



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:	February 5, 2024
Time:	11:00 a.m.
Members Present:	Matt Kernutt (Office of Attorney General), Al Rose (State Auditor's Office), Heather Hiroataka (State Archivist)
Staff Present:	Russell Wood (State Records Manager), Rachel Wilson, Bonnie Hood, Hannah Kolesar, Sean Reichard, Scott Sackett, Megan Shoemaker

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 December 4, 2024 Minutes: Kernutt moved to approve minutes as presented. Seconded by Hiroataka.

Resolution: Motion carried.

Adoption of Today's Agenda: Hiroataka moved to adopt agenda as presented. Seconded by Kernutt.

Resolution: Motion carried.

Washington State Archives Updates

Announcements from the State Archivist

State Archivist Heather Hiroataka reported on the ongoing project to secure funding for the Archives. Despite funding issues, the Archives is moving forward with hiring to fill the 20% vacancy they have been operating under. In the past year, the Archives has added 5.9 million electronic records and 3200 cubic feet of paper records to the collection.

Announcements from the State Records Manager

State Records Manager Russell Wood announced that applications for the 2025-2026 grant period are officially open. The Records Management team is in the process of hiring to fill two vacancies. The website platform transition is ongoing.



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New Business

Updates to Schedules Affecting More than One Agency

Housing Authorities Records Retention Schedule v.2.1

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

Resolution: Motion carried.

Transit Records Retention Schedule v.2.0

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

Resolution: Motion carried.

Next Meeting – April 2, 2025

Adjournment

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

Resolution: Motion carried.

Meeting adjourned at 11:14 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 February 5, 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