



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

July 30, 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; Megan Bezzo - Records Management.

Guests Present: Patty Holmquist, King County; Libby Nieland, Office of the Secretary of State – Elections Division; Jennifer Winkler, City of Seattle; Maureen Duncan, Thurston County; Darlene Fuller, Olympia School District (Washington Association of School Business Officials); Janel Helbig, North Thurston Public Schools.

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 March 26, 2009

Motion to adopt the March 26, 2009 minutes as provided: Cindy Evans; seconded by Mark Rapozo.

Resolution: Motion carried.

D. Adoption of July 30, 2009 Agenda

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

Resolution: Motion carried.

II. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. Revised County Auditors Records Retention Schedule (RRS)

Julie Woods and Libby Nieland reported that several County Auditors have expressed uncertainty about the proper retention for envelopes – both security and affidavit (the outside mailing envelopes holding ballots that are undeliverable). The proposed changes clarify both issues by:

1. Creating one series for security envelopes **Security Envelopes** (DAN AU52-03C-80) that covers all security envelopes for all elections; and,
2. Adding a note referencing the affidavit envelopes to the existing series **Ballots – Unissued or Undeliverable** (DAN AU52-03C-70), explaining that the “outer mailing envelopes marked by the postal service as undeliverable are covered by DAN AU52-03C-65). In addition, the minimum retention for **Ballots – Unissued or Undeliverable** (DAN AU52-03C-70), is reduced from “11 days” to “10 days” to reflect the wording in RCW 29A.68.011; and,
3. Discontinuing DAN 52-03C-71 by consolidating it with DAN AU52-03C-70.

Libby recommended that the proposed changes be approved so that confusion over disposition of envelopes can be eliminated. Handfield requested that the quote marks around the word “undeliverable” be removed.

Motion to approve the *County Auditor RRS (Version 4.1)* with changes (removal of quote marks on “undeliverable”): Evans; seconded by Rapozo.

Resolution: Motion carried.

B. Revised School Districts and Educational Service Districts RRS

Darlene Fuller and Janel Helbig presented a letter on behalf of the Washington Association of School Business Officials (WASBO) in support of the proposed changes to the *School Districts and Educational Service Districts RRS*.

Fuller expressed gratitude for Woods’ effort to improve the usability of the RRS, and stated that users will find it much easier to use the schedule, now that it is formatted the same as the *Local Government Common Records Retention Schedule (CORE)*. The addition of the indexes and the glossary are a big improvement, as well.

Evans was pleased that the records series were organized into activities approved by the WASBO Records Management Committee. Wood explained that the new formatting will allow this schedule to align better within the local government online database.

Evans announced after reviewing the agenda packet last week, she requested that Woods include a link to the *CORE* on the front page of the RRS so that users could easily access the companion schedule. The proposal before the Committee includes that addition.

Motion to approve the *School Districts and Educational Service Districts RRS (Version 7.1)*: Evans; seconded by Handfield.

C. Whatcom County (Electronic Records)

Russell Wood reported that the Committee received a letter from Whatcom County requesting a hardship exemption from the requirements of the new Digital WAC due to difficulty in complying with email management. In consultation with Regional Archivist Scott Roley, it was determined that a folder structure could be designed to help with organization of email and compliance with retention requirements. This structure could be shared with and utilized by other counties, as well.

Wood also announced a possible partnership with the Western Washington University Archives Program, which may take on this project in order to provide its students with real, practical

electronic records management experience. Whatcom County is excited and pleased with this possible solution.

A more formal strategy and response will be drafted for the next Committee meeting. Wood recommended that this item be tabled for the next meeting.

Evans described the outline-style email filing system in her office whereby all emails *must* be filed into folders *outside* of employee inboxes, with each folder labeled with its assigned retention period. She also applauded the approach WSA is taking to devise creative solutions to assist agencies with compliance rather than asking the Committee to consider exemptions.

