



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

January 29, 2009 – 10:00 a.m.

State Archives Conference Room, Olympia, WA

MEETING MINUTES

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; Erin Whitesel-Jones - State Archives/Southwest Region; Kerry Barbour, Digital Archivist, via PolyCom.

Guests Present: Patty Holmquist - King County; Sue Hanson - City of Kent; Vickie Wilson, George Eaton, Todd Thoma - Thurston County Sheriff's Office; Tri Howard - Port of Tacoma; Jennifer Winkler - City of Seattle; Sangsoo Yoo - Ministry of Public Administration and Security, Republic of Korea; Jeong Boo Je - Ministry of Government Legislation, South Korea.

I. ROUTINE ITEMS

A. Call to Order

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

B. Introduction of Guests

Attendees introduced themselves. Sangsoo Yoo and Jeong Boo Je are guests of the City of Seattle, visiting from Korea.

C. Approval of Minutes for December 16, 2008

Motion to adopt the December 16, 2008 minutes as corrected: Cindy Evans; seconded by Rapozo.

Resolution: Motion carried.

D. Adoption of January 29, 2009 Agenda

Jerry Handfield suggested that a presentation to the guests from Korea be added as Item 1E. Motion to adopt the agenda with the addition of 1E: Evans; seconded by Handfield.

Resolution: Motion carried.

E. Presentation to Guests from Korea

Handfield thanked Jennifer Winkler for inviting Sangsoo Yoo and Jeong Boo Je to the meeting, and presented them with Archives trademark note cards as souvenirs of their visit to Washington State.

II. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

- A.** Revised County Assessor Records Retention Schedule
- B.** Revised County Auditor Records Retention Schedule
- C.** Revised County Clerks and Superior Court Clerk Records Retention Schedule
- D.** Revised County Treasurer Records Retention Schedule

Julie Woods distributed paper copies of the four updated records retention schedules (which had previously been made available to Members electronically.) Changes from the previous versions are as follows:

- All records series which appear in the *Local Government Common Records Retention Schedule (CORE)* have been removed.
- All remaining Disposition Authority Numbers (DANs) have been assigned sector-specific prefixes (AS for Assessor, AU for Auditor, CL for Clerk, and CT for Treasurer).
- There have been no changes to titles, descriptions, retention periods, or archival designations.
- All duplicate DANs have been assigned new (and unique) numbers.

Evans noted that prior to removing the CORE series, the County Assessor's schedule was 58 pages in length, and the reformatted version is down to a much more manageable 16 pages (plus indexes and glossary). Patty Holmquist stated that these updated records retention schedules will be very helpful.

Handfield declared that this records retention schedule revision plan is a huge step in trying to establish order out of 30 years of different approaches, and that the more efficient tools will make it a lot easier for local government employees to manage their public records.

Motion to approve the four restructured records retention schedules (County Assessors, County Auditors, County Clerks and Superior Court Clerks, and County Treasurers) as presented: Handfield; seconded by Evans.

Resolution: Motion carried.

III. OTHER BUSINESS

A. Announcements from the State Archivist

Handfield announced the departure of two volunteers who, during the past year, scanned and indexed one million Southwest Washington divorce records from 1849-1950. In addition, 850,000 King County marriage records are being scanned and will be made available on the Digital Archives website (which now is host to over 80 million records).

A King County Assessor's property record card at the Puget Sound Archives revealed that Mrs. Anna Obama lived in a house on Seattle's Capitol Hill in 1961-62 - when her son, Barack Obama, was a toddler.

Handfield announced that the Heritage Center will not open in 2012 as planned. Last session, the legislature approved the transfer of \$4 million from the local government Archives account to the Heritage Center on June 30, 2009. If the \$4 million is removed, it will have a big impact on how the Archives operates, and especially how it deals with local governments, since about 60% of the Archives budget comes from the local government account. The Local Government Grants Program would be nearly nonexistent. The Washington Association of County Officials (WACO) and the County Auditors and Clerks have been successful in getting support for a bill that would prevent the transfer of the \$4 million, and it would stop any use of the Digital Archives money for the Heritage Center. Secretary of State Sam Reed has agreed to support the bill.

B. Demonstration of Audio Tape Search Technology - Kerry Barbour

Handfield announced the success of cooperative project with the Washington State House of Representatives in which recordings of all of the legislative hearings since the 1970s (which were recorded on magnetic cassette tapes) have been converted to digital .wav files and indexed. Handfield demonstrated a software tool, developed by Microsoft, which allows word-searching of these digital files. This project has succeeded not only in preserving the sound recordings (since the magnetic tapes were deteriorating), but in providing public access to their content at the Digital Archives. <http://www.digitalarchives.wa.gov/TitleInfo.aspx?TID=509>.

C. Update on Revision of Sector Schedules – Julie Woods

Woods presented the updated Local Government webpage which contains current records retention schedules, links to Local Records Committee (LRC) minutes and agendas, and a training/workshop calendar. The local government database is back online and has been updated to reflect the changes (approved by the Local Records Committee in December, 2008) to the *Local Government Common Records Retention Schedule (CORE)* and the *Local Government General Records Retention Schedule (LGRRS)*. It is now possible to search across multiple records retention schedules. The additional nine sector schedules will be added as they are approved, beginning with the *School Districts and Educational Services Districts Records Retention Schedule*.
http://www.secstate.wa.gov/archives/RecordsManagement/records_local.aspx.

Kim Wyman (Thurston County Auditor) and Libby Nieland (Secretary of State's Elections Division) presented a session at the 1/26/09 Records Management (RM) workshop on how the changes to the elections section of the Auditor's records retention schedule has helped County Auditors to be more efficient with their elections records.

There are now 441 subscribers to the local government listserv, and all changes to records retention schedules are sent as bulletins. RM staff hopes to eventually have all local government agencies in the state registered.

Meanwhile, letters from the State Archivist (and copies of the new sector schedules) will be sent to each elected official. The letters will include information about the website, registering on the listserv, and the need for employee representation on future revision groups. The letters sent to each school district superintendent significantly boosted the awareness of the legal requirements relating to public records management.

The final step of this phase is to restructure the remaining four sector schedules for LRC approval at its March meeting.

The overhaul of the *CORE* has commenced; the Information Management function, Records Management activity, is being analyzed internally before an external revision group is

assembled. RM staff is comparing the local and state schedules and will work to align them whenever possible. All RCWs and WACs are being reviewed, and related requirements will be clearly reflected in the retention schedules.

IV. **NEXT MEETING** - March 26, 2009, 10:00 am, Washington State Archives, Olympia.

V. **ADJOURNMENT**

The chair adjourned the meeting at 11:24 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 January 29, 2009, 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

3/26/09
Date