



STATE OF WASHINGTON

STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES

August 6, 2008 – 1:30 pm

Archives Conference Room, Olympia

Members Present: Steve Ryser (Chair), State Auditor's Office; Regan Hesse, Office of Financial Management; Jerry Handfield, Secretary of State's Office; Marta DeLeon, Attorney General's Office

Staff Present: Russell Wood (State Records Manager); Michele Mallery; (Records Management); Terry Badger (Acting Deputy Archivist).

Records Officers/Guests: Millie Brombacher (Department of Social and Health Services); Terry Roberts (University of Washington); Andrea Watts (University of Washington); Anita Wieland (Office of Financial Management); Lysa Walker (Department of Labor & Industries); Kristin Young (Washington State Patrol); Jim Vanmansart (Department of Labor & Industries); Sid McAlpin (Department of Health); Suzanne Coit (Office of Financial Management); Stefanie Niemela (Office of Financial Management); Sherree Hempstead (Department of Revenue); Mary Vanderhoof (Department of Corrections); Irene Koester (Department of Corrections); Tammy Lee (Department of Labor & Industries).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:35p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve May 7, 2008 Minutes: Ryser called for a motion to approve the May 7, 2008 minutes. Moved by Hesse; seconded by Handfield

Resolution: Motion to approve.

D. Adoption of May 7, 2008 Agenda: Ryser called for a motion to approve today's agenda. The Department of Social and Health Services requested to be moved up on the agenda. Moved by Hesse; seconded by Handfield.

Resolution: Motion carried to adopt today's agenda as amended.

II. OLD BUSINESS

A. Tabled item from previous meetings:

1. Tabled Item from March 7, 2008 meeting

Department of Labor & Industries, Office 953 (Research & Data Services Administration – Bureau of Labor Statistics (BLS) Information

The State Archivist would like to review all schedules relating to Census of Fatal Occupational Injuries (CFOI) Yearly Statistics and Census of Fatal Occupational Injuries (CFOI) Files records series.

Action: Motion to table: Handfield; seconded DeLeon.

Resolution: Motion carried.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Department of Social and Health Services

Records Retention Schedule for Office 702 (Division of Alcohol and Substance Abuse (DASA)) dated May 22, 2008.

Action: Motion to approve item numbers 792 and 797: Hesse; seconded by DeLeon.

Motion to table item number 1890 pending correction to total retention: Hesse; seconded by DeLeon

Resolution: Motion carried.

2. Office of Financial Management

Records Retention Schedule for Office 340 (Statewide Accounting) dated June 13, 2008.

Action: Motion to approve pending addition of Archival status: Handfield; seconded by Hesse.

Resolution: Motion carried.

3. Department of Ecology

Records Retention Schedule for Office 640 (Southwest Regional Office) dated July 9, 2008.

Action: Motion to approve: Hesse; seconded by DeLeon.

Resolution: Motion carried.

4. Department of Licensing

Records Retention Schedule for Office 659 (BPD/Notaries) dated July 22, 2008

Action: Motion to approved: DeLeon; seconded by Hesse

Resolution: Motion carried.

5. Department of Corrections

Records Retention Schedule for Office 440 (End of Sentence Review and Law Enforcement Notification) dated July 14, 2008.

Action: Motion to approved records series 3 pending clarification of description. State Records Manager to sign records series 1-2: DeLeon; seconded by Hesse.

Resolution: Motion carried.

6. Washington State Patrol

Records Retention Schedule for Office 340 (Criminal Investigation Division) dated July 15, 2008.

Action: Motion to approve pending addition of DSHS DAN to the description: Handfield; seconded DeLeon

Resolution: Motion carried.

7. Washington State University

Records Retention Schedule for Office 2300 (Institutional Research) dated July 8, 2008.

Action: Motion to approve: DeLeon; seconded Hesse.

Resolution: Motion carried.

Records Retention Schedule for Office 4140 (Health and Wellness Services) dated July 8, 2008.

Action: Motion to approve: DeLeon; seconded Hesse.

Resolution: Motion carried.

8. Western Washington University

Records Retention Schedule for Office 904 (Sustainable Transportation Office) dated July 22, 2008.

Action: Motion to approve; DeLeon; seconded Hesse.

Resolution: Motion carried.

Records Retention Schedule for Office 750 (Associated Students Child Development Center) dated July 22, 2008.

Action: Motion to approve; DeLeon; seconded Hesse.

Resolution: Motion carried.

9. Department of Revenue

Records Retention Schedule for Office 100 (Executive) dated May 20, 2008.

Action: Motion to approve: Hesse; seconded DeLeon.

Resolution: Motion carried.

Records Retention Schedule for Office 500 (Compliance/Administration) dated July 14, 2008.

