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**SENATE BILL 6718**

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**State of Washington**

**54th Legislature**

**1996 Regular Session**

**By** Senators Sutherland, McDonald, Finkbeiner, Winsley, Haugen and Hochstatter; by request of State Archivist

Read first time 01/26/96. Referred to Committee on Ways & Means.

1 AN ACT Relating to archives and records management; amending RCW  
2 40.14.025 and 40.14.027; adding a new section to chapter 36.22 RCW;  
3 adding a new section to chapter 40.14 RCW; and providing an effective  
4 date.

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

6 NEW SECTION. **Sec. 1.** A new section is added to chapter 36.22 RCW  
7 to read as follows:

8 In addition to any other charge authorized by law, the county  
9 auditor shall charge a surcharge of one dollar per instrument for each  
10 document recorded. Revenue generated through this surcharge shall be  
11 transmitted monthly to the state treasurer for deposit in the archives  
12 and records management account. These funds shall be used solely for  
13 providing records scheduling, security microfilm inspection and  
14 storage, archival preservation, cataloging, and indexing for local  
15 government records through the regional branch archives of the  
16 division.

17 **Sec. 2.** RCW 40.14.025 and 1991 sp.s. c 13 s 5 are each amended to  
18 read as follows:

1       (1) The secretary of state and the director of financial management  
2 shall jointly establish a ~~((schedule of fees and charges governing~~  
3 ~~the))~~ procedure and formula for allocating the costs of services  
4 provided by the division of archives and records management to  
5 ~~((other))~~ state agencies~~((, offices, departments, and other entities.~~  
6 ~~The schedule shall be determined such that the fees and charges will~~  
7 ~~provide the division with funds to meet its anticipated expenditures))~~.  
8 The total amount allotted for services to state agencies shall not  
9 exceed the appropriation to the archives and records management account  
10 during any allotment period.

11       There is created the archives and records management account in the  
12 state treasury which shall consist of all fees and charges collected  
13 under this section, section 1 of this act, and section 3 of this act.  
14 The account shall be appropriated exclusively for ~~((use by the~~  
15 ~~secretary of state for))~~ the payment of costs and expenses incurred in  
16 the operation of the division of archives and records management as  
17 specified by law.

18       **Sec. 3.** RCW 40.14.027 and 1995 c 292 s 17 are each amended to read  
19 as follows:

20       State agencies shall collect a surcharge of twenty dollars from the  
21 judgment debtor upon the satisfaction of a warrant filed in superior  
22 court for unpaid taxes or liabilities. The surcharge is imposed on the  
23 judgment debtor in the form of a penalty in addition to the filing fee  
24 provided in RCW 36.18.012(3). The surcharge revenue shall be  
25 transmitted to the state treasurer for deposit in the archives and  
26 records management account~~((, or procedures for the collection and~~  
27 ~~transmittal of surcharge revenue to the archives and records management~~  
28 ~~account shall be established cooperatively between the filing agencies~~  
29 ~~and clerks of superior court))~~.

30       Surcharge revenue deposited in the archives and records management  
31 account shall be expended by the secretary of state exclusively for  
32 ~~((the payment of costs and expenses incurred in the provision of public~~  
33 ~~archives and records management services to))~~ disaster recovery,  
34 essential records protection services, and records management training  
35 for local government agencies by the division of archives and records  
36 management. The secretary of state shall ~~((work))~~, with local  
37 government representatives ~~((to))~~, establish a committee to advise the

1 state archivist on the local government archives and records management  
2 program. ((Surcharge revenue shall be allocated exclusively to:

3 (1) Appraise, process, store, preserve, and provide public research  
4 access to original records designated by the state archivist as  
5 archival which are no longer required to be kept by the agencies which  
6 originally made or filed them;

7 (2) Protect essential records, as provided by chapters 40.10 and  
8 40.20 RCW. Permanent facsimiles of essential records shall be produced  
9 and placed in security storage with the state archivist;

10 (3) Coordinate records retention and disposition management and  
11 provide support for the following functions under RCW 40.14.070:

12 (a) Advise and assist individual agencies on public records  
13 management requirements and practices; and

14 (b) Compile, maintain, and regularly update general records  
15 retention schedules and destruction authorizations; and

16 (4) Develop and maintain standards for the application of recording  
17 media and records storage technologies.))

18 NEW SECTION. **Sec. 4.** A new section is added to chapter 40.14 RCW  
19 to read as follows:

20 The amount of the surcharge provided under section 1 of this act  
21 shall be adjusted in increments of twenty-five cents whenever the  
22 cumulative annual fiscal growth factor since the effective date of this  
23 act, or since the last adjustment in the surcharge under this section,  
24 as determined by the office of financial management under RCW  
25 43.135.025, equals or exceeds the percentage increase associated with  
26 that incremental change in the surcharge.

27 NEW SECTION. **Sec. 5.** This act takes effect on July 1, 1996.

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