



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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September 24, 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; Julie Woods - Local Government Records Management Specialist; Erin Whitesel-Jones - State Archives/Southwest Region.

Guests Present: Patty Holmquist, King County.

PolyCom (Puget Sound Regional Branch Archives): Megan Bezzo – Records Management, Washington State Archives; 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

C. Approval of Minutes for July 30, 2009

Motion to adopt the July 30, 2009 minutes as distributed: Jerry Handfield; seconded by Cindy Evans.

Resolution: Motion carried.

D. Adoption of September 24, 2009 Agenda

Julie Woods asked that a new item relating to Passport Transmittals be added to "Other Business". Cindy requested that the announcements be moved to the end of the "Other Business" section.

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

Resolution: Motion carried.

II. OLD BUSINESS

A. Whatcom County (Electronic Records) – Russell Wood

Relating to Whatcom County's June, 2009 request to continue printing and retaining electronic records in hard copy as a substitute for the electronic versions, Wood announced that he and Regional Archivist Scott Roley have designed a pilot project with Whatcom County's records manager Mark Burnfield to develop a model file structure for managing emails and other electronic records. The file plan will be designed to align with the records retention schedule(s) and, once completed, will be available for other counties to use, as well. WSA is looking to secure resources to possibly partner with the Western Washington University Archives Program. Whatcom County is pleased with the plan and excited to proceed.

Handfield stated that Washington State Archives (WSA) needs to be innovative as we all adjust to the new (electronic) landscape, and that flexibility is key in helping agencies meet the requirements of maintaining public records for the citizens. While preserving both paper and electronic records is expensive, it is an essential element of democracy.

Motion to send letter of response to Whatcom County's June 26, 2009 query relating to electronic records: Handfield; seconded by Evans.

Resolution: Motion carried.

III. OTHER BUSINESS

A. Digital Archives 5th Anniversary Celebration (October 22nd)

Handfield invited everyone to the 5th anniversary celebration of the Washington State Digital Archives in Cheney on October 22nd. He shared that when the phrase "Digital Archives" is entered on world search engines Bing, Google, and Yahoo, the number one "hit" is Washington State Digital Archives (DA). In August, 2009, the DA had nearly 50,000 unique visitors and served up nearly 1,000,000 pages for them to view.

Evans asked if the PolyCom would be set up for folks to watch from Olympia; Handfield said that would be arranged.

B. Update on Revision of Records Retention Schedules – Russell Wood

Wood announced that revising the Information Management function area of the *Local Government Common Records Retention Schedule (CORE)*, has brought up a lot of other issues that we're trying to look at and address, especially in relation to how – and whether - the language in the current retention schedules matches up with blogs, wikis, web sites, etc. For instance, the series **Correspondence** doesn't really associate well with social networking records.

Woods distributed the current draft of the Information Management function, and pointed out that a new activity, Library Services, has been added to cover public, school, and internal agency library records. (The section will be eliminated from the *Local Government General Records Retention Schedule (LGRRS)*.) The Mail Services activity has been reduced from seven to one single series. The Electronic Information Systems draft has been circulating statewide, not only to our listserv subscribers, but also to the Association of County and City Information Systems (ACCIS) members. Wood announced that he and Woods will be speaking at ACCIS's fall conference on October 29th in Port Angeles.

Woods introduced a new activity entitled Records Conversion, which covers the *conversion* or *migration* of all format types – paper to digital, digital to digital, paper to microfilm, analog to digital, etc. The internal and external review processes – including receiving and incorporating feedback from local government representatives - has been very time-consuming, but progress is being made.

Wood explained that changes within the Information Management function have required adjustments to other areas of the *CORE* in order to address the management of new records (such as posts and comments on social media and web sites). He went on to explain that posting a message on a blog, or tweeting a message on Twitter, is just a more efficient way of sending a letter – and so it should be treated the same way as a letter – and the retention should be determined the same way, based on the function and purpose of the message. We're trying to use wording that actually helps people make that bridge between these two ways of doing business, but also that makes sense to people. A draft proposal was presented in which the current series ***Correspondence*** (GS50-01-12) is divided into two series named ***Communications – Executive*** and ***Communications – Non-Executive***.

Patty Holmquist remarked that this proposed change to the retention schedule would be really helpful – particularly since King County plans to use Twitter to provide flood warnings/notices to the public. In addition, its Prosecuting Attorney's Criminal Division uses Facebook as its only tool for reaching certain young people and has been asking Holmquist for records retention advice.

Evans brought up the use of Wiki pages; Handfield joked that WSA's next advice is going to be how to store and preserve ESP messages.

Kyle Stannert confirmed that the Records Management Advice Sheet, "Blogs, Wikis, Facebook, Twitter & Managing Public Records", serves as reinforcement that regardless of format, the same rules apply, and that it's important to have a plan for maintaining the records from new technology before actually creating them. Jennifer Winkler stated that the City of Seattle already has a social media policy in place, and this reinforces that policy, and that the ongoing challenge remains *how* to retain these records.

Woods announced that there are now 774 subscribers to the local government listserv, 92 new in the last two months. An updated list of subscribers (subscriber name, agency name, agency type, and region) was provided, which shows that 417 unique offices across the state are now receiving local government updates. We currently solicit subscribers individually (via email, recruiting at trainings and workshops, etc.); in the near future, we plan to methodically solicit new subscribers by agency type (ports, coroners, health departments, etc.).

