Agenda

Paper Records Reduction Workgroup – 2nd Meeting
Wednesday July 2, 2014 – 9am - 11am
Room 385 Tumwater Attorney General Building
7141 Cleanwater Lane SW Tumwater

1. Welcome and Introductions

2. Update on Related Initiatives/Projects
   a. Information Governance/ECM Initiative – Dave Kirk (OCIO)
   b. Electronic Signatures – OFM

3. Homework from Last Meeting Discussion – Everyone
   a. What are obstacles to going born digital?
   b. What are obstacles to reducing retention periods?

4. Potential Findings/Recommendations Discussion (attachment)

5. Other Comments / General Discussion – Everyone

6. Next Meeting – July 23

POTENTIAL FINDINGS

1. **Potential Finding** – The State Records Center is about 15-tmes more cost-effective compared to storing agencies records in office buildings.

2. **Potential Finding** – Statutes governing digital and electronic signatures and statutes requiring manual signatures are impediments to conducting more transactions online.

3. **Potential Finding** – Imaging systems and born-digital electronic workflow systems require an upfront investment of staff time and money, and require periodic investments of both time and money into the future.

4. **Potential Finding** – Even if imaging systems and enterprise content management system cost more than using and storing paper records, there are good customer service and business process reasons to replace paper-based systems with digital ones.

5. **Potential Finding** – The federal and state Rules of Evidence provide: "To prove the content of a writing, recording, or photograph, the original writing, recording, or photograph is required" if there is a genuine question as to the authenticity of a duplicate copy.

6. **Potential Finding** – Almost every state employee works with a PC or a laptop, or both, generating a growing volume of electronic records that are more difficult to search and manage, increasing staff time searching for records and increasing the likelihood of not fully responding to public records requests.

7. **Potential Finding** – The greater deployment of imaging systems, born-digital electronic workflow systems, and enterprise content management systems throughout state government will requirement culture changes and leadership and executive sponsorship.

POTENTIAL RECOMMENDATIONS

1. **Potential Recommendation** – Imaging and Enterprise Content Management (ECM) systems should be standardized within state government so they can be deployed across multiple agencies of varying sizes.

2. **Potential Recommendation** – Reducing the retention periods in the State Government General Records Retention Schedule would reduce the paper held by all state agencies.

3. **Potential Recommendation** – Deploying Enterprise Content Management (ECM) systems throughout state government would reduce staff time spent searching for records, and would reduce the costs of litigation and fines resulting from the failure to meet public records requests in a complete and timely manner.

4. **Potential Recommendation** – Archival appraisals and decisions should be made "up-front" when a record retention schedule is being developed avoiding future "appraisal required," thus speeding up the shredding of records scheduled for destruction.

5. **Potential Recommendation** – State agencies should have greater online access to data about their records being stored at the Records Center.

6. **Potential Recommendation** – The definition and classification of official public records under RCW 40.14.010 should be updated and simplified.