



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE

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

MEETING MINUTES
Division of Archives & Records Management
Room 606, Highway – Licenses Building
December 28, 2006 – 10:00 a.m.

Members Present: Mark Rapozo (Chair) – State Auditor’s Office, Cindy Evans – Attorney General’s Office, Jerry Handfield – State Archivist

Staff Present: Tri Howard – Public Records Program Manager, Lysa Walker – Records Management Program Specialist, Leslie Koziara – Local Government Records Management Trainer, Mike Saunders, Puget Sound Regional Archivist

Guests Present: Patricia Holmquist – King County, Gail Snow – City of Seattle

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:14 a.m.

B. Introduction of Guests

New staff member, Leslie Koziara, was introduced.

C. Approval of Minutes for September 28, 2006

Motion to approve the minutes for September 28, 2006: Evans.

Resolution: Handfield seconded the motion to approve the minutes. Motion carried.

D. Adoption of December 28, 2006 Agenda

Motion to adopt today’s agenda. Jerry Handfield requested the addition of Item ‘B’ under New Business titled ‘State Archives Updated’ to the agenda. Motion to adopt today’s agenda as amended: Rapozo.

Resolution: Evans seconded the motion to adopt the December 28, 2006 agenda as amended. Motion carried.

II. OLD BUSINESS

A. Tabled Records Series from June 29, 2006 Meeting

1. Insurance, Risk Management, and Safety Section

a. Safety Training Files – New Series

The committee recommended adding ‘*See Remarks’ in the Primary Records Retention column and capitalizing ‘Remarks’ in the description.

Action: Motion to approve as amended: Evans; seconded by Rapozo. Motion carried.

B. Tabled Records Series from September 28, 2006 Meeting

1. Inconsistent Cut-off Language in the LGRRS

Action: Motion made to table this discussion until the March 2007 meeting: Evans. At the September 2006 meeting, the State Auditor's Office (SAO) recommended that the base text of the audit cycle records series cut-offs in the LGRRS be 'Keep until issuance of the Washington State Auditor's Report' or 'Keep until issuance of the Washington State Single Audit Report' plus 3 years. Although these recommendations are appropriate, the committee is concerned that the recommended cut-offs are not be appropriate for **all** audit cycle records series. The committee requested that Mark review the inconsistent cut-off language with SAO representatives bearing in mind two issues: a. Do the records series have a life cycle after the audit cycle, and b. Are the retention periods for the records series relevant to a different event, does the audit cycle have a place in the cut-off/retention? Lysa will provide Mark a report of all records series with 'audit' in the cut-off along with records series that have a 3-year retention period. Mark will provide a final recommendation at the March 2007 meeting. Motion seconded by Handfield. Motion carried.

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. Administrative Records Common to All Agency Work Units
 - a. Administrative Procedures and Instructions – GS50-01-01 – Series Revised: Added description.
 - b. Citizens' Complaints/Requests – GS50-01-09 – Series Revised: Added description, added remarks in Remarks column and added cut-off of 'Matter Closed'
 - c. Correspondence, General – GS50-01-12 – Series Revised: Changed title from 'Correspondence'; changed description from 'Letters and attached materials sent and received during the course of agency business' to 'Routine correspondence concerning day to day office administration and activities. May include correspondence between other offices within an agency, routine correspondence with other agencies, and correspondence with the public on routine matters.'; changed retention from '2 years – elected official, executive, and department head files are potentially archival – see remarks' to 'Date of document plus 30 days' and changed remarks from 'Contact Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch' to 'Consistent with State Government Agencies General Records Retention Schedule Correspondence, General, GS 09005'.
 - d. Correspondence, Official – New Series
 - e. Correspondence, Program – New Series
 - f. Minutes and Files of General Office Meetings – New Series
 - g. Official Agency Policy and Procedure Directives, Regulations and Rules – GS50-01-24 – Series Revised: Added description; changed retention from 'Permanent as adopted – one copy archival – see remarks' to 'Adoption – Permanent' and moved Essential Records Information to the Remarks column.

Action: Motion made to table the review and approval of the Administrative records series until the February 2007 meeting: Handfield. The committee recommended that Mike Saunders and Patricia Holmquist review the correspondence related records series to clarify the following issues:

- How local governments define/identify routine general correspondence. (Note: The committee is concerned that a 30-day retention period for Item c is not long enough. However, they are also concerned about being consistent with the State Records

Committee's decision to allow state agencies to destroy general correspondence after 30 days.)

- How local governments define/identify official correspondence and whether or not official correspondence in fact means executive correspondence.

The committee also recommended that Mike and Patricia review the terminology used in the 'Citizens' Complaints/Requests' records series. Mike noted that Items a, b and g are just simple changes and that Item f is a good addition to the Administrative section of the LGRRS. Mike and Patricia will together provide further clarification about the records series in question at the February 2007 meeting. The motion was seconded by Evans. Motion carried.

IV. NEW BUSINESS

A. Review and Approval of Procedures for Local Retention Schedule Database Updates – Lysa Walker

Lysa reported that at the September 2006 meeting, the committee and staff present discussed an appropriate timeframe to complete updates to the new LGRRS database after records series had been approved by the Local Records Committee (LRC). The committee recommended that the Records Management Office (RMO) prepare a draft policy for the LRC to review and approve at the next LRC meeting. The RMO created a draft policy for the LRC to review and approve.

Action: Motion made to table the review and approval of the Procedures for Local Retention Schedule Database Updates until the February 2007: Evans. The committee members will review their authority to create policies and the proper format to use when writing a policy. Motion seconded by Handfield. Motion carried.

B. State Archives Updates – Jerry Handfield

Jerry reported on the following updates in the State Archives:

- The Records Management Office will hire three more staff members.
- The State Archives has two Regional Archivists vacancies; one at the Northwest Regional Archives branch located in Bellingham and the other at the Southwest Regional Archives branch located in Olympia.
- The local government grant budget was approved for the new biennium, increasing from approximately \$500,000 to \$1,000,000.
- The State Archives is assisting the County Clerks by coordinating the transfer of their back-up tapes on a monthly basis to the Digital Archives in Cheney, Washington, for storage.
- The State Archives have 1890's trademark salmon and kitchen series note cards presently for sale at the State Archives. The cost of the note cards is \$8.00 a pack.

VI. ADJOURNMENT

Motion to adjourn: Evans. Handfield seconded the motion. Motion carried. The chair adjourned the meeting at 11:58 p.m. and announced the next public meeting of the Local Records Committee is scheduled for January 25, 2007 to be held in the State Archives Building Conference Room.

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Mark Rapozo, Chair of 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 State of Washington held in the State Archives Building conference room on December 28, 2006 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

NOTE: Official signature on file at Secretary of State Records Management Office.