



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:	February 5, 2025
Time:	10:00 a.m.
Members Present:	Suzanne Becker (Office of Attorney General), Al Rose (State Auditor's Office), Marie Davis (Office of Financial Management), Heather Hirotaka (State Archivist)
Staff Present:	Russell Wood (State Records Manager), Rachel Wilson, Bonnie Hood, Hannah Kolesar, Sean Reichard, Scott Sackett, 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 December 4, 2024 Minutes: Davis moved to approve minutes as presented. Seconded by Becker.
Resolution: Motion carried.
- d. Adoption of Today's Agenda: Becker moved to adopt agenda as presented. Seconded by Davis.
Resolution: Motion carried.

II. Washington State Archives Updates

a. Announcements from the State Archivist

State Archivist Heather Hirotaka announced the Archives is working on budget issues and alternative funding sources this legislative session. Hirotaka noted the agency has carried a 20% vacancy rate the past two-and-a-half years. Despite budget issues, the Archives is moving to hire for some vacant positions. Hirotaka noted a bill introduced this session (HB 1207) would provide funding from Superior Court Clerk filing fees but there is uncertainty over its passage this session. Hirotaka announced the Archives accessioned 5.9 million electronic records and 3,200 cubic feet of paper records in 2024 and hosted more than 1,000 individuals on tours of Archives facilities across the state. Hirotaka also

announced online records management trainings were viewed 17,284 times in 2024. Finally, Hirotaka thanked University of Washington Records Officer Barbara Benson—retiring in March 2025—for her 34 years of service and announced a certificate of appreciation and recognition in her honor signed by Secretary of State Steve Hobbs. It will be presented to Benson closer to her retirement date.

b. Announcements from the State Records Manager

State Records Manager Russell Wood joined Hirotaka in thanking Barbara Benson for her service. Wood announced Records Management is moving to recruit for two of the vacancies Hirotaka mentioned. Wood also announced the Archives is migrating its website to a new platform. Wood outlined the goal of providing better, more efficient access to Washington State Archives collections, resources and information through a new platform.

III. Old Business

a. Updates to Agency Schedules (Tabled from December Meeting)

i. Washington State Patrol Records Retention Schedule v.1.0

Action: Becker moved to approve the schedule as presented. Seconded by Davis.

Resolution: Motion carried.

IV. New Business

a. Updates to Agency Schedules

i. Department of Natural Resources Records Retention Schedule v.1.3: Davis moved to approve the schedule as presented. Seconded by Becker.

Resolution: Motion carried.

ii. Department of Transportation Records Retention Schedule v.1.24: Becker moved to approve the schedule as presented. Seconded by Davis.

Resolution: Motion carried.

iii. Economic and Revenue Forecast Council Records Retention Schedule v.1.1: Davis moved to approve the schedule as presented. Seconded by Becker.

Resolution: Motion carried.

iv. U.W. Medicine Records Retention Schedule v.2.2: Becker moved to approve the schedule as presented. Seconded by Davis.

Resolution: Motion carried.

v. University of Washington Records Retention Schedule v.2.31: Becker moved to approve the schedule as presented. Seconded by Davis.

Resolution: Motion carried.

vi. Washington State University Records Retention Schedule v.1.9: Becker moved to approve the schedule as presented. Seconded by Davis.

Resolution: Motion carried.

V. Next Meeting – April 2, 2025

VI. Adjournment

Action: Motion to adjourn: Becker. Seconded by Davis.

Resolution: Motion carried.

Meeting adjourned at 10:25 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 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