



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: August 6, 2025

Time: 11:00 a.m.

Members Present: Matt Kernutt (Office of Attorney General), Al Rose (State Auditor's Office), Heather Hirotaka (State Archivist), Patrick Myers (Office of the Attorney General)

Staff Present: Russell Wood (State Records Manager), Rachel Wilson, Hannah Kolesar, Sean Reichard, Megan Shoemaker

I. Routine Business

- a. Call to Order: Al Rose called the meeting to order at 11:00 a.m.
- b. Introduction of Committee and Staff: Members of Local Records Committee and Archives staff were introduced.
- c. Approval of June 4, 2025 Minutes: Kernutt moved to approve minutes as presented. Seconded by Hirotaka.
Resolution: Motion carried.
Following approval of the minutes, Kernutt stood down from the Committee and Myers took over as the Attorney General's Representative.
- d. Adoption of Today's Agenda: Hirotaka moved to adopt agenda as presented. Seconded by Myers.
Resolution: Motion carried.

II. Washington State Archives Updates

- a. Announcements from the State Archivist
State Archivist Heather Hirotaka thanked attendees for joining the meeting and provided brief updates. She reported that staff attended the NAGARA Conference in Oklahoma City, where one staff member presented on the Archives' work. In September, Records Management team member Bonnie Hood will present at a Salt Lake City conference on the agency's grant program. Hirotaka said the agency recently completed its budget submission to the Office of Financial Management. She also announced that the Washington State Constitution will be displayed at the Spokane Public Library in September, with additional west-side

showings planned around the legislative session's opening. She encouraged those interested in attending the Spokane event to request an invitation and invited agencies to contact the Archives about hosting presentations or exhibits from the state's collections.

b. Announcements from the State Records Manager

State Records Manager Russell Wood reported that multiple records retention schedules are being updated. A minor change to the county clerks' schedule, required by recent legislation, is out for agency feedback and will be presented to the Committee in October. Other updates in progress include the core schedule, capital construction projects, and schedules for law enforcement, emergency 911, public schools, utility services, economic development, and transportation. Agencies will have the opportunity to review and comment before committee consideration. Wood also noted that website updates are underway, starting with improvements to the training page.

III. New Business

a. Updates to Schedules Affecting More than One Agency

i. County Auditors Records Retention Schedule v.6.0

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

Resolution: Motion carried.

IV. Other Business – None

V. Next Meeting – October 1, 2025

VI. Adjournment

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

Resolution: Motion carried.

Meeting adjourned at 11:11 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 August 6, 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