

CHAPTER 246.

[H. B. 220.]

PUBLIC RECORDS—STATE ARCHIVES.

AN ACT relating to public records; and repealing sections 1 through 7, chapter 38, Laws of 1909, section 1, chapter 160, Laws of 1929, sections 1 through 10, chapter 109, Laws of 1941, sections 1 through 6, chapter 145, Laws of 1951 and RCW 40.08.010 through 40.08.050 and RCW 40.12.010 through 40.12.110.

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

SECTION 1. As used in this act, the term "public records" shall include any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by any agency of the state of Washington or received by it in connection with the transaction of public business.

"Public records" defined, classified.

For the purposes of this act, public records shall be classified as follows:

(1) Official public records shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; and all other documents or records determined by the records committee, hereinafter created, to be official public records.

(2) Office files and memoranda shall include all records, correspondence, exhibits, books, booklets,

Public records classified.

drawings, maps, blank forms, or documents not above defined and classified as official public records; all duplicate copies of official public records filed with any agency of the state of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the records committee, hereinafter created, to be office files and memoranda.

Division of archives and records management—Powers, functions, duties.

SEC. 2. 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 act. In order to insure the proper management and safeguarding of public records, the division of archives of the department of general administration is designated as the division of archives and records management, 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.

Division of
archives and
record man-
agement—
Powers, func-
tions, duties.

(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 gather and disseminate to interested agencies information on all phases of records management and current practices, methods, procedures and devices for efficient and economical management of records.

(7) 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) 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 act.

SEC. 3. All public records, not required in the current operation of the office where they are made or kept, and all records of every agency, commission, committee, or any other activity of state government which may be abolished or discontinued, shall be transferred to the state archives so that the valuable historical records of the state may be centralized, made more widely available, and insured permanent preservation: *Provided*, That this section shall have no application to public records approved for destruction under the subsequent provisions of this act.

Public rec-
ords to be
transferred to
state archives
—Procedure
upon transfer.

Proviso.

When so transferred, copies of the public records concerned shall be made and certified by the archivist, which certification shall have the same force and effect as though made by the officer originally in charge of them. Fees may be charged to cover the cost of reproduction. In turning over the archives of his office, the officer in charge thereof, or his successor, thereby loses none of his rights of access to them, without charge, whenever necessary.

Public records, transfer to state archives. Department records officer—Transfer schedules.

SEC. 4. Each department or other agency of the state government shall designate a records officer to supervise its records program and to represent the office in all contacts with the records committee, hereinafter created, and the division of archives and records management. The records officer and the archivist shall prepare transfer schedules for the transfer of public records to the records centers or to the archives. Transfer shall be made by requisition from the archivist upon the basis of such agreed transfer schedules. If a particular agency or department does not wish to transfer the requisitioned records at the time scheduled, the records officer shall, within thirty days, notify the archivist and request a change in the schedule, including his reasons therefor.

Records committee—Membership—Meetings, procedure.

SEC. 5. There is created a committee, to be known as the records committee, composed of the archivist, an appointee of the state auditor, and an appointee of the attorney general. Committee members shall serve without additional salary, but shall be entitled to traveling expenses incurred incident to committee records. Such expenses shall be paid from the appropriations made for operation of their respective departments or offices.

The records committee shall meet at least once every quarter or oftener as business dictates. Action by the committee shall be by majority vote and records shall be kept of all committee business.

It shall be the duty of the records committee to approve, modify or disapprove the recommendations on retention schedules of all files of public records and to act upon requests to destroy any public records: *Provided*, That any modification of a request or recommendation must be approved by the head of the agency originating the request or recommendation.

Duties.

Proviso.

The division of archives and records management shall provide forms, approved by the records committee, upon which it shall prepare recommendations to the committee in cooperation with the records officer of the department or other agency whose records are involved.

SEC. 6. Official public records shall not be destroyed until they are either photographed, microphotographed, photostated, or reproduced on film, or until they are ten years old, except on a showing of the department of origin, as approved by the records committee, that the retention of such records for a minimum of ten years is both unnecessary and uneconomical: *Provided*, That any lesser term of retention than ten years must have the additional approval of the director of the budget, the state auditor and the attorney general.

Destruction of records—Requisites for.

Proviso.

Recommendations for the destruction or disposition of office files and memoranda shall be submitted to the records committee upon approved forms prepared by the records officer of the agency concerned and the archivist. The committee shall determine the period of time that any office file or memorandum shall be preserved and may authorize the division of archives and records management to arrange for its destruction or disposition.

SEC. 7. County, municipal and other local government agencies may request authority to destroy noncurrent public records having no further administrative or legal value by submitting to the

Destruction of records of local governmental agencies—Requisites for.

Public records.
 Transfer to state archives.
 Destruction of records of local governmental agencies—
 Requisites for.

division of archives and records management, lists of such records, in triplicate, on forms prepared by the division. The archivist and the chief examiner of the division of municipal corporations of the office of the state auditor and a representative appointed by the attorney general shall review such lists, and either may veto the destruction of any or all items contained therein. No official public record of any local governmental unit shall be destroyed until it is either photographed, microphotographed, photostated, or reproduced on film, or until it is ten years old.

Records of county, municipal or other governmental agencies, designated by the archivist as of primarily historical interest, may be transferred to a recognized depository agency, selected by the archivist, in order to relieve local offices of the burden of housing them, to insure their preservation, and to make them available for reference or study.

Construction of act.

SEC. 8. The provisions of this act shall not be construed as repealing or modifying any other acts or parts of acts authorizing the destruction of public records save for those specifically named in section 9 of this act; nor shall this act affect the provisions of RCW 40.04.020 requiring the deposit of all state publications in the state library.

Repeal.

SEC. 9. Sections 1 through 7, chapter 38, Laws of 1909, section 1, chapter 160, Laws of 1929, sections 1 through 10, chapter 109, Laws of 1941, sections 1 through 6, chapter 145, Laws of 1951 and RCW 40.08.010 through 40.08.050 and RCW 40.12.010 through 40.12.110 are each repealed.

Passed the House February 9, 1957.

Passed the Senate March 12, 1957.

Approved by the Governor March 23, 1957.