

WAC 434-624-050 Committee meetings. The state records committee shall meet in open session on the first Wednesday of each month at 9:00 a.m. to consider all business relevant to the duties of the committee, at the office of the state archivist, Olympia, Washington.

[Statutory Authority: Chapter 40.14 RCW. 93-04-001, § 434-624-050, filed 1/21/93, effective 2/21/93.]

Chapter 434-626 WAC

POWERS AND DUTIES OF THE STATE AGENCY RECORDS OFFICERS

WAC

434-626-010 Designation.
434-626-020 Powers and duties of agency records officers.

WAC 434-626-010 Designation. The head of each agency of state government shall designate a records officer to supervise the agency records management program and to represent the agency in all its contacts with the state records committee and the division of archives and records management.

[Statutory Authority: Chapter 40.14 RCW. 93-04-001, § 434-626-010, filed 1/21/93, effective 2/21/93.]

WAC 434-626-020 Powers and duties of agency records officers. To facilitate the state records management program, agency records officers shall have reasonable access to all records of the agency, wherever kept, for the purposes of inventorying and scheduling their retention and transfer and shall perform the following duties.

(1) Approve all records inventory and destruction requests which are submitted to the state records committee by agency offices.

(2) Review the inventory, or manage the inventory, of all agency public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the state archivist and the state records committee.

(3) Analyze records inventory data, examine and compare divisional or unit inventories for duplication of records, and recommend to the state archivist and state records committee minimal retentions for all copies commensurate with legal, financial, and administrative needs.

(4) Review established records retention schedules at least biennially to insure that they are complete and current.

(5) Consult with other staff of the agency responsible for the maintenance of specific records regarding records retention and transfer recommendations.

(6) Administer the agency essential records program including an annual review and update of the agency essential records schedule in accordance with chapter 40.10 RCW and procedures established by the state archivist. Participate in the agency disaster preparedness plan as it relates to records protection and recovery in accord with guidelines provided by the state archivist.

(7) Exercise internal control over the acquisition of filing, microfilming, and other recording equipment and services.

(8) Coordinate other aspects of the agency records management program pursuant to law or these regulations.

[Statutory Authority: Chapter 40.14 RCW. 93-04-001, § 434-626-020, filed 1/21/93, effective 2/21/93.]

Chapter 434-660 WAC

STANDARDS FOR THE ACCURACY, DURABILITY AND PERMANENCE OF PUBLIC RECORDS

WAC

434-660-010 Statutory authority.

WAC 434-660-010 Statutory authority. The state archivist shall adopt rules under chapter 34.05 RCW setting standards for the durability and permanence of public records maintained by state and local agencies:

(1) Governing procedures for the creation, maintenance, transmission, or reproduction of photographic, optical, electronic, or other images of public documents or records in a manner consistent with current standards, policies, and procedures of the department of information services;

(2) Governing the accuracy and durability of photographic, optical, electronic or other images used as public records. Reference RCW 40.14.020.

[Statutory Authority: Chapter 40.14 RCW. 93-19-051, § 434-660-010, filed 9/10/93, effective 10/11/93.]

Title 437 WAC

SENTENCING GUIDELINES COMMISSION

Chapters

437-10 Bylaws.

Chapter 437-10 WAC

BYLAWS

WAC

437-10-030 Absences of members from meetings.
437-10-040 Quorum.
437-10-060 Voting procedures.

WAC 437-10-030 Absences of members from meetings. Any member who misses three consecutive meetings will have the fact called to that member's attention by the chair of the sentencing guidelines commission with the request that the member reconsider his or her ability to continue as a member. The chair shall also advise the governor of situations regarding absenteeism which the chair deems appropriate to call to the attention of the governor and request that the governor consider a replacement for that member.

[Statutory Authority: RCW 9.94A.060 (2)(b). 93-24-111, § 437-10-030, filed 12/1/93, effective 1/1/94. Statutory Authority: Chapter 9.94A RCW. 84-23-048 (Order 84-01), § 437-10-030, filed 11/19/84.]

WAC 437-10-040 Quorum. A quorum for the transaction of business, except actions taken pursuant to RCW 9.94A.040, 9.94A.160, or 9.94A.165, shall constitute no fewer than a simple majority of the voting members appointed. The members present at a meeting at which a quorum is not present may elect to proceed with the business of the meeting subject to ratification of all action taken whenever a quorum is next present at a meeting.

Actions taken pursuant to RCW 9.94A.040, 9.94A.160, or 9.94A.165 must be approved by an absolute majority of the voting members of the commission.

[Statutory Authority: RCW 9.94A.060 (2)(b). 93-24-111, § 437-10-040, filed 12/1/93, effective 1/1/94. Statutory Authority: Chapter 9.94A RCW. 84-23-048 (Order 84-01), § 437-10-040, filed 11/19/84.]

WAC 437-10-060 Voting procedures. (1) Voting during meetings of the sentencing guidelines commission shall be recorded.

(2) The chairperson shall have the same voting rights as any other member of the sentencing guidelines commission.

(3) Only duly appointed members of the sentencing guidelines commission (not designees) shall be permitted to vote on any issue before the sentencing guidelines commission except for the designee of the director of the office of financial management who shall be permitted to vote; no proxies shall be permitted to vote.

(4) Action by the sentencing guidelines commission will be determined by a simple majority vote in accordance with quorum requirements.

(5) Any member on the sentencing guidelines commission who has a direct or indirect personal interest in a contract or application before the sentencing guidelines commission will withdraw himself/herself from voting on that matter. The sentencing guidelines commission member may, however, participate in discussions and answer questions from other sentencing guidelines commission members.

[Statutory Authority: RCW 9.94A.060 (2)(b). 93-24-111, § 437-10-060, filed 12/1/93, effective 1/1/94. Statutory Authority: Chapter 9.94A RCW. 84-23-048 (Order 84-01), § 437-10-060, filed 11/19/84.]

Title 440 WAC

SOCIAL AND HEALTH SERVICES, DEPARTMENT OF (GENERAL PROVISIONS)

Chapters

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Chapter 440-22 WAC

CERTIFICATION REQUIREMENTS FOR CHEMICAL DEPENDENCY TREATMENT SERVICE PROVIDERS

WAC

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