



**WASHINGTON**  
Secretary of State  
Washington State Archives

Regular Meeting of the  
**Recording Standards Commission (RSC)**

Thursday, December 2, 2021; 10:00am

Meeting will be held via Webex videoconference. To request a link, please email [alex.goodell@sos.wa.gov](mailto:alex.goodell@sos.wa.gov) or call (509) 235-7500, ext. 105.

Washington State Archives  
Eastern Washington Regional Archives  
960 Washington Street  
Cheney, WA 99004

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**MEETING AGENDA**

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**I. ROUTINE ITEMS**

- A. Call to Order
- B. Introductions
- C. Temporary Chair – Vicky Dalton
- D. Approval of Agenda

**II. NEW BUSINESS/ACTION ITEMS**

- A. Adoption & Ratification of Governance Rules and Procedures
- B. Terms of Appointment
- C. Election of Chair
- D. Develop List of RSC Priorities
- E. Set Regular Meeting Schedule

**III. OTHER BUSINESS**

**IV. NEXT MEETING OF RECORDING STANDARDS COMMISSION**

**V. ADJORNMENT**