



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
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MEETING MINUTES
Division of Archives & Records Management
State Archives Conference Room, Olympia, Washington

November 20, 2008 – 10:00 a.m.

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

Staff Present: Russell Wood – State Records Manager; Mike Saunders – Puget Sound Regional Archivist; Julie Woods – Records Management Office; Simone Myree-Rofe – Records Management Office; Sean Krier – State Archives/Southwest Region.

Guests Present: Patricia Holmquist – King County; Andrew Penta – Clark County; Tammie Carson – Pierce County; Jennifer Winkler – City of Seattle; Kyle Stannert – City of Bellevue.

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m.

B. Introduction of Guests

Russell Wood announced that Julie Woods will now be the agency contact for the Local Records Committee as part of her role as local government records retention schedule specialist.

C. Approval of Minutes for September 25, 2008

Mark requested that the Digital Archives locale be noted in the minutes. Motion to approve the September 25, 2008 minutes as amended: Cindy Evans; seconded by Handfield.

Resolution: Motion carried.

D. Adoption of November 20, 2008 Agenda

Motion to adopt the agenda as presented: Evans; seconded by Rapozo.

Resolution: Motion carried.

II. OLD BUSINESS

A. Tabled from December 27, 2007 Meeting

1. Letter from King County re Definition of Drafts

Wood reported that Attorney General representative Susan Tomsen reviewed and approved the final language defining "drafts". The first Records Management Advice bulletin, "Retention and Disposition: Preliminary Drafts (DAN GS50-02), will be made available on the website, and agencies will be notified via the local government listserv. Letters responding to King County's 2007 inquiry were signed by Rapozo. The approved language will be incorporated into the Local Government Common Records Retention Schedule (CORE) when the Agency Management function is revised in 2009.

III. OTHER BUSINESS

A. Announcements from the State Archivist

Two weeks ago, Handfield attended the National Archives' Advisory Committee on Electronic Records Archives (ACERA) meeting in Washington D.C. and discovered that even though millions of dollars have been expended on developing a national electronic records archive, the National Archives (NARA) is still far behind our state's Digital Archives effort. NARA is supportive of Washington State Archives' Library of Congress grant project which was designed to assist several states in developing their own digital archives.

October was Archives Month, and there were events and presentations held all over the state, with approximately 2,000 people attending sessions.

During the last legislative session, \$4 million was removed from the local government account and put into the Heritage Center construction account. Local Government officials were not pleased, particularly Washington Association of County Officials (WACO) members. WACO's legislative agenda will include getting the \$4 million returned to the account and to prevent that from ever happening again.

King County may have overpaid \$1 million to the local government account, and will be requesting that those funds are returned. Together with the \$4 million already scheduled to be removed for the Heritage Center, this totals a potential \$5 million loss to the local government fund. Archives and Records Management is making tentative plans to reduce projects and programs that depend on the local government account balance, such as the Local Records Grant Program, as well as a reduction in personnel.

A joint announcement by the Digital Archives, the House of Representatives, and Microsoft marked the release of the successful three-year project to convert Legislative Hearings from 1973-2001 (which were recorded on cassette tapes) into digital audio files that can be word-searched online. This technology is the first step in allowing the public to search audio records hosted at the Digital Archives.

Nearing implementation is disaster-recovery system in which tapes and hard drives will be deposited at the Digital Archives for retrieval by local, and eventually state, government agencies.

Wood added that next month's National Electronic Commerce Coordinating Council (EC3) conference in Seattle has been cancelled due to lack of registrations. Severe travel and budget considerations may impact other upcoming conferences and workshops, as well.

Kerry Barbour joined the State Archives on November 17th as the new Digital Archivist. She majored in history and has many years' experience in state government, most recently as head of IT at the Utilities and Transportation Commission.

The National Association of Government Archives and Records Administrators (NAGARA) is holding its annual conference in Seattle in July, 2009. Confirmed speakers include Chief Justice Gerry Alexander, State Auditor Brian Sonntag, and a Washington Coalition for Open Government (WCOG) representative will speak about access to public records. An invitation to Attorney General Rob McKenna has also been extended.

