

accordance with the provisions of this chapter and the rules and regulations of the commission except as hereinabove provided.

Passed the House February 9, 1973.

Passed the Senate February 28, 1973.

Approved by the Governor March 8, 1973.

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CHAPTER 54

[ House Bill No. 86 ]

PUBLIC RECORDS--EMERGENCY PROTECTION PROCEDURES

AN ACT Relating to the protection and maintenance of public documents and records; amending section 1, chapter 241, Laws of 1963 and RCW 40.10.010; amending section 2, chapter 241, Laws of 1963 and RCW 40.10.020; amending section 4, chapter 246, Laws of 1957 and RCW 40.14.040; amending section 6, chapter 246, Laws of 1957 and RCW 40.14.060; and amending section 7, chapter 246, Laws of 1957 as amended by section 1, chapter 10, Laws of 1971 ex. sess. and RCW 40.14.070.

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

Section 1. Section 1, chapter 241, Laws of 1963 and RCW 40.10.010 are each amended to read as follows:

In order to provide for the continuity and preservation of civil government, each elected and appointed officer of the state shall designate those public documents which are essential records of his office and ((shall transmit the original or a copy of such document to the state archivist for reproduction by microfilm or other miniature photographic process)) needed in an emergency and for the reestablishment of normal operations after any such emergency. A list of such records shall be forwarded to the state archivist and director of the department of emergency services on forms prescribed by the state archivist. This list shall be reviewed at least annually by the elected or appointed officer to insure its completeness. Any changes or revisions following this review shall be forwarded to the state archivist and the director of the department of emergency services. Each such elected and appointed officer of state government shall insure that the security of essential records of his office is by the most economical means commensurate with adequate protection. Protection of essential records may be by vaulting, planned or natural dispersal of copies, or any other method approved by the state archivist and the director of the department of emergency services. Reproductions of essential records may be by photo copy, magnetic tape, microfilm or other

method approved by the state archivist. Local government offices may coordinate the protection of their essential records with the state archivist and director of the department of emergency services as necessary to provide continuity of local government under emergency conditions.

Sec. 2. Section 2, chapter 241, Laws of 1963 and RCW 40.10.020 are each amended to read as follows:

The state archivist is authorized to reproduce those documents designated as essential records by the several elected and appointed officials of the state and local government by microfilm or other miniature photographic process and to assist and cooperate in the storage and safeguarding of such reproductions in such place as is recommended by the ((state)) director of ((civil defense)) the department of emergency services. The state archivist is authorized to charge the several departments of the state and local government the actual cost incurred in reproducing, storing and safeguarding such documents: PROVIDED, That nothing herein shall authorize the destruction of the originals of such documents after reproduction thereof.

Sec. 3. Section 4, chapter 246, Laws of 1957 and RCW 40.14.040 are each amended to read as follows:

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)) shall:

- (1) Coordinate all aspects of the records management program.
- (2) Inventory, or manage the inventory, of all public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the state archivist and state records committee: PROVIDED, That essential records shall be inventoried and processed in accordance with chapter 40.10 RCW at least annually.
- (3) Consult with any other personnel responsible for maintenance of specific records within his state organization regarding records retention and transfer recommendations.
- (4) 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.

(5) Approve all records inventory and destruction requests which are submitted to the state records committee.

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

(7) Exercise internal control over the acquisition of filming and file equipment.

(8) Report annually all savings resulting from records disposition actions to his management, the state archivist and the office of program planning and fiscal management.

If a particular agency or department does not wish to transfer ((the requisitioned)) records at ((the)) a time previously scheduled therefor, the records officer shall, within thirty days, notify the archivist and request a change in ((the)) such previously set schedule, including his reasons therefor.

Sec. 4. Section 6, chapter 246, Laws of 1957 and RCW 40.14.060 are each amended to read as follows:

Official public records shall not be destroyed until they are either photographed, microphotographed, photostated, or reproduced on film, or until they are ((ten)) seven 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)) seven years is both unnecessary and uneconomical, particularly where lesser federal retention periods for records generated by the state under federal programs are involved: PROVIDED, That any lesser term of retention than ((ten)) seven years must have the additional approval of the director of the budget, the state auditor and the attorney general, except where records have federal retention guidelines the state records committee may adjust the retention period accordingly: PROVIDED, FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for official public records shall not be made as to records on existing record retention schedules but the same shall be reviewed individually by the state records committee for approval or disapproval of the change to a retention period of seven years.

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. 5. Section 7, chapter 246, Laws of 1957 as amended by section 1, chapter 10, Laws of 1971 ex. sess. and RCW 40.14.070 are each amended to read as follows:

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 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 constitute a committee to be known as the local records committee which shall review such lists, and may veto the destruction of any or all items contained therein.

A local government agency, as an alternative to submitting lists, may elect to establish a records control program based on recurring disposition schedules recommended by the agency to the local records committee. The schedules are to be submitted on forms provided by the division of archives and records management to the local records committee, which may either veto, approve, or amend the schedule. Approval of such schedule or amended schedule shall be by unanimous vote of the local records committee. Upon such approval, the schedule shall constitute authority for the local government agency to destroy the records listed thereon, after the required retention period, on a recurring basis until the schedule is either amended or revised by the committee.

No public record other than office files and memoranda of any local government agency shall be destroyed until it is either photographed, microphotographed, photostated, or reproduced on film, or until it is ~~((ten))~~ seven years old, and except as otherwise provided by law no public record shall be destroyed until approved for destruction by the local records committee; PROVIDED, That where records have federal retention guidelines the local records committee may adjust the retention period accordingly; PROVIDED FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for official public records shall not be made as to records on existing record retention schedules but the same shall be reviewed individually by the local records committee for approval or disapproval of the change to a retention period of seven years.

The state archivist may furnish appropriate information, suggestions, and guidelines to local government agencies for their assistance in the preparation of lists and schedules or any other matter relating to the retention, preservation, or destruction of records under this chapter. The local records committee may adopt appropriate regulations establishing procedures to be followed in such matters.

Records of county, municipal, or other local government 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.

NEW SECTION. Sec. 6. If any provision of this 1973 amendatory act, or its application to any person or circumstance is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected.

Passed the House February 13, 1973.

Passed the Senate February 28, 1973.

Approved by the Governor March 8, 1973.

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CHAPTER 55

[House Bill No. 107]

TELEVISION RECEPTION IMPROVEMENT DISTRICT

DIRECTOR BONDING--REPEALED

AN ACT Relating to television reception improvement districts; and repealing section 17, chapter 155, Laws of 1971 ex. sess. and RCW 36.95.170.

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

NEW SECTION. Section 1. Section 17, chapter 155, Laws of 1971 ex. sess and RCW 36.95.170 are each hereby repealed.

NEW SECTION. Sec. 2. Section 1 of this act shall not have the effect of terminating, or in any way modifying, any liability which shall already be in existence at the date this act becomes effective.

Passed the House January 24, 1973.

Passed the Senate February 28, 1973.

Approved by the Governor March 8, 1973.

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CHAPTER 56

[House Bill No. 149]

SERVICE VOTERS--REDEFINED

AN ACT Relating to elections; and amending section 29.39.010, chapter 9, Laws of 1965 as amended by section 4, chapter 109, Laws of 1967 ex. sess. and RCW 29.39.010.

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

Section 1. Section 29.39.010, chapter 9, Laws of 1965 as