

2 SHB 1497 - S COMM AMD
3 By Committee on Ways & Means

4 ADOPTED 4/12/95

5 Strike everything after the enacting clause and insert the
6 following:

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

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

- 20 (1) To manage the archives of the state of Washington;
- 21 (2) To centralize the archives of the state of Washington, to make
22 them available for reference and scholarship, and to insure their
23 proper preservation;
- 24 (3) To inspect, inventory, catalog, and arrange retention and
25 transfer schedules on all record files of all state departments and
26 other agencies of state government;
- 27 (4) To insure the maintenance and security of all state public
28 records and to establish safeguards against unauthorized removal or
29 destruction;
- 30 (5) To establish and operate such state record centers as may from
31 time to time be authorized by appropriation, for the purpose of
32 preserving, servicing, screening and protecting all state public
33 records which must be preserved temporarily or permanently, but which
34 need not be retained in office space and equipment;
- 35 (6) To adopt rules under chapter 34.05 RCW:

1 (a) Setting standards for the durability and permanence of public
2 records maintained by state and local agencies;

3 (b) Governing procedures for the creation, maintenance,
4 transmission, cataloging, indexing, storage, or reproduction of
5 photographic, optical, electronic, or other images of public documents
6 or records in a manner consistent with current standards, policies, and
7 procedures of the department of information services for the
8 acquisition of information technology;

9 (c) Governing the accuracy and durability of, and facilitating
10 access to, photographic, optical, electronic, or other images used as
11 public records; or

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

13 (7) To gather and disseminate to interested agencies information on
14 all phases of records management and current practices, methods,
15 procedures, techniques, and devices for efficient and economical
16 management and preservation of records;

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

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

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

30 NEW SECTION. Sec. 2. If specific funding for the purposes of this
31 act, referencing this act by bill number, is not provided by June 30,
32 1995, in the omnibus appropriations act, this act shall be null and
33 void."

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1 In line 2 of the title, beginning with "and" strike the remainder
2 of the title and insert "reenacting and amending RCW 40.14.020; and
3 creating a new section."

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