

is not timely given, the employee entitled thereto shall be conclusively presumed to have been reemployed by the district for the next ensuing term upon contractual terms identical with those which would have prevailed if his or her employment had actually been renewed by the board of directors for such ensuing term.

This section shall not be applicable to "provisional employees" as so designated in RCW 28A.67.072; transfer to a subordinate certificated position as that procedure is set forth in RCW 28A.67.073 shall not be construed as a nonrenewal of contract for the purposes of this section.

Passed the Senate March 3, 1983.

Passed the House April 14, 1983.

Approved by the Governor April 22, 1983.

Filed in Office of Secretary of State April 22, 1983.

## CHAPTER 84

[Engrossed Senate Bill No. 3588]

### PUBLIC RECORDS—STATE ARCHIVIST DUTIES

AN ACT Relating to the state archivist; and amending section 2, chapter 246, Laws of 1957 as amended by section 1, chapter 115, Laws of 1981 and RCW 40.14.020.

Be it enacted by the Legislature of the State of Washington:

Sec. 1. Section 2, chapter 246, Laws of 1957 as amended by section 1, chapter 115, Laws of 1981 and RCW 40.14.020 are each amended to read as follows:

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

- (1) To manage the archives of the state of Washington;
- (2) To centralize the archives of the state of Washington, to make them available for reference and scholarship, and to insure their proper preservation;
- (3) To inspect, inventory, catalog, and arrange retention and transfer schedules on all record files of all state departments and other agencies of state government;
- (4) To insure the maintenance and security of all state public records and to establish safeguards against unauthorized removal or destruction;

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

(6) To set standards by rule for the durability and permanence of records required by law or for other reasons to be filed and maintained permanently or for very long periods of time by state and local agencies;

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

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

~~((8))~~ (9) To maintain necessary facilities for the review of records approved for destruction and for their economical disposition by sale or burning; directly to supervise such destruction of public records as shall be authorized by the terms of this chapter;

(10) To adopt rules under chapter 34.04 RCW to carry out the state archivist's duties under this chapter.

Passed the Senate March 7, 1983.

Passed the House April 14, 1983.

Approved by the Governor April 22, 1983.

Filed in Office of Secretary of State April 22, 1983.

## CHAPTER 85

[Senate Bill No. 4021]

### INSURANCE PROVIDERS—FINANCIAL STATEMENTS

AN ACT Relating to insurance; and amending section .05.25, chapter 79, Laws of 1947 and RCW 48.05.250.

Be it enacted by the Legislature of the State of Washington:

Sec. 1. Section .05.25, chapter 79, Laws of 1947 and RCW 48.05.250 are each amended to read as follows:

(1) Each authorized insurer shall annually, before the first day of March, file with the commissioner a true statement of its financial condition, transactions, and affairs as ~~((at))~~ of the thirty-first day of December preceding. ~~((The statement shall be on forms and shall contain information as required by this code and by the commissioner, and shall be verified by the oaths of at least two of the insurer's principal officers.~~