

## CHAPTER 109.

[S. B. 236.]

## DISPOSITION OF OBSOLETE PUBLIC RECORDS.

AN ACT authorizing disposition of certain obsolete public records and creating a committee to select such records.

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

Director to  
destroy obso-  
lete records.

SECTION 1. The Director of Finance, Budget and Business, hereinafter referred to as the Director, is authorized, and it shall be his duty, to cause to be destroyed such public records more than fifteen years old as shall be determined to be of no further value either for administrative or historical purposes when authorized in writing by committee hereinafter created.

Other de-  
partments to  
furnish list.

SEC. 2. Upon the taking effect of this act all departments, commissions, and other agencies of the state government, shall prepare lists, upon blanks to be furnished by the Director, of records which, in the judgment of the executive officer of such departments, commissions, and agencies, are of no further administrative or historical value.

Committee  
authorized.

SEC. 3. A committee composed of the Supervisor of the Division of Budget, the State Auditor, the Secretary of State, and the Attorney General, hereinafter referred to as the Committee, is hereby created and it shall be the duty of such Committee to determine what records shall be authorized to be destroyed. Authorization shall be by unanimous vote of the Committee entered upon authenticated list of records authorized to be destroyed. Copy of such authorization, accompanied by authenticated list, shall be filed as a public record in the office of the Secretary of State.

Duties.

Items to be  
destroyed.

SEC. 4. Correspondence, exhibits, books, booklets, drawings, maps, or documents, unrelated to ac-

counting records shall, before they are ordered to be destroyed, be reviewed for the purpose of determining historical or administrative value by Advisory Committee consisting of the State Librarian, one representative of the History Department of the University of Washington, to be selected by the President of such institution, and one member from the History Department of the Washington State College, similarly selected. Such Advisory Committee shall make its recommendation in writing which shall become a part of the permanent record to be filed as a public document in the office of the Secretary of State.

List to be kept as record.

May maintain as historical.

Advisory Committee.

SEC. 5. Members of such Advisory Committee shall serve without additional salary but shall be entitled to actual traveling expense incurred incident to their services which shall be paid from appropriation made for the operation of capitol buildings and grounds.

No salary for committee.

Expenses.

SEC. 6. All departments, commissions, and other agencies of the state, shall cooperate and facilitate listing of records as provided for in section 2 of this act.

All departments to co-operate.

SEC. 7. The Director shall arrange for the destruction of records as directed by the Committee.

Destruction.

SEC. 8. In order to provide available space for the filing and storage of current county and city records, the various County Auditors and City Clerks in the State of Washington are hereby given the authority under the provisions set forth herein, to destroy by fire, the following old records: Warrants, vouchers, tax and other miscellaneous receipts, tax rolls and tax roll accounts, or any other old records that may be approved for destruction in writing, by the State Auditor through its Division of Municipal Corporations: *Provided*, That in no instance shall

Counties and cities authorized to destroy old records.

Items.

Approval by Auditor.

such records be destroyed until they are ten (10) years old.

Time for  
destruction.

SEC. 9. County or city records so designated for disposal, must be destroyed during the course of the regular examination of such county or city, and under the supervision of the Division of Municipal Corporations and its examiner or examiners: *Provided*, That in no instance shall records be destroyed unless they have been audited and examined by the State Auditor, through its Division of Municipal Corporations and its examiners.

List to be  
made.

SEC. 10. Before any such records are destroyed a complete list of all county records to be destroyed must be certified to by the County Auditor and filed with the Board of County Commissioners, and a copy thereof filed with the State Division of Municipal Corporations. Before any city records are destroyed a complete list of all such records must be certified to by the City Clerk, and filed with the City Council, or Commissioner of Finance, and a copy thereof filed with the State Division of Municipal Corporations.

Passed the Senate March 11, 1941.

Passed the House March 10, 1941.

Approved by the Governor March 21, 1941.