



STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES

February 7, 2024 – 11:00 a.m.

Online via Microsoft Teams

Members Present: Al Rose (State Auditor's Office); Matthew Kernutt (Office of the Attorney General); Heather Hirotaka (State Archivist)

Staff Present: Russell Wood (State Records Manager); Jaime Ganzel; Rachel Wilson; Scott Sackett; Sean Reichard; Bonnie Hood; Hannah Kolesar (Records Consultants)

I. ROUTINE BUSINESS

A. Call to Order: Al Rose called the meeting to order at 11:00 a.m.

B. Introductions of Committee and Staff: Members of Local Records Committee and Archives staff were introduced.

C. Approval of December 6, 2023 Minutes: Kernutt moved to approve the December 6, 2023 minutes as presented, seconded by Hirotaka.

Resolution: Motion carried.

D. Adoption of Today's Agenda: Hirotaka moved to adopt the February 7, 2024 agenda as presented, seconded by Kernutt.

Resolution: Motion carried.

II. WASHINGTON STATE ARCHIVES UPDATES

A. Announcements from the State Archivist – Heather Hirotaka

Heather Hirotaka thanked everyone for attending and announced the Archives continues to watch its budget due to a decline in revenue from document recording fees. The Archives is monitoring a budget request submitted for this year's legislative session. Hirotaka noted the request is included in the Governor's proposed budget. Hirotaka announced the Olympia branch is currently without a working elevator but stated it should be fixed in the next few weeks. The Archives also continues to monitor leaks and other facility issues in Olympia and the regional Archives branches to ensure the safety of the collections. Hirotaka announced that 529 people have toured the Olympia branch in the past year in addition to tours of the regional branches.

B. Announcements from the State Records Manager – Russell Wood

Russell Wood announced the Local Records Grant Program is open for applications until March 1st, 2024. Wood added that Archives staff are available to help agencies with their applications. Wood stated, owing to diminished revenue, there will be less money for projects and hence fewer grants awarded. Wood noted this year’s total will be similar to the 2023-24 grant round. Wood also announced the Local Records Committee is moving toward doing digital signatures for its meeting minutes and any records retention schedules on the agenda. Wood stated the goal is to be more up-to-date with business practices and to pass those lessons on to other agencies looking to move on from a hybrid digital/paper signature process to a fully digital one.

III. NEW BUSINESS

No other business

IV. OTHER BUSINESS

No other business

V. NEXT MEETING – June 5, 2024

VI. ADJOURNMENT

Action: Motion to adjourn: Kernutt, seconded by Hirotaka.

Resolution: Motion carried.

Meeting adjourned at 11:08 a.m.

CERTIFICATION OF MINUTES OF THE LOCAL RECORDS COMMITTEE MEETING:

I, Al Rose, Chair of the 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 Secretary of State, Archives and Records Management Division, held online using Teams on February 7, 2024, 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