B. Update on Revision of LGRRS – Julie Woods

Woods presented two new retention schedules for the Committee's review and possible approval at the December LRC meeting. The new Local Government Common Records Retention Schedule (CORE) contains records series that are common to all local government agencies. The revised Local Government General Records Retention Schedule (LGRRS) contains all of the remaining records series.

All records series that had previously been assigned duplicate Disposition Authority Numbers (DANs) have been assigned new DANs. In addition, multiple occurrences of records series have been removed so that each DAN appears only once, and in only one schedule.

No changes have been made to retention periods, titles, or descriptions (except for a very few minor corrections where words were missing, or an acronym was incorrect). One single new series was added, SOURCE DOCUMENTS DIGITIZED BY APPROVED EIS APPLICATION (DAN GS50-09-14).

All adjustments and notations are highlighted in red for ease of review. In addition, a Revision Guide has been prepared to "crosswalk" users from the old LGRRS to the new CORE and LGRRS. Indexing of subjects/words will continue over the next few weeks, but no other changes are anticipated.

The sector schedules are also being revised, a process which includes the removal of all series that are included in the CORE or the LGRRS, the correction of any and all duplicate DANs, and the same thorough indexing done in the CORE and LGRRS. When all eight schedules are completed, they will be presented to the Committee – possibly in December.

Woods presented a PowerPoint entitled, "Local Government General Records Retention Schedules: 21st Century Update", which summarized the strategies and processes planned for updating all of the local government retention schedules. The presentation will be made available on the Records Management webpage.

The local government listserv has nearly 300 subscribers.

Rapozo requested an updated revision timeline, and Wood explained that once the function revisions start taking shape, we will have a better idea of the length of time needed for each review. In addition, budgetary cuts may elongate the time needed to complete each step, due to personnel cut-backs.

Wood pointed out that the new front page contains language about the disposition of public records and about revoking previous versions of the schedules. Staff is meeting with several stakeholders (King County, Pierce County, Seattle, Bellevue) right after today's LRC meeting to discuss agency uniques and how best to manage/discontinue them. Wood explained that this will provide the necessary language to clarify for agencies that once the schedules are approved, the previously approved schedules are no longer valid. Evans requested that Susan Thomsen review the language.

The new series in the Information Management function of the CORE relates to the Electronic Imaging System (EIS) process and ensures that agencies with approved EIS applications have a clear authority to dispose of their source documents. This same series will be presented to the State Records Committee.

C. 2009 LRC Meeting Dates

Evans suggested that a meeting every other month may be sufficient for the upcoming year, especially in light of travel budget concerns. Wood added that because of the revision strategy, agencies records managers will consult with RM staff to incorporate series into the proper schedules, rather than bring individual series to the LRC for approval.

There is no RCW that stipulates how often the LRC needs to meet, only a WAC which requires that the Committee meet on the last Thursday of each month. Wood explained that the WAC may need to be changed in order to allow the Committee the flexibility to meet only if (and to reschedule when) necessary.

Handfield requested that staff prepare a proposed schedule for consideration at the next meeting, and proceed to come up with amendments to the WAC about LRC meeting times. Evans requested that a notice go out on the listserv to get feedback relating to this change proposal.

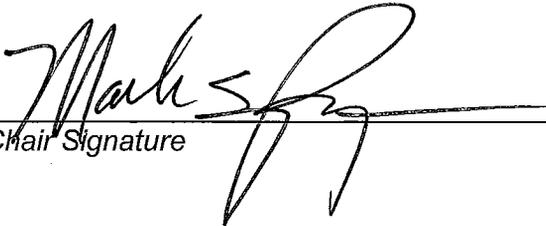
V. NEXT MEETING – Rapozo is unable to attend the December 18th meeting as scheduled. Members will check their calendars and send alternate December dates to Wood.

VI. ADJOURNMENT

The chair adjourned the meeting at 11:03 a.m.

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 November 20, 2008 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

12/16/08
Date