
SENATE BILL 5834

State of Washington

52nd Legislature

1991 Regular Session

By Senator McCaslin; by request of Secretary of State.

Read first time February 25, 1991. Referred to Committee on Governmental Operations.

1 AN ACT Relating to archives and records management; and amending
2 RCW 40.14.020.

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

4 **Sec. 1.** RCW 40.14.020 and 1986 c 275 s 1 are each amended to read
5 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(~~(, and, under the administration of)~~). The state
14 archivist, who shall have reasonable access to all public records,

1 wherever kept, for purposes of information, surveying, or cataloguing,
2 shall undertake the following functions, duties, and responsibilities:

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

4 (2) To centralize the archives of the state of Washington, to make
5 them available for reference and scholarship, and to insure their
6 proper preservation;

7 (3) To inspect, inventory, catalog, and arrange retention and
8 transfer schedules on all record files of all state departments and
9 other agencies of state government;

10 (4) To insure the maintenance and security of all state public
11 records and to establish safeguards against unauthorized removal or
12 destruction;

13 (5) To establish and operate such state record centers as may from
14 time to time be authorized by appropriation, for the purpose of
15 preserving, servicing, screening and protecting all state public
16 records which must be preserved temporarily or permanently, but which
17 need not be retained in office space and equipment;

18 (6) To ~~((set))~~ adopt rules under chapter 34.05 RCW:

19 (a) Setting standards ~~((by rule))~~ for the durability and permanence
20 of public records ~~((required by law or for other reasons to be filed~~
21 ~~and))~~ maintained ~~((permanently or for very long periods of time))~~ by
22 state and local agencies;

23 (b) Governing procedures for the creation, maintenance,
24 transmission, or reproduction of photographic, optical, electronic, or
25 other images of public documents or records in a manner consistent with
26 current standards, policies, and procedures of the department of
27 information services for the acquisition of information technology;

28 (c) Governing the accuracy and durability of photographic, optical,
29 electronic, or other images used as public records; or

30 (d) To carry out any other provision of this chapter;

1 (7) To gather and disseminate to interested agencies information on
2 all phases of records management and current practices, methods,
3 procedures, techniques, and devices for efficient and economical
4 management and preservation of records;

5 (8) To operate a central microfilming bureau which will microfilm,
6 at cost, records approved for filming by the head of the office of
7 origin and the archivist; to approve microfilming projects undertaken
8 by state departments and all other agencies of state government; and to
9 maintain proper standards for this work;

10 (9) To maintain necessary facilities for the review of records
11 approved for destruction and for their economical disposition by sale
12 or burning; directly to supervise such destruction of public records as
13 shall be authorized by the terms of this chapter; and

14 (10) To conduct an oral history program to record and document the
15 oral history of former members and staff of the Washington state
16 legislature, former state government officials and personnel, and other
17 citizens of interest through recording memoirs, processing and making
18 transcripts of the tapes, and taking photographs. The tapes,
19 transcripts, and photographs shall be indexed, shall be available for
20 reference, and shall be properly preserved((;

21 ~~(11) To adopt rules under chapter 34.05 RCW to carry out the state~~
22 ~~archivist's duties under this chapter)).~~