



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: August 6, 2025

Time: 10:00 a.m.

Members Present: Suzanne Becker (Office of Attorney General), Al Rose (State Auditor's Office), Heather Hirotaka (State Archivist), William Schwarz (Office of the Attorney General)

Members Absent: Marie Davis (Office of Financial Management)

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 10:00 a.m.
- b. Introduction of Committee and Staff: Members of State Records Committee, Archives staff, and State Agency representatives were introduced.
- c. Approval of June 4, 2025 Minutes: Hirotaka moved to approve minutes as presented. Seconded by Becker.
Resolution: Motion carried.
Following approval of the minutes, Becker stood down from the Committee and Schwarz took over as the Attorney General's Representative.
- d. Adoption of Today's Agenda: Hirotaka moved to adopt agenda as presented. Seconded by Schwarz.
Resolution: Motion carried.

II. Washington State Archives Updates

- a. Announcements from the State Archivist
State Archivist Heather Hirotaka reported that several staff attended the national NAGARA Conference, where one staff member presented on the Archives' work. The event provided valuable insights, including information on new technologies that may be implemented in Washington in the future. In September, staff member Bonnie Hood will present at the Council of State Archivists Conference in

Salt Lake City on Washington's grant program. Hirotaka said the Archives recently completed its budget preparation for submission to the Office of Financial Management. She also announced that in September, the Washington State Constitution will be displayed at the Spokane Public Library during U.S. Constitution Week, alongside other items from the Archives' collection. Additional showings are planned on the west side of the state at the start of the legislative session. She invited those interested in attending or hosting similar events to contact the Archives.

b. Announcements from the State Records Manager

State Records Manager Russell Wood reported that the agency's website has been updated following a platform change and that further improvements are planned. The first updates will appear on the training page, which is currently in development. He advised agencies to expect additional changes in the future.

III. New Business

a. Updates to Agency Schedules

- i. Department of Fish and Wildlife Records Retention Schedule v.1.12
Action: Motion to approve as submitted: Hirotaka. Seconded by Schwarz.
Resolution: Motion carried.
- ii. Department of Licensing Records Retention Schedule v.1.7
Action: Motion to approve as submitted: Schwarz. Seconded by Hirotaka.
Resolution: Motion carried.
- iii. Department of Transportation Records Retention Schedule v.1.25
Action: Motion to approve as submitted: Hirotaka. Seconded by Schwarz.
Resolution: Motion carried.
- iv. Office of the State Treasurer Records Retention Schedule v.1.9
Action: Motion to approve as submitted: Hirotaka. Seconded by Schwarz.
Resolution: Motion carried.
- v. U.W. Medicine Records Retention Schedule v.2.3
Action: Motion to approve as submitted: Schwarz. Seconded by Hirotaka.
Resolution: Motion carried.
- vi. University of Washington Records Retention Schedule v.2.33
Action: Motion to approve as submitted: Hirotaka. Seconded by Schwarz.
Resolution: Motion carried.

IV. Other Business – None

V. Next Meeting – October 1, 2025

VI. Adjournment

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

Resolution: Motion carried.

Meeting adjourned at 10:17 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 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