Action: Motion to table record series "Closing Agreement Tracking System Log" for further description clarification on what program/records these are, type of statistics, etc: Hesse; seconded DeLeon.

Resolution: Motion carried.

Records Retention Schedule for Office 500 (Compliance/Administration) dated July 14, 2008.

Action: Motion to table "Cash Receipt Assignment Log" for further clarification if in electronic format: DeLeon; seconded Hesse. Motion to table "Closing Agreement Packet" to remove last sentence and put EIS on a separate schedule: DeLeon; seconded Hesse.

Resolution: Motion carried

Records Retention Schedule for Office 520 (Compliance/Field Units) dated July 14, 2008.

Action: Motion to table Record Series # 2, 3, 4 and 5 to clarify EIS, cut-off and retention: DeLeon; seconded Hesse.

Motion to table "Cash Receipting System" records series to verify need for 75 years, and to determine what records series are within the system: DeLeon; seconded Hesse.

Resolution: Motion carried.

10. Department of Health

Records Retention Schedule for Office 332 (Procurement) dated June 2, 2008.

Action: Motion to approve: Hesse; seconded DeLeon.

Resolution: Motion carried.

Records Retention Schedule for Office 425 (Facilities and Services Licensing) dated May 30, 2008.

Action: Motion to approve pending change in title "Closed Facility Complaint Files" records series: Hesse; seconded Handfield. Motion to approve "Surveyor's Notes" records series: Hesse; seconded Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 464 (Washington State Cancer Registry) dated May 29, 2008.

Action: Motion to approve: Hesse; seconded DeLeon.

Resolution: Motion carried.

Records Retention Schedule for Office 488 (CFH/CWP/CDPU Diabetes Prevention & Control Program) dated June 5, 2008.

Action: Motion to approve: DeLeon; seconded Hesse.

Resolution: Motion carried.

11. University of Washington

Records Retention Schedule for Office 01/13/03 (Women's Information Center (WIC) dated May 20, 2008.

Action: Motion to approve page 2 of 2. State Records Manager to approve page 1 of 2: DeLeon; seconded Hesse.

Resolution: Motion carried.

Records Retention Schedule for Office 07/03 (OTT:UW TechTransfer Invention Licensing) dated May 19, 2008.

Action: Motion to table item 2 to clarify cut-off and determine archival status. Motion to approve item 5 pending correction of cut-off "Actual Termination Date of Contract/Agreement". Motion to table item 8 to determine archival status. State Records Manager to approve page 2 of 4: DeLeon; seconded Hesse.

Resolution: Motion carried.

Records Retention Schedule for Office 13/08/04 (Educational Outreach: Registration Services) dated June 26, 2008.

Action: Motion to approve: Hesse; seconded DeLeon.

Resolution: Motion carried.

Records Retention Schedule for Office 13/08/08 (Educational Outreach: Summer Quarter) dated June 3, 2008.

Action: Motion to approve: DeLeon; seconded Hesse.

Resolution: Motion carried.

Records Retention Schedule for Office 34/05/04 (EH&S: Radiation Safety) dated July 24, 2008.

Action: Motion to approve: Hesse; seconded Handfield.

Resolution: Motion carried

12. Department of Labor & Industries

Records Retention Schedule for Office 220 (Risk Management & Internal Safety) dated June 11, 2008.

Action: Motion to approve pending addition of archival status: DeLeon; seconded Hesse.

Resolution: Motion carried.

Records Retention Schedule for Office 481 (Electrical Administration - Licensing) dated July 8, 2008

Action: Motion to approve: DeLeon; seconded Hesse.

Resolution: Motion carried.

Records Retention Schedule for Office 520 (Crime Victim Program) dated April 28, 2008.

Action: Motion to table for further description clarification: DeLeon; seconded Hesse.

Resolution: Motion carried.

IV. OTHER BUSINESS

A. EIS Status

1. Lysa Walker from the Department of Labor & Industries asked about the EIS process and why her submitted schedules from April have not yet been on the Agenda. Lysa asked if the SRC committee were making changes or if the Records Management division was making changes. The State Records Manager and the State Archivist explained the Records Management Office is scheduling a meeting to look at revising the EIS process to improve the current process.

B. Discontinued Schedules Status

2. Andrea Watts from the University of Washington questioned why the University's discontinued schedules have not yet been approved. The State Records Manager and the State Archivist explained this process is also under revision in order to improve the accountability of the discontinue process. The State Records Manager also made mention that agencies can stop using the DAN's even though they have not been formally discontinued.

C. Announcements from the State Archivist

3. No announcements at this time.

V. NEXT MEETING

When: September 3, 2008 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: Hesse; seconded by Handfield

Resolution: Meeting adjourned 4:30 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, 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 in the State Archives Building conference room on August 6, 2008, 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.

Steve Ryser 9-3-08
Chair Signature Date