Motion to table this item until next meeting: Evans; seconded by Rapozo.

III. OTHER BUSINESS

A. Announcements from the State Archivist

Handfield stated that two weeks ago Washington State hosted a very successful annual conference for the National Association of Government Archives and Records Administrators (NAGARA) in Seattle. He thanked staff for being key players in making it a success and mentioned receiving a letter from the National Archivist applauding the fact that over 150 (out of 220) attendees came from out of state – despite nationwide budget restrictions.

Regarding the WSA budget, 20 employees have been laid off, and there are probably more cuts coming due to the loss of the \$4 million for the Heritage Center, as well as an additional budget reduction of \$600,000. This will significantly impact some of WSA's services, including the Local Records Grant Program, which will go from \$2.4 million last biennium to \$200,000 for 2009-2011. County officials are concerned about these reductions and will be going to the Legislature in 2010.

Referendum 71, a ballot referendum asking Washington State voters to re-confirm the expansion of domestic partnership rights and obligations, was turned in on Saturday and promptly delivered to WSA – escorted by Washington State Patrol troopers - in order to be microfilmed. The signatures are currently being counted by the Elections Division of the Office of the Secretary of State. A lawsuit has been filed claiming that the signatures on the referendum are not public records. Handfield stated that our country's constitution does not allow secret petitions, and the lawsuit will not be successful.

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

Wood announced an arrangement that has been made with King County in which funding will be provided to accelerate the WSA retention schedule revision timeline to better align with the roll-out of King County's electronic records management system. Megan Bezzo has been hired to revise the *Law Enforcement Agencies RRS* and the *Health Departments and Districts RRS* over the next 12 months. Wood will continue to focus on the *CORE*, completing Information Management before moving to Asset Management.

Handfield thanked King County, stating that although it's in King County's interests to speed up the process, agencies all over the state will benefit from the earlier delivery of the two revised retention schedules.

Woods shared the final draft of the Public Disclosure activity and described the new schedule structure (new archival designations, removal of the secondary record column, more precise titles and descriptions, etc.) Now that the (email-only) reference group process is in place, Woods anticipates that future revisions should progress more quickly. When all of the Information Management activities are finalized, the entire function will be presented to the Committee for approval.

Handfield shared that one of the benefits of the newly revised retention schedules is an increased awareness among local government agencies of the importance of good records management. This, in turn, has resulted in increased requests for training, and while these are good opportunities to educate local government staff, they do cause delays to the revision process.

There are now 682 subscribers to the local government listserv, 173 new in the last four months.

Woods reported that as the Information Management activities are being revised, it is sometimes necessary to add or revise records series in other functions in order to provide clarity, which is making the process quite complex. For instance, in order to properly cover records created on social networking and web sites, we are dividing **Correspondence** into several series that will more definitively cover the way public records are now being created. The goal remains providing a more usable product for the end-user.

Patty Holmquist stated that she believes the revision process is going really well, and requested a longer period of time for review of the Electronic Information Systems activity, due to the complex nature of information technology issues.

IV. NEXT MEETING – September 24, 2009, 10:00 am, Washington State Archives, Olympia.

V. ADJOURNMENT

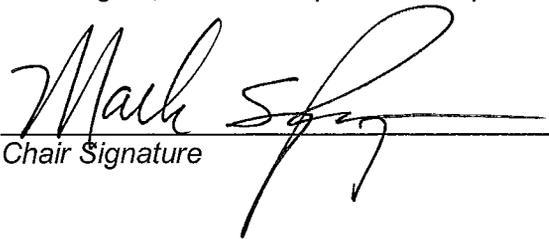
Motion to adjourn the meeting: Handfield; seconded by Rapozo.

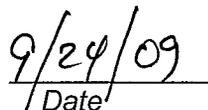
Resolution: Motion carried.

The chair adjourned the meeting at 10:59 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 July 30, 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