



# 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*

## Agenda

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Location: Online via Microsoft Teams

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Date: June 4, 2025

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Time: 10:00 a.m.

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### I. Routine Business

- a. Call to Order
- b. Introduction of Committee and Staff
- c. Approval of April 2, 2025 Minutes
- d. Adoption of Today's Agenda

### II. Washington State Archives Updates

- a. Announcements from the State Archivist
- b. Announcements from the State Records Manager

### III. New Business

- a. Updates to Schedules Affecting More than One Agency
  - 1. Agricultural Commodity Commissions Records Retention Schedule v.1.0
- b. Updates to Agency Schedules
  - 1. Department of Archaeology and Historic Preservation Records Retention Schedule v.1.6

### IV. Other Business – None

### V. Next Meeting – August 6, 2025

### VI. Adjournment