



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

June 5, 2024 – 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; Hannah Kolesar; Sean Reichard (Records Consultants)

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 February 7, 2024 Minutes: Kernutt moved to approve the February 7, 2024 minutes as presented, seconded by Hirotaka.

Resolution: Motion carried.

D. Adoption of Today's Agenda: Kernutt moved to adopt the June 5, 2024 agenda as presented, seconded by Hirotaka.

Resolution: Motion carried.

II. WASHINGTON STATE ARCHIVES UPDATES

A. Announcements from the State Archivist – Heather Hirotaka

Heather Hirotaka thanked attendees for coming to the committee meeting. The Washington State Archives received \$1.9 million in backfill during the previous legislative session, but continues to carry a 20 percent vacancy. The Archives is exploring alternate revenue sources and planning additional decision packages for the next session. Hirotaka stated many agencies are in a similar situation due to a decline in recording fee revenue. Hirotaka announced the Council of State Archivists (COA) asked the Archives to present at their annual meeting. The meeting takes place in September 2024 in St. Louis, Missouri. Staff will present on the Hanford Downwinder collection, preparation of a preservation plan for records at Lakeland Village pursuant to Senate Bill 6125, and on other collections. Hirotaka thanked the records management team for their work updating records retention schedules.

B. Announcements from the State Records Manager – Russell Wood

Russell Wood announced the Archives has awarded 27 Local Record Grants for 2024-2025. Wood added agencies will have more time to complete projects this cycle. The next application period opens February 2025. Wood announced the Prosecuting Attorneys Records Retention Schedule is out for agency review. The comment period ends June 14th, 2024. Wood also announced work on a major update to the Local Government Common Records Retention Schedule (CORE). Following internal review, the Archives plans to send the draft out for agency feedback later in June 2024. Wood added agencies should sign up for the Local Government listserv to receive updates on the draft.

III. NEW BUSINESS

A. Updates to Schedules Affecting More than One Agency

1. Land Use Planning and Permitting Records Retention Schedule v2.1

Action: Motion to approve as submitted: Hirotake, seconded by Kernutt.

Resolution: Motion carried.

IV. OTHER BUSINESS

No other business

V. NEXT MEETING – August 7, 2024

VI. ADJOURNMENT

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

Resolution: Motion carried.

Meeting adjourned at 11:11 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 June 5, 2024, 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