Megan Bezzo announced that she sent out the first draft of the revised *Law Enforcement Records Retention Schedule* to her reference group of 40 contacts, and gave them two months to provide feedback. She plans to have a second draft prepared in December. In the meantime, she is starting to work on revisions to the *Health Departments and Districts Records Retention Schedule* and the *Public Hospital Districts Records Retention Schedule* revision.

Regarding surveillance videos, Handfield suggested that Bezzo review federal records retention requirements. He also mentioned a Department of Justice, Records Management Division annual report in which the Director is quoted as saying that records management is key to the integrity of the FBI.

C. Passport Application Transmittals – Julie Woods

Communications relating to ***Passport Application Transmittals*** (GS50-12D-22) have been circulating for a couple of weeks between several County Clerks and each Committee member. The Clerks have requested that the 6-year retention requirement be reduced to match the passport manual provided by the United States Department of State, which advises passport agents to destroy the transmittal records after one year.

Evans cited a case where there was a significant drop in the revenue reported by a local government agency, and when the auditor attempted to review the transmittal records, found that only the preceding 12 months' were available because the other five years' worth had been destroyed. She cited RCW 40.14.070, which describes the process local government agencies can follow if they believe a retention requirement is too burdensome. Further, she stated that entities must apply to the Local Records Committee to resolve the issue, rather than just following the federal guidelines, since the local government records retention schedules are the ones local agencies have to follow.

Handfield stated that if the Clerks wish to officially request a change, the Local Records Committee will be happy to discuss the issue.

D. Announcements from the State Archivist

Handfield announced that WSA is reducing staff by 4 more this month for a total loss of 31 since March of 2009; two years ago staff numbered about 100 and now total only about 50. These cuts illustrate the impacts of the revenue decline, the transfer of \$4 million in local government money for the Heritage Center, and the return of a \$1.3 million overpayment to the Centennial fund. Two years ago the WSA had a \$12 million fund balance; the balance is currently \$2 million, which, due to staff cuts at the regional branches, will continue to impact our ability to assist local government agencies via outreach and training.

The Green River is threatening to flood parts of King County due to an anticipated inability of the Howard Hanson dam to hold back the fall rains. Two to eight feet of sewage-contaminated water is predicted in some areas, which is a significant threat to the public records of many public agencies. In 2004, the Archives Oversight Committee was instrumental in getting legislation passed that sets aside up to \$300,000 each year for disaster prevention and recovery. WSA is working with OFM to discuss setting up a mechanism for distributing these funds to local government agencies for purchase of shelving, temporary storage space, and other records protection strategies. Handfield voiced concern that the money may not be available, due to the drastic decrease to the fund balance.

In addition, Handfield pointed out that the 2008 Legislature approved a budget bill which altered language of an existing RCW (without a public hearing or public notice) relating to funding for the Eastern Regional Branch and the Digital Archives so that funds once collected exclusively for that branch can now be tapped for the proposed Heritage Center. This creates another drain on the DA's budget, which is a concern for local government agencies and records. (OFM questioned the legality of the \$4 million transfer in April of 2009, but it was determined that a request from the Secretary of State to transfer funds within his own agency was legal.)

Wood attended the New Media Workshop presented by the Office of the Governor, which was also attended by nearly all state agencies.

Last biennium, WSA gave out \$2.5 million in grants to local governments. This biennium, only \$200,000 will be awarded for the preservation of minutes, ordinances, resolutions, court records and auditor recordings, with the maximum award limited to \$20,000. 86 applications have been received, and the Archives Oversight Committee will be meeting next week to review the applications and make award recommendations to the Secretary of State.

The Washington State Historical Records Advisory Board (WSHRAB) met last week at the DA and presented a workshop to tribal representatives on the basics of archives. Additional workshops will be held in October, which is National Archives Month. WSHRAB applied for a grant from the National Archives and received \$25,000, which will be awarded to local historical

societies and groups that apply for the scanning and microfilming of alienated – or liberated – public records, which are not currently in government custody.

Handfield was appointed to be a delegate to the National Historical Publications and Records Commission (NHPRC), which awards grants from the National Archives. He will be representing the National Association of Government Archives and Records Administrators (NAGARA).

Wood informed the Committee that a new form has been finalized entitled "Request for Early Destruction of Source Documents After Digitization" (DAD), which replaces the Electronic Information Systems (EIS) application. It is now available on the website, and announcement will be distributed on the listserv. The DAD more clearly conveys that the WSA does not certify systems or software vendors or packages; rather, we give permission for the early destruction of documents that have been digitized based on detailed information about how the digitized copy was made, how the digitized record will be preserved for its minimum retention period.

Wood will inform the Committee of all DAD applications received and approvals granted at each Local Records Committee meeting. Rapozo requested that approvals be posted on the website.

IV. NEXT MEETING – November 19, 2009, 10:00 am, Washington State Archives, Olympia.

V. ADJOURNMENT

Motion to adjourn the meeting: Handfield; seconded by Rapozo.

Resolution: Motion carried.

The chair adjourned the meeting at 11:10 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 September 24, 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


Date