



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*

Agenda

Location: Online via Microsoft Teams

Date: April 2, 2025

Time: 10:00 a.m.

I. Routine Business

- a. Call to Order
- b. Introduction of Committee and Staff
- c. Approval of February 5, 2025 Minutes
- d. Adoption of Today's Agenda

II. Washington State Archives Updates

- a. Announcements from the State Archivist
- b. Announcements from the State Records Manager

III. New Business

- a. Updates to Schedules Affecting More than One Agency
 1. Community and Technical Colleges Records Retention Schedule v.2.2
- b. Updates to Agency Schedules
 1. Higher Education Facilities Authority Records Retention Schedule v.1.0
 2. Office of the Secretary of State Records Retention Schedule v.1.4
 3. University of Washington Records Retention Schedule v.2.32

IV. Other Business - None

V. Next Meeting - June 4, 2025

VI. Adjournment