

Legal Framework: Revised Code of Washington (RCW)

<https://apps.leg.wa.gov/rcw/>

RCW 40.14 (1957): PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS

- State Archives—Powers and Duties
- Retention and Disposition of State & Local Government Records
- Funding—Fees and Surcharges

Partnership: Local Records Committee – **State Auditor & Attorney General**

Partnership: Archives Oversight Committee (AOC)

RCW 42.56 (1972): (OPEN) PUBLIC RECORDS ACT –Rights of Public Access / Penalties

21st Century: 2 small towns teeter on bankruptcy due to public disclosure penalties

2014: MANDATORY Training – **Partnership:** State Archives & Attorney General



Archives & Records Management Services:

5 Branch Archives for Local Government Records

Digital Archives

Records Management Advice & Assistance

Training

Review and update records retention schedules

Create and update advice sheets and technical publications

Local Government Update Listserv

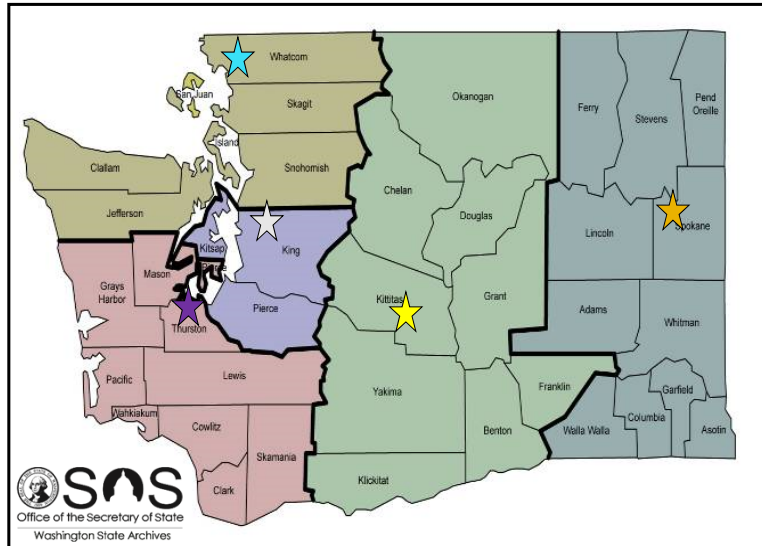


Washington State Archives Current Local Government Holdings

- ★ Central Branch, Ellensburg
25,000 cubic feet
 - ★ Eastern Branch, Cheney
25,000 cubic feet
 - ★ Northwest Branch, Bellingham
25,000 cubic feet
 - ★ Puget Sound Branch, Bellevue
32,000 cubic feet
 - ★ Southwest Branch, Olympia
27,000 cubic feet
- Total: 134,000 cubic feet**

Digital Archives

86,821,425 Records



Partnership:

In-house agency programs provide needed additional capacity and staffing for the preservation of local government archives.

King County Archives

Holdings: 18,000 cubic feet
7 Staff

Seattle Municipal Archives

Holdings: 15,000 cubic feet
6 Staff

Seattle Public Schools Archives

Holdings: 3,000 cubic feet
3 Staff

Washington State Archives

Puget Sound Branch, Bellevue
Holdings: 32,000 cubic feet
3 Staff

Records Management Resources:

Local Government Records Retention Schedules

<https://www.sos.wa.gov/archives/recordsretentionschedules.aspx>

Local Government Records Management Hub Page

<https://www.sos.wa.gov/archives/recordsmanagement/select-type-of-local-government.aspx>

On-Site Training and Live Webinars Signup Calendar

<https://www.sos.wa.gov/archives/recordsmanagement/trainingsignup.aspx>

Online Recorded Training

<https://www.sos.wa.gov/archives/recordsmanagement/online-training.aspx>

Advice Sheets and Technical Publications

<https://www.sos.wa.gov/archives/recordsmanagement/publications-and-advice-sheets-for-government-agencies.aspx>



Partnership:

A strong records management program is essential to any agency's success in meeting its public records obligations and preserving archival records for public use.



2016: Washington State Auditor Performance Review

The Effect of Public Records Requests on State and Local Governments

Local Government Public Records Requests (2015): **207,893**

Local Government Public Records Request Costs (2015): **\$34,000,000**

Needed Improvements:

Reduce the potential for litigation and mitigate its impact

Collect and retain only necessary records

Organize records for easy search and retrieval



The Legislature acts (2017)

RCW 40.14.026:

- New Revenue for State Archives & Attorney General
- Local Government Records Management Grants
- Increased Staff for Training and Technical Assistance
- Required Reporting: **Motivates Local Leaders**

SUNSET REVIEW 2019

Partnership: Joint Legislative Audit & Review Committee (JLARC)



July 2017 – March 2020:

Agency Service Contacts: 18,865

Site Visits: 1,531

Archival Transfers: 11,093 cubic feet

Live Training Sessions: 318 / Attendance: 8,600

Self-Taken Recorded Trainings: 52,296

Views of Online Content: 218,580



Local Government Grants:

Categories:

Organize the File Room,
Digital Imaging,
Technology Tools

Three Grant Cycles (2018-2020)

171 Grants Awarded

Total Value: \$2,427,135

Emphasis on smaller agencies with limited resources:

Cities, Towns, Counties, Clean Air Agencies, Fire Districts, Hospital Districts,
Irrigation Districts, Park Districts, Ports, School Districts, and Utility Districts

Partnership: Archives Oversight Committee (AOC)



Now what?

JLARC Review 2019:

- 420 agencies who were served reported improved practices
- 76% Approval rating for training, advice and services
- Sunset clause removed from statute

Expectations going forward:

- **Ultimate Goal: Best Practices in Place in All Agencies**
- Long Term Strategic Plan
- Long Term Performance Measures