
SUBSTITUTE HOUSE BILL 1497

State of Washington

54th Legislature

1995 Regular Session

By House Committee on Government Operations (originally sponsored by Representatives B. Thomas and Dyer)

Read first time 02/13/95.

1 AN ACT Relating to the preservation of public electronic records;
2 and reenacting and amending RCW 40.14.020.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 **Sec. 1.** RCW 40.14.020 and 1991 c 237 s 4 and 1991 c 184 s 1 are
5 each reenacted and amended to read as follows:

6 All public records shall be and remain the property of the state of
7 Washington. They shall be delivered by outgoing officials and
8 employees to their successors and shall be preserved, stored,
9 transferred, destroyed or disposed of, and otherwise managed, only in
10 accordance with the provisions of this chapter. In order to insure the
11 proper management and safeguarding of public records, the division of
12 archives and records management is established in the office of the
13 secretary of state. The state archivist, who shall administer the
14 division and have reasonable access to all public records, wherever
15 kept, for purposes of information, surveying, or cataloguing, shall
16 undertake the following functions, duties, and responsibilities:

17 (1) To manage the archives of the state of Washington;

- 1 (2) To centralize the archives of the state of Washington, to make
2 them available for reference and scholarship, and to insure their
3 proper preservation;
- 4 (3) To inspect, inventory, catalog, and arrange retention and
5 transfer schedules on all record files of all state departments and
6 other agencies of state government;
- 7 (4) To insure the maintenance and security of all state public
8 records and to establish safeguards against unauthorized removal or
9 destruction;
- 10 (5) To establish and operate such state record centers as may from
11 time to time be authorized by appropriation, for the purpose of
12 preserving, servicing, screening and protecting all state public
13 records which must be preserved temporarily or permanently, but which
14 need not be retained in office space and equipment;
- 15 (6) To adopt rules under chapter 34.05 RCW:
- 16 (a) Setting standards for the durability and permanence of public
17 records maintained by state and local agencies;
- 18 (b) Governing procedures for the creation, maintenance,
19 transmission, cataloging, indexing, storage, or reproduction of
20 photographic, optical, electronic, or other images of public documents
21 or records in a manner consistent with current standards, policies, and
22 procedures of the department of information services for the
23 acquisition of information technology;
- 24 (c) Governing the accuracy and durability of, and facilitating
25 access to, photographic, optical, electronic, or other images used as
26 public records; or
- 27 (d) To carry out any other provision of this chapter;
- 28 (7) To gather and disseminate to interested agencies information on
29 all phases of records management and current practices, methods,
30 procedures, techniques, and devices for efficient and economical
31 management and preservation of records;
- 32 (8) To operate a central microfilming bureau which will microfilm,
33 at cost, records approved for filming by the head of the office of
34 origin and the archivist; to approve microfilming projects undertaken
35 by state departments and all other agencies of state government; and to
36 maintain proper standards for this work; ((and))
- 37 (9) To maintain necessary facilities for the review of records
38 approved for destruction and for their economical disposition by sale

1 or burning; directly to supervise such destruction of public records as
2 shall be authorized by the terms of this chapter;

3 (10) To assist and train state and local agencies in the proper
4 methods of creating, maintaining, cataloging, indexing, transmitting,
5 storing, and reproducing photographic, optical, electronic, or other
6 images used as public records.

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