



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
State Archives Conference Room
February 23, 2006

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, Susan Alden – Public Records Management Program Consultant, Lysa Walker – Forms and Records Analyst 3, Diana Shenk – Northwest Regional Archivist, Mike Saunders – Puget Sound Regional Archivist, Adam Jansen – Digital Archivist (participating by video conference)

Guests Present: Jennifer Winkler, City of Seattle; Susan Thomsen – Attorney General’s Office

I. ROUTINE ITEMS

A. Call to Order

Rapozo called the meeting to order at 10:07 a.m.

B. Introduction of Guests

Guests were introduced.

C. Approval of Minutes for January 26, 2006

Motion to approve the minutes for January 26, 2006: Handfield.

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

D. Adoption of February 23, 2006 Agenda

Susan Alden requested that agenda item IVA be discussed first since Adam Jansen was participating via video conference. Handfield moved to add two items under New Business: the Local Records Grants program, and a presentation on the Open Public Meetings Act by Susan Thomsen. Motion to adopt today’s agenda as amended: Handfield.

Resolution: Evans seconded the motion to adopt the February 23, 2006 agenda. Motion carried.

II. OLD BUSINESS (none)

III. ACTION ITEMS FOR COMMITTEE REVIEW/APPROVAL

A. General Records Retention Schedules

1. Solid Waste Management

a. Solid Waste Receiving and Processing Logs – Series revised – GS50-26-11.

Change Series Title from “Solid Waste Load Check Logs”, and change Description from “Document checking of solid waste loads for unacceptable waste.”

Action: Motion to approve: Handfield; seconded by Evans. Motion carried.

b. *Specialized Materials Containment, Storage and Disposal Permits – New series – GS50-26-17*

Action: Motion to approve: Handfield; seconded by Evans. Motion carried.

2. *Sewer and Water System Documentation – Water and Sewer System Emergency Incident Reports – New series - GS55-06A-26*

Action: Motion to approve: Evans; seconded by Handfield. Motion carried.

3. *Personnel – Apprentice Certification Files – New series - GS50-04B-34*

Action: Motion to approve: Handfield; seconded by Evans. Motion carried.

4. *Facility and Property Management – Waste Materials Analysis Reports – New series GS50-06B-23*

Action: Motion to approve: Evans; seconded by Handfield. Motion carried.

IV. NEW BUSINESS

A. *Electronic Imaging System (EIS) Review and Approval Process*

Tri Howard reported that the Records Management Task Force appointed a committee to assess alternatives to the current EIS review and approval process, with Tri as chair of that committee. The Task Force requested input from both records committees as part of this assessment. At today's meeting, Adam Jansen and Mike Saunders discussed the issues and challenges in the current EIS process which ensures that approved imaging systems are complete and documented. Mike Saunders prepared for committee consideration "A Proposal for Changes in Requirements for Electronic Imaging Systems and Records Disposition Authority for Local Government Agencies", a copy of which is attached to the minutes. Committee members, State Archives staff, and guests discussed these issues at length. Rapozo addressed the implications for agency audits, and Handfield recommended discussing this issue with the Archives Oversight Committee for possible grant funding as educational support to increase the compliance level. Discussion will continue at future meetings.

B. *Local Records Grants Program*

Handfield reported total grant awards of \$500,000 for the current program year. The Local Records Grants Program promotes awareness of State Archives programs and responsibilities, as well as providing financial assistance to agencies in managing their public records.

C. *Open Public Meetings Act*

Susan Thomsen, Attorney General Representative for the Secretary of State's Office, gave an informative overview of the Open Public Meetings Act, Chapter 42.30 RCW.

VI. ADJOURNMENT

Motion to adjourn: Handfield; Evans seconded the motion. Motion carried. The chair adjourned the meeting at 12:00 p.m. and announced the next public meeting of the Local Records Committee is scheduled for March 30, 2006 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 February 23, 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.