



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
May 7, 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.

Staff Present: Russell Wood (State Records Manager); Michele Mallery; (Secretary of State, Records Management)

Records Officers/Guests: Judi Arnold (Department of Labor & Industries); Julie Newby (Department of Labor & Industries); Millie Brombacher (Department of Social and Health Services); Terry Roberts (University of Washington); Andrea Watts (University of Washington); Anita Wieland (Office of Financial Management); Brenda Galarza (Office of the Secretary of State); Lysa Walker (Department of Labor & Industries); Kristin Young (Washington State Patrol).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:39p.m.

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

C. Approve March 5, 2008 Minutes: Ryser called for a motion to approve the March 5, 2008 minutes. Moved by Hesse; seconded by Ryser.

Resolution: Motion to approve.

D. Adoption of April 2 Agenda: Ryser called for a motion to approve the April 2, 2008 minutes. Moved by Hesse; seconded by Ryser.

Resolution: Motion to approve.

E. 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 Ryser.

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

II. OLD BUSINESS

A. Tabled item from previous meetings:

1. Tabled item from April 2, 2008 Meeting
Office of the Secretary of State – Office 400

Revision to description for further clarification was made.

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

Resolution: Motion carried.

4. Tabled Item from April 2, 2008 meeting

Office of the State Treasurer

Request to table as Washington State Archives were unable to meet with Records Officer prior to meeting. Need to clarify Cut-off designation to better meet the needs of the Agency

Action: Motion to table: Hesse; seconded Ryser.

Resolution: Motion carried.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Department of Parks & Recreation

Records Retention Schedule for Office 460 (Planning and Research) dated April 8, 2008.

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

Resolution: Motion carried.

2. Department of Social and Health Services

Records Retention Schedule for Office 760 (Mental Health Division) dated April 10, 2008.

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

Resolution: Motion carried.

Records Retention Schedule for Office 781 (Economic Services Administration, Operations Support) dated March 21, 2008.

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

Resolution: Motion carried.

3. Washington State Patrol

Records Retention Schedule for Office 500 (Special Operations Division) dated March 10, 2008.

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

Resolution: Motion carried.

Records Retention Schedule for Office 800 (District/Detachment) dated April 3, 2008.

Action: Motion to approve pending changes to description and revision statement: Hesse; seconded by Handfield.

Resolution: Motion carried.

4. Department of Labor & Industries

Records Retention Schedule for Office 521 (Crime Victims – Bill Payment Unit) dated March 27, 2008.

Action: Motion to approve pending correction of DAN on records series #3 (Provider and Claimant Remittance Advices – Electronic Copy) and removal of Record series # 4 (Provider and Claimant Remittance Advices – PDF Copy) to use GS: Hesse; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 564 (Claims / Pension) dated 03/18/08

Action: Motion to approve pending correction of DAN: Hesse; seconded by Handfield.

Resolution: Motion carried.

5. Office of the Secretary of State

Records Retention Schedule for Office 910 (Official Filings – Archives) dated April 15, 2008.

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

Resolution: Motion carried.

6. University of Washington

Records Retention Schedule for Office Any Office dated February 25, 2008.

Action: Motion to approve records series 1-3 and 7-9 pending change to records series #3 (Complaint Files – Includes Discrimination and Sexual Harassment Complaints Either Filed with or Investigated By UCIRO) to active retention. It should be 36 months. State Records Manager to sign records series 4-6: Hesse; seconded by Ryser.

Resolution: Motion carried.

Records Retention Schedule for Office 08/11/01 (FSO: Parking : Accounting) dated April 16, 2008.

Action: Motion to approve records series # 7-9. State Records Manager will sign records series 1-3, 10-11: Hesse; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 08/17/01 (University Police Department: Parking Violations) dated March 28, 2008.

Action: Motion to approve Record Series 4-8 pending changes to DAN's. State Records Manager to sign records series 1-3 : Ryser; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 13/01 (Educational Outreach: Accounting and Finance) dated March 13, 2008.

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

Resolution: Motion carried.

Records Retention Schedule for Office 13/08/04 (Educational Outreach: Registration Services) dated April 16, 2008.

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

Resolution: Motion carried.

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. Jerry visited the National Archives in Washington D.C. last week.

Jerry is a member of the Electronic Records Advisory Committee. They have embarked on a close to \$300 million project to establish electronic records archives. They are hoping to have a phase done early in the next year for the Federal Records Officers to access, browse, and search the database. It will not be open to the public or state records officers for several years.

They are focusing most of their efforts on transferring over 100 million emails from the White House to National Archives in January 2009. There has been a public records request filed for access to those emails.

The National Archives is interested in co-sponsoring the State Digital Archives Grant that was received from the Library of Congress to establish Digital Archives sites for the 4 states surrounding us, including Alaska. It is very possible in the next few months for other states to follow our lead.

2. Archives is currently hosting the 2nd Annual Eastern Washington Records Management Workshop in Cheney, Washington on Thursday, May 8, 2008.

Classes filled up very quickly and had to turn people away. Next year, we will be looking for a larger venue. More classes are being offered in the near future.

3. There was meeting this morning, in Cheney, discussing the Washington State Historical Records Advisory Board .It was determined that several workshops will be held around the state regarding the basics of archives. This Board includes the Historical societies, Universities, Native American tribe (Nisqually's), Geneology groups, and several others interested in records preservation and access to these records.

There was a report 2 weeks ago, from the Citizens for Responsible Government saying that the electronic record keeping on the federal level was in a state of chaos. They urged Congress to address the problem and noted the National Archives did not have enough money to address the problem. We are in the similar state of change and flux, and we hope our Records Management group is learning to address the problems as we keep teaching and training.

V. NEXT MEETING

When: June 4, 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 2:38 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 May 7, 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 6-4-08
Chair Signature Date