



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

December 16, 2008 – 10:00 a.m.  
State Archives Conference Room, Olympia, WA

**MEETING MINUTES**

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

**Staff Present:** Russell Wood - State Records Manager; Mike Saunders - Puget Sound Regional Archivist; Julie Woods - Local Government Records Management Specialist; Sean Krier - State Archives/Southwest Region.

**Guests Present:** Sue Hanson - City of Kent; Lisa Cary - King County; Caitlin Oiyee - King County; Ann Boone - King County; Tri Howard - Port of Tacoma; Patty Holmquist - King County; Kyle Stannert - City of Bellevue; Val Wood - King County.

**I. ROUTINE ITEMS**

**A. Call to Order**

Mark Rapozo called the meeting to order at 10:05 a.m.

**B. Introduction of Guests**

Attendees introduced themselves.

**C. Approval of Minutes for November 20, 2008**

Motion to adopt the November 20, 2008 minutes as presented: Cindy Evans; seconded by Rapozo.

**Resolution:** Motion carried.

**D. Adoption of December 16, 2008 Agenda**

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

**Resolution:** Motion carried.

**II. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL**

**A. New Local Government Common Records Retention Schedule (CORE)**

**B. Revised Local Government General Records Retention Schedule (LGRRS)**

Julie Woods distributed the final draft of the CORE and the LGGRRS, and described three changes that had been made to the CORE since the draft version was submitted to Members at their 11/20/08 meeting:

1. A revision note relating to a duplicate a Disposition Authority Number (DAN) was added to item # 3.1.39, VOUCHERS, GS50-03A-30;
2. The subject index has been augmented; and,
3. The wording on the introductory page relating to the revocation of previously-approved retention schedules was reviewed and approved by Susan Thomsen, Assistant Attorney General. She concurred that it will clarify that the new records retention schedules replace earlier approvals and those earlier approvals are no longer valid.

Woods reported that after the November 20, 2008 Local Records Committee meeting, she and Russell Wood met with records managers from six major stakeholder agencies (King County, Pierce County, City of Seattle, City of Bellevue, Lewis County and Clark County) about options for discontinuing and/or revoking redundant agency unique retention schedules.

The CORE was created during many months of collaboration between the State Archives staff and a revision group consisting of 45 local government agency representatives from all over the state. The group agrees that revocating all previously approved retention schedules for records contained within the CORE is the clearest and most efficient way to handle previous disposition authorities.

Evans declared that she randomly selected 20 DANs from the current Local Government General Records Retention Schedule (LGGRRS) and proceeded to track each series to ensure that there were no crosswalk issues or DANs duplicated between the CORE and the LGGRRS. She reported that she found no errors, submitted her hand-written list of data for the official record at the State Archivist's request, and then thanked Records Management staff.

Woods reported that there are no duplicates between the CORE and the LGGRRS and that combined, they cover 1009 records series. Beginning January of 2009, each CORE function area will be revised, starting with Information Management. During that process, all records series will be reviewed, updated, and restructured by a new revision group comprised of local government records management representatives and subject matter experts. For instance, information technology specialists will be recruited to help revise the Electronic Information Systems activity. Participants will be solicited via our new local government listserv - which has registered 450 recipients to date - as well as through workshops, presentations and e-mail contact by State Archives staff.

Motion to adopt the Local Government Common Records Retention Schedule (CORE) and the Local Government General Records Retention Schedule (LGGRRS) as presented: Cindy Evans; seconded by Handfield.

### **III. OTHER BUSINESS**

#### **A. Announcements from the State Archivist**

Handfield announced that the Archivist of the United States, ~~Allen Weinstein~~, resigned last week due to his struggle with Parkinson's. The appointment of a new Archivist will be made by President Obama.

New Digital Archivist Kerry Barbour is planning the Digital Archives' 2009 priorities. Once King County's marriage records are made available, Washington will be the first state in the nation to have all of its marriage records available to the public electronically.

Wood announced the launch of a new training calendar on the State Archives website which maps out training/workshop offerings by the Records Management (RM) staff - as well as the Regional Archivists at their various branches - for the entire upcoming year. The first RM workshop, entitled, "Be Budget Wise: Use Records Management to Save Dollars", will be held on January 26<sup>th</sup> in Tumwater and is appropriate for both state and local government employees. Kim Wyman, Thurston County Auditor, will speak at the Tumwater workshop. Upcoming workshops will be in Bellingham and Bellevue.

Evans suggested that in an effort to get greater local government participation, State Archives may want to investigate providing continuing education credit, whether for CLEs (legal), CPEs (accounting), or whatever would be appropriate. She explained that the process for getting approved is relatively simple, and it would be an inexpensive way for government employees to get important training and inexpensive/necessary credit at the same time. Patty Holmquist suggested that the training would be appropriate for ICRM credit, and Evans suggested that ethics training would also be a valuable training offering.

Handfield announced that funding for the Local Records Grant Program will most likely be significantly less than the previous biennium's \$2.5 million allotment. In addition to the steep decline in recording fees received from the counties, the \$4 million appropriated from the local government fund for the Heritage Center has dealt the program a significant blow. Local Government officials have mounted a serious effort to prevent the \$4 million transfer.

#### **B. Update on Revision of Sector Schedules – Julie Woods**

Woods presented an indicative timeline to illustrate the upcoming phases of the local government records retention schedule revision project. Concurrent activities include:

1. Restructuring of eight sector schedules. This includes the removal of all of the CORE series, as well as the correction of duplicate DANs/records series. Several of these retention schedules may be completed for approval at the next LRC meeting. (The School Districts and Educational Service Districts Records Retention Schedule was already restructured in 2008.)
2. Function area (CORE) revisions. Each of the five function areas will be revised on an (approximate) over-lapping four-month schedule. Revision group members have been and will be able to participate in a variety of ways, including in-person, phone conference, e-mail, and PolyCom.
3. LGRRS revision. This schedule will be analyzed, possibly deconstructed, restructured, and updated with revision group participants.
4. Sector schedules will be overhauled with revision group participants on a rotating, 18-month schedule.

#### **C. 2009 LRC Meeting Dates**

Woods presented two 2009 meeting schedules with every-other-month options (even and odd) and stated that the listserv bulletin (to 455 members) soliciting feedback regarding an every-other-month LRC schedule received only one response, which was supportive.

Motion to adopt the odd-month 2009 LRC schedule as presented: Evans; seconded by Handfield.

**Resolution:** Motion carried.

The WAC will need to be revised, and in the meantime, Members will meet on even months, if (and as) necessary.

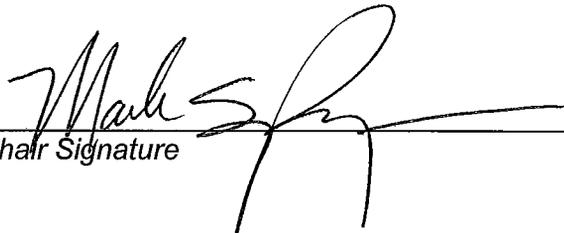
V. **NEXT MEETING** - January 29, 2009, 10:00 am, Washington State Archives, Olympia.

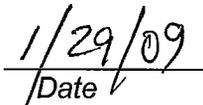
VI. **ADJOURNMENT**

The chair adjourned the meeting at 11:01 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 December 16, 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

  
Date