



STATE OF WASHINGTON  
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives  
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

**MEETING MINUTES**  
**August 5, 2020 – 10:00 am**  
**Online via WebEx**

**Members Present:** Al Rose (State Auditor's Office); Suzanne Becker (Office of Attorney General); Gwen Stamey (Office of Financial Management); Steve Excell (State Archivist)

**Staff Present:** Russell Wood (State Records Manager); Jaime Ganzel; Charles Hilton; Molly Rooney; Scott Sackett; and Emily Venemon

**I. ROUTINE BUSINESS**

- A. Call to Order:** Al Rose called the meeting to order at 10:00 am.
- B. Introductions of Committee and Staff:** Members of State Records Committee and Archives staff were introduced.
- C. Approval of June 3, 2020 Minutes:** Excell moved to approve, seconded by Becker.  
**Resolution:** Motion carried. Stamey abstained from voting as she was not present at that meeting.
- D. Adoption of Today's Agenda:** Becker moved to adopt the August 5, 2020 agenda as presented, seconded by Excell.  
**Resolution:** Motion carried.

**II. WASHINGTON STATE ARCHIVES UPDATES**

- A. Announcements from the State Archivist**  
Steve Excell (State Archivist) announced that the Southwest and Central branches of Washington State Archives are now open for in-person research by appointment only. The Northwest and Eastern branches remain closed to the public, staff continues to work remotely, providing essential services and facilitating access to research records on an emergency basis.

**III. OLD BUSINESS**

- A. Agency Schedules Tabled from Previous Meetings**
  - 1. Statute Law Committee/Code Reviser's Office Records Retention Schedule v.1.0**  
**Action:** Motion to approve as submitted: Stamey, seconded by Excell.  
**Resolution:** Motion carried.

**IV. NEW BUSINESS**

- A. Updates to Schedules Applying to More than One Agency**
  - 1. State Government General Records Retention Schedule v.6.1**  
**Action:** Motion to approve as submitted: Excell, seconded by Becker.

**Resolution:** Motion carried.

**B. Updates to Agency Schedules**

**1. Office of the Attorney General Records Retention Schedule v.1.3**

**Action:** Motion to approve as submitted: Stamey, seconded by Excell.

**Resolution:** Motion carried. Becker abstained from voting due to a conflict of interest.

**2. University of Washington Records Retention Schedule v.2.13**

**Action:** Motion to approve as submitted: Becker, seconded by Stamey.

**Resolution:** Motion carried.

**3. Washington State University Records Retention Schedule v.1.3**

**Action:** Motion to approve as submitted: Stamey, seconded by Excell.

**Resolution:** Motion carried.

**C. First Comprehensive Versions of Agency Schedules**

**1. Board of Registration for Professional Engineers and Land Surveyors Records Retention Schedule v.1.0**

**Action:** Motion to approve as submitted: Excell, seconded by Becker.

**Resolution:** Motion carried.

**2. Employment Security Department Records Retention Schedule v.1.0**

**Action:** Motion to approve as submitted: Becker, seconded by Stamey.

**Resolution:** Motion carried.

**3. Department of Retirement Systems Records Retention Schedule v.1.0**

**Action:** Motion to approve as submitted: Becker, seconded by Excell.

**Resolution:** Motion carried.

**V. OTHER BUSINESS**

No other business.

**VI. NEXT MEETING – October 7, 2020**

**VII. ADJOURNMENT**

**Action:** Motion to adjourn: Excell, seconded by Becker.

**Resolution:** Motion carried.

Meeting adjourned 10:23 a.m.

**CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:**

*I, Al Rose, 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 5, 2020 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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Chair Signature

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Date