MEETING MINUTES
August 3, 2022 – 10:00 a.m.
Online via WebEx

Members Present: Al Rose (State Auditor’s Office); Suzanne Becker (Office of Attorney General); Heather Hirotaka (State Archivist); Cheri Keller (Office of Financial Management)

Staff Present: Russell Wood (State Records Manager); Jaime Ganzel; Megan Frick; Molly Rooney; Rachel Wilson; Sean Reichard.

I. ROUTINE BUSINESS

A. Call to Order: Al Rose called the meeting to order at 10:02 a.m.

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

C. Approval of June 1, 2022 Minutes: Keller moved to approve the June 1, 2022 minutes, seconded by Rose.
Resolution: Motion carried.

D. Adoption of Today’s Agenda: Becker moved to adopt the August 3, 2022 agenda as presented, seconded by Keller.
Resolution: Motion carried.

II. WASHINGTON STATE ARCHIVES UPDATES

A. Announcements from the State Archivist
State Archivist Heather Hirotaka introduced herself, this being her first State Records Committee meeting. Hirotaka gave an overview of developments regarding the new Library Archives Building currently slated for 2025, discussing architectural plans and the ongoing barcoding project. Hirotaka mentioned extending the barcoding project is part of the Archives’ budget request for the upcoming legislative session. Hirotaka also discussed the incorporation of Legacy Washington as a part of the Secretary of State’s Office, highlighting the work done to publish and publicize former governor Dan Evans’ autobiography and an upcoming exhibition and book about marriage equality in Washington State. Hirotaka announced a tentative event date of February 14th, 2023 for the exhibit and book launch. Hirotaka also tried to share a video preview of Library Archive Building plans but, owing to a software error, tabled the preview.

State Records Manager Russell Wood announced that staff are uploading agency schedules that were not updated as part of the 2012 records retention schedule revamp at the Washington State Archives. Wood added the plan going forward is to work with these agencies to update these schedules and bring them in line with the new format.
III. NEW BUSINESS

A. Updates to Agency Schedules

1. Department of Archaeology Records Retention Schedule v.1.5.
   Action: Motion to approve as submitted: Keller, seconded by Becker.
   Resolution: Motion carried.

2. Department of Licensing Records Retention Schedule v.1.3.
   Action: Motion to approve as submitted: Becker, seconded by Keller.
   Resolution: Motion carried.

   Action: Motion to approve as submitted: Becker, seconded by Keller.
   Resolution: Motion carried.

   Action: Motion to approve as submitted: Becker, seconded by Keller.
   Resolution: Motion carried.

IV. OTHER BUSINESS

Heather announced she would email the video preview of the new Library Archives Building to interested attendees.

VI. NEXT MEETING – October 5, 2022.

VII. ADJOURNMENT

Action: Motion to adjourn: Becker, seconded by Hirotaka.
Resolution: Motion carried.
Meeting adjourned 10:26 a.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Suzanne Becker, Vice-Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held online using the Archives’ WebEx meeting application on August 3, 2022 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.

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Vice-Chair Signature                             Date