

**SB 6668-S - DIGEST**

(DIGEST OF PROPOSED 1ST SUBSTITUTE)

Establishes the division of archives and records management in the office of the secretary of state to ensure the proper management and safeguarding of public records. All public records remain the property of the state of Washington. Public records must be delivered by outgoing officials and employees to their successors and must be retained, preserved, stored, transferred, destroyed, or disposed of in accordance with chapter 40.14 RCW. The state archivist will administer the division and must have reasonable access to all public records, wherever kept, for the purposes of information, surveying, or cataloging.

Provides that public records shall not be disposed of or destroyed until the expiration of applicable retention periods on records retention schedules approved by the state or local records committee. Unless otherwise provided by state or federal law, rule, or regulation, retention periods approved for records series that serve as primary documentation of official actions, transactions, contracts, or agreements must be at least six years.

Declares that nothing in chapter 40.14 RCW prohibits a legislator or legislative employee from contributing his or her personal papers to any private library, public library, or the state archives. The state archivist is authorized to receive papers of legislators and legislative employees and is directed to encourage the donation of such personal papers to the state. The state archivist is authorized to establish such guidelines and procedures for the collection of personal papers and correspondence relating to the legislature as the archivist sees fit. Legislators and legislative employees are encouraged to contribute their personal papers to the state for preservation.

Declares that it shall be the duty of the chief clerk of the house of representatives and the secretary of the senate to advise the party caucuses in each house concerning the necessity to keep public records. The state archivist or his or her representative shall work with the chief clerk and secretary to provide information and instructions on the best method for keeping legislative records.

Repeals provisions of chapter 40.14 RCW.