



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
Washington State Digital Archives, Cheney, Washington

September 25, 2008 – 10:00 a.m.

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 – Records Management Office; Michele Mallery – Records Management Office; Mike Saunders – Puget Sound Regional Archivist; Sherry Bays – Eastern Regional Archivist.

Guests Present: Patricia Holmquist – King County; Jennifer Winkler – City of Seattle; Deb Kennedy – King County Archives; Josh Zimmerman-City of Bellevue; Lisa Hall- Snohomish County, Tim Baker – King County Housing Authority; Debra Poindexter – Spokane County Treasurer; Michelle Stanton – City of Spokane; Terri Pfister – City of Spokane; Carol Etgen – City of Bremerton; Tara Ramos – Grays Harbor PUD.

I. ROUTINE ITEMS

A. Call to Order

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

B. Introduction of Guests

All guests were introduced.

C. Approval of Minutes for August 28, 2008

Motion to approve the minutes for August 28, 2008: Jerry Handfield; seconded by Mark Rapozo.

Resolution: Motion carried.

II. OLD BUSINESS

A. Tabled from December 27, 2007 Meeting

1. Letter from King County re Definition of Drafts

Russell Wood commented that the Attorney General (Susan Tomson) still needs to be consulted on the wording and how the draft language is to be distributed. Russell provided a mock-up of a Records Management Advice page. He also mentioned Records Management is looking at distributing, on the Washington State Archives web page, an entire series dedicated to the most frequently asked questions pertaining to Records Management. Attorney General to review and comment by October meeting.

Action: Item tabled for next meeting.

Resolution: Motion carried.

III. ACTION ITEMS

A. Local Government Unique Schedules

1. King County – County Auditor

Patricia Holmquist commented on the schedule in making the records series broader in scope and shortened the description. Cindy Evans expressed a concern in having a cover letter explaining what changes are being made and why, so if Cindy has questions or concerns she can bring them up appropriately. Patricia asked how to handle writing a cover letter when there are multiple series on a schedule. She was advised to group the schedules and use one letter per grouping.

Action: Motion to accept the King County - County Auditor Schedule: Jerry Handfield; seconded by Mark Rapozo.

Resolution: Motion carried.

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. While the LRC meeting is taking place, there is an ACCIS (Association of Cities and Counties Information Services) Workshop being held at Washington State Digital Archives concerning Preserving E-mails.
2. This week (Mon-Wed) the Washington State Digital Archives hosted an Archivist from England. She is interested in digital archives and applied for a grant, Winston Churchill Memorial Trust Fellowship, which is a travel fellowship to go anywhere in the world. She selected Washington State Archives, and the Internet Archives in San Francisco, California. The oldest record collection she has is from 1157. The Archives in England is the Official repository for the Church of England.
3. Sometime next week, there will be a demonstration of a unique application for a speech search engine. The past three years, the Washington State Archives has been converting the Legislative Hearings from cassette tapes to audio files, in cooperation with the House. This will be demonstrated to the House next week. This will allow individuals to search thousands of cassette tapes of legislative hearings from the 1970's to the early 1990's. This is a Google type search. The user can type in a word, it finds the words, and it will then play the next section related to the word typed in.
4. Jerry Handfield attended a conference in Baltimore, Maryland this past weekend (Sat/Sun) dealing with the issues surrounding making records accessible and less secretive. The purpose of the retreat is working on guidelines for the next Presidential election and administration for making government records more accessible. This is primarily aimed toward the Federal Level, although some states were held as good examples. Washington should be a good example. Representative from Libraries, League of Women voter, two Archivists, Green Peace, and several others.
5. October is Archives Month. Posters are being distributed.
6. Washington State Archives is in the process of hiring a Digital Archivist and is down to 2 finalists. Jerry is hoping by the end of next week to have an offer of employment to one of the candidates.
7. Jerry commented on the budget decision packages, which have been submitted. The revenue for the \$1 fee from the Auditor's office has decreased significantly over the past several years, and shows no sign for increasing. The legislature removed \$4 million dollars from our fund for the Heritage Center. They haven't taken it yet, but they are getting ready to move it next year.
8. Next week there is a workshop in Pasco, Washington dealing with the Digital WAC and electronic records.

9. We are asking for \$2 million for the next years Grant program.
10. This is a first for the Local Records Committee as it has never been to the Washington State Archives in Cheney.

B. Update on LGRRS – Julie Woods

Julie commented the LGRRS is very close to being complete with the revision. There is a CORE committee meeting after the LRC meeting to tie up loose ends for the LGRRS.

There will now be four indexes:

- Subject,
- DAN,
- Essential Records,
- Archival/Potentially Archival.

Formatting is still being worked on, but should be complete by the next LRC meeting. Russell notified the group that this has been very well received by the ACCIS group and the Digital Archives in relation to organizing and archiving emails.

The plan is to submit to the LRC by October 15th, the CORE and what is left of the LGRRS, fully indexed, as well as a few sector schedules that are being reformatted so there are no duplicate DAN's. The Assessors schedules have been reduced from 50 to 15 pages. The remaining sector schedules should be completed by November and submitted for the November LRC meeting.

Mark inquired about training and how it will be provided. Julie mentioned she will be at the WACO Conference (Clerks and PUD meeting) in Pasco, the first week of October, and will mention it as a major roll out. Russell mentioned now that Records Management is fully staffed, the trainer will be able to provide adequate training to those in need. Mark requested to obtain a pre-view of the training prior to roll-out. The functional group revisions are on the heel of this.

It was determined due to the upcoming holiday season; the meetings for November will be November 20th 2008 and December 18th 2008.

V. NEXT MEETING – October 30, 2008, 10:00am.

VI. ADJOURNMENT

Motion to adjourn: Mark Rapozo; seconded by Jerry Handfield.

Motion carried.

The chair adjourned the meeting at 10:45 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 25, 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