



STATE OF WASHINGTON

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

August 2, 2023 – 11:00 a.m.

Online via Microsoft Teams

Members Present: Al Rose (State Auditor's Office); Matthew Kernutt (Office of the Attorney General); Heather Hirotaka (State Archivist)

Staff Present: Russell Wood (State Records Manager); Jaime Ganzel; Rachel Wilson; Sean Reichard; Bonnie Hood

I. ROUTINE BUSINESS

A. Call to Order: Al Rose called the meeting to order at 11:00 a.m.

B. Introductions of Committee and Staff: Members of Local Records Committee and Archives staff were introduced.

C. Approval of June 7, 2023 Minutes: Kernutt moved to approve the June 7, 2023 minutes as presented, seconded by Hirotaka.
Resolution: Motion carried.

D. Adoption of Today's Agenda: Hirotaka moved to adopt the August 2, 2023 agenda as presented, seconded by Kernutt.
Resolution: Motion carried.

II. WASHINGTON STATE ARCHIVES UPDATES

Announcements from the State Archivist – Heather Hirotaka

Heather Hirotaka announced that the Archives has been busy facilitating tours for our local agency partners and would be happy to provide a tour to anyone interested. Hirotaka and the Washington State Archives are closely monitoring budget shortfalls with recording fees being down. Hirotaka articulated that despite feeling the pinch, we are looking at creative ways of securing financial assistance and finding ways to be fiscally and administratively efficient. Hirotaka expressed that investment in staff development continues, with several staff members attending national conferences in Cincinnati and Washington D.C. The records management team continues to be a nationally recognized leader in the field.

Announcements from the State Records Manager – Russell Wood

Russell Wood announced that the upcoming Archives Advisory Committee will be working to finalize their grantee recommendations for the Secretary of State. There is less money to award this round, but no less advice and guidance offered to our agency partners. There are several local agency schedules currently out for feedback, with emphasis on court related schedules. Our partner agencies requested that the County Clerks schedule be separate from

the Superior Court schedule to better reflect their executive, as opposed to judicial, role. Wood expects these schedules to come before committee in the upcoming October meeting. Wood also announced several in-person training opportunities offered at locations throughout the state.

III. NEW BUSINESS

No new business.

IV. OTHER BUSINESS

No other business.

V. NEXT MEETING – October 4, 2023

VI. ADJOURNMENT

Action: Motion to adjourn: Hiroataka, seconded by Kernutt.

Resolution: Motion carried.

Meeting adjourned at 11:10 a.m.

CERTIFICATION OF MINUTES OF THE LOCAL RECORDS COMMITTEE MEETING:

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 August 2, 2023, 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