



State Records Committee

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

Meeting Minutes

Location:	Online via Microsoft Teams
Date:	April 2, 2025
Time:	10:00 a.m.
Members Present:	Suzanne Becker (Office of Attorney General), Al Rose (State Auditor's Office), Marie Davis (Office of Financial Management), Heather Hirotaka (State Archivist)
Staff Present:	Russell Wood (State Records Manager), Rachel Wilson, Bonnie Hood, Hannah Kolesar, Sean Reichard

I. Routine Business

- a. Call to Order: Al Rose called the meeting to order at 10:02 a.m.
- b. Introduction of Committee and Staff: Members of State Records Committee, Archives staff, and State Agency representatives were introduced.
- c. Approval of February 5, 2025 Minutes: Becker moved to approve minutes as presented. Seconded by Davis.
Resolution: Motion carried.
- d. Adoption of Today's Agenda: Becker moved to adopt agenda as presented. Seconded by Davis.
Resolution: Motion carried.

II. Washington State Archives Updates

- a. Announcements from the State Archivist
State Archivist Heather Hirotaka provided an update on budget uncertainties facing the archives, expressed gratitude to staff who continue preserving records despite funding limitations. Hirotaka encouraged folks to join her at the Heritage Caucus next Wednesday at 7:00AM with the State Library and the Secretary of State to highlight their work. Hirotaka acknowledged the retirement of Barb Benson and thanked the team at the University of Washington for hosting.
- b. Announcements from the State Records Manager
State Records Manager Russell Wood announced April as Records and Information Management Month, with planned activities and a governor's

proclamation. Wood reported that budget constraints had halted recruitment for two vacant records consultant positions, leaving the team operating at 75% capacity with only six of eight positions filled. Wood highlighted three recent updates: a new website platform with improved navigation, a unified retention database, and a draft agricultural commodity commission schedule out for consultation. The draft is open for comment until April 25th and is planned for the June meeting agenda.

III. New Business

a. Updates to Schedules Affecting More than One Agency

i. Community and Technical Colleges Records Retention Schedule v.2.2

Action: Motion to approve as submitted: Becker. Seconded by Davis.

Resolution: Motion carried.

b. Updates to Agency Schedules

i. Higher Education Facilities Authority Records Retention Schedule v.1.0

Action: Motion to approve as submitted: Davis. Seconded by Becker.

Resolution: Motion carried.

ii. Office of the Secretary of State Records Retention Schedule v.1.4

Action: Motion to approve as submitted: Becker. Seconded by Davis.

Resolution: Motion carried.

iii. University of Washington Records Retention Schedule v.2.32

Action: Motion to table approval to February meeting: Davis. Seconded by Becker.

Resolution: Motion carried.

IV. Other Business - None

V. Next Meeting – June 4, 2025

VI. Adjournment

Action: Motion to adjourn: Becker. Seconded by Davis.

Resolution: Motion carried.

Meeting adjourned at 10:21 a.m.

Certification of Minutes:

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 Teams on April 2, 2025, 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