Rapozo seconded the motion to adopt the August 31, 2006 agenda as amended. Motion carried.

II. OLD BUSINESS

1. Tabled Records Series from June 29, 2006 Meeting

A. Personnel Section

1. *Employee Misconduct Investigations – Sustained – New Series*
2. *Employee Misconduct Investigations – Unfounded – New Series*
3. *Employee Misconduct Reports – New Series*

Action: Motion to approve listed records series pending the word ‘reference’ in the remarks column be changed to ‘consistent with’ for Items 1 and 2 and that Item 3 be included in the Law Enforcement Manual: Rapozo; seconded by Evans. Motion carried.

B. City of Seattle

1. *Visitor Logs – Photo ID Table* – One Time Authorization Destruction and Exemption to Retention Period Request

Action: Motion to approve the one-time destruction of the Photo ID Table by issuing a unique Disposition Authority Number (DAN): Evans; seconded by Rapozo. Motion carried.

C. *Taxicab Inspections Records Series Discussion*

This records series was tabled by the Local Records Committee (LRC) at the June 29, 2006 meeting pending a review by the Records Management Office (RMO) to determine if a similar records series had been approved by the LRC at the June 2003 meeting with an assigned DAN GS50-12D-22, titled *Taxicab Industry Enforcement Files*. The RMO determined that the *Taxicab Industry Enforcement Files*, along with another series titled *Taxicab and For-Hire Vehicle License Files*, DAN GS50-12D-12, had been approved at the June 26, 2003 LRC meeting. However, upon further investigation, DAN GS50-12D-12 was assigned to an existing records series titled *Business Licenses*, and DAN GS50-12D-22 titled, *Passport Application Transmittals*, had been assigned in January 2006. The RMO decided the best course of action was to reassign the two taxicab records series with new DANs. The new DAN for *Taxicab Industry Enforcement Files* is GS50-12D-26 and the new DAN for *Taxicab and For-Hire Vehicle License Files* is GS50-12D-25. In addition, the RMO has taken action to update information in the Local Government General Records Retention Schedule (LGRRS) database.

2. Informational Items for discussion from Electric Utilities and Accounting Section Revision – Mike Saunders

Mike requested that committee members review the revised records series for both the Electric Utilities and Accounting sections over the course of a month and make their final recommendations and/or approve the revised series at the next LRC meeting in September 2006. The majority of changes to the series were federal regulation requirements. Retention periods were revised on several records series and two new series were added to the Electric Utilities section. Jerry Handfield requested that Lysa Walker highlight the retention period changes in a different color to distinguish from the other revisions. In addition, Jerry requested a written cover letter from the Electric Utilities Task Force to the LRC regarding the impact of reductions (i.e., space issues, cubic feet, etc.) and a summary report of the decisions made by the task force. Mike agreed to write the cover letter. Finally, Mike requested the LRC e-mail any questions they have to Lysa. She will consolidate and forward all questions to him.

3. General Records Retention Schedule Database Discussion – Tri Howard

Tri noted that over the course of the last year the Office of the Secretary of State's (OSOS) Information Technology (IT) section created a web accessible database for the LGRRS. This database is designed to assist local government entities in managing their records inventories resulting in timely revisions and/or additions to the LGRRS. Bill Teed, OSOS IT manager, provided a successful demo at the OSOS Records Management Task Force meeting in August 2006. Bill confirmed that the database would be ready to go live on September 15, 2006. Tri emphasized that the database is a beta version and will contain some errors. However, since this database has been highly anticipated by local government, the RMO wanted to make it available as soon as possible. After the RMO has filled the vacant local government positions, we will begin a clean up of the database, particularly on rectifying duplicate DANs. Tri encouraged local government Records Managers to review the database for any discrepancies and/or duplicates and to notify the RMO as appropriate.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. *Tenant Application Criminal Records Check* – Housing Authorities: Housing Authority Section

Action: Motion made to table this records series until the September 2006 meeting. Mark Rapozo will have a Housing Authority representative with the State Auditor's Office (SAO) review this records series, specifically to establish if eligibility determination falls under another CFR: Rapozo; seconded by Handfield. Motion carried.

2. Fixed Assets Inventory Documentation and Inventory of Fixed Assets – Accounting Section

Action: Motion made to table this records series until the September 2006 meeting. WAC 480-100-228 will be added to the Remarks Column and Mark Rapozo will consult with SAO staff regarding their opinion on revising the cut-off for this records series: Handfield; seconded by Evans. Motion carried.

IV. NEW BUSINESS

A. County Auditor Manual – Licensing Section – Lanny Weaver

In June 2006, Andrew Penta, with Clark County, contacted Lanny with a question regarding a records series containing applications for vehicle licenses. In addition, Andrew noted that the Licensing section was not a part of the County Auditors manual on-line. When she viewed the County Auditors manual on-line, Lanny discovered that in fact the Licensing section was not included. It was determined that the County Auditors manual prior to its revision in 2003, had been incorporated with the former manual. Lanny and the RMO also discovered that during the 2003 revision of the County Auditors manual the DAN system was changed. Since the RMO does not have the authority to assign new DANs to records series, this issue will be included on the agenda for the LRC to review and approve.

Action: Motion to approve the RMO to assign new DANs to the Licensing section of the County Auditors Manual and to add the section to the most recent version of the manual on-line: Evans; seconded by Handfield. Motion carried.

B. A Resolution – Jerry Handfield

Jerry presented Diana Shenk, Northwest Regional Archivist, with a certificate of appreciation for her contribution of work to the State Archives and Local Government. Jerry also read the following resolution and requested it be included in the minutes:

Whereas Diana Shenk has been the Regional Archivist at the Northwest Branch of the Washington State Archives for the past 5 years.

Whereas, Diana has advised the Local Records Committee on many records issues through her participation in task forces, issue groups and many Olympia meetings.

*Whereas, Diana has resigned and will leave Bellingham for the other Washington, and
Whereas, Diana's professional advice and counsel has always been full of Pennsylvania wit and wisdom.*

Therefore, the Local Records Committee thanks Diana Shenk for her assistance in managing the Local Government Records of Washington.

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C. Emergency Preparedness – Jerry Handfield

Jerry circulated pocket response plan packets among the committee members. The OSOS created a response checklist for an emergency in an Archives or records facility. Jerry will encourage Local Government to utilize these packets in order for them to develop their own.

VI. ADJOURNMENT

Motion to adjourn: Rapozo. Handfield seconded the motion. Motion carried. The chair adjourned the meeting at 11:40 p.m. and announced the next public meeting of the Local Records Committee is scheduled for September 28, 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 August 31, 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.