



Local Records Committee

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

Meeting Minutes

Location:	Online via Microsoft Teams
Date:	June 4, 2025
Time:	11:00 a.m.
Members Present:	Matt Kernutt (Office of Attorney General), Al Rose (State Auditor's Office), Heather Hirotaka (State Archivist)
Staff Present:	Russell Wood (State Records Manager), Scott Sackett, Rachel Wilson, Bonnie Hood, Hannah Kolesar, Sean Reichard, Megan Shoemaker

I. Routine Business

- Call to Order: Al Rose called the meeting to order at 11:00 a.m.
- Introduction of Committee and Staff: Members of Local Records Committee and Archives staff were introduced.
- Approval of April 2, 2025 Minutes: Kernutt moved to approve minutes as presented. Seconded by Hirotaka.
Resolution: Motion carried.
- Adoption of Today's Agenda: Hirotaka moved to adopt agenda as presented. Seconded by Kernutt.
Resolution: Motion carried.

II. Washington State Archives Updates

a. Announcements from the State Archivist

State Archivist Heather Hirotaka announced a public event with Secretary of State Steve Hobbs. Hirotaka and Hobbs will present the Washington State Constitution for view at the Spokane Public Library September 15th, 2025. Hirotaka announced other events are in the works. Hirotaka thanked Washington State Patrol for their assistance safeguarding the document. Hirotaka announced the return of the Archives monthly newsletter and invited attendees to sign up for it. Hirotaka also announced staff will be attending and presenting at the NAGARA conference in Oklahoma City in July. Finally, Hirotaka announced the publication of *New Land* through Legacy Washington. The book commemorates the 50th anniversary of Washington State's resettlement program for Southeast Asian refugees and

features stories from first-generation refugees and their descendants. Hirotaka thanked Representative My-Linh Thai for her leadership and involvement on the project.

b. Announcements from the State Records Manager

State Records Manager Russell Wood announced 27 projects for the 2025-26 Local Records Grant Program cycle. Wood also announced work is wrapping up for 2024-25 recipients. Wood announced planning continues for the next grant round.

III. New Business

a. Updates to Schedules Affecting More than One Agency

i. County Assessors and Treasurers Records Retention Schedule v.1.0

Action: Motion to approve as submitted: Kernutt. Seconded by Hirotaka.

Resolution: Motion carried.

IV. Other Business – None

V. Next Meeting – August 6, 2025

VI. Adjournment

Action: Motion to adjourn: Kernutt. Seconded by Hirotaka.

Resolution: Motion carried.

Meeting adjourned at 11:10 a.m.

Certification of Minutes:

I, Al Rose, Chair of the 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 Secretary of State, Archives and Records Management Division, held online using Teams on June 4, 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