

P2SSB 5517  
Sen. Kastama

1 AN ACT Relating to the division of archives and records management;  
2 and amending RCW 40.14.020.

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

4 **Sec. 1.** RCW 40.14.020 and 2011 1st sp.s. c 43 s 727 are each  
5 amended to read as follows:

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

- 17 (1) To manage the archives of the state of Washington;  
18 (2) To centralize the archives of the state of Washington, to make

1 them available for reference and scholarship, and to insure their  
2 proper preservation;

3 (3) To inspect, inventory, catalog, and arrange retention and  
4 transfer schedules on all record files of all state departments and  
5 other agencies of state government;

6 (4) To insure the maintenance and security of all state public  
7 records and to establish safeguards against unauthorized removal or  
8 destruction;

9 ~~(5) ((To establish and operate such state record centers as may  
10 from time to time be authorized by appropriation, for the purpose of  
11 preserving, servicing, screening and protecting all state public  
12 records which must be preserved temporarily or permanently, but which  
13 need not be retained in office space and equipment))~~ (a) To insure the  
14 maintenance of security and preservation standards and to promote  
15 efficiency and access consistent with the requirements of this chapter,  
16 no other state agency may establish, operate, or lease an archives,  
17 records center, records warehouse, or records storage facility except  
18 as authorized by the state archivist;

19 (b) Any state agency with operations described in (a) of this  
20 subsection must transfer the records to the state archives by July 1,  
21 2013;

22 (c) This subsection (5) does not apply to legislative records as  
23 described in RCW 40.14.100;

24 (6) To adopt rules under chapter 34.05 RCW:

25 (a) Setting standards for the durability and permanence of public  
26 records maintained by state and local agencies;

27 (b) Governing procedures for the creation, maintenance,  
28 transmission, cataloging, indexing, storage, or reproduction of  
29 photographic, optical, electronic, or other images of public documents  
30 or records in a manner consistent with current standards, policies, and  
31 procedures of the office of the chief information officer for the  
32 acquisition of information technology;

33 (c) Governing the accuracy and durability of, and facilitating  
34 access to, photographic, optical, electronic, or other images used as  
35 public records; or

36 (d) To carry out any other provision of this chapter;

37 (7) To gather and disseminate to interested agencies information on

1 all phases of records management and current practices, methods,  
2 procedures, techniques, and devices for efficient and economical  
3 management and preservation of records;

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

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

13 (10) To assist and train state and local agencies in the proper  
14 methods of creating, maintaining, cataloging, indexing, transmitting,  
15 storing, and reproducing photographic, optical, electronic, or other  
16 images used as public records;

17 (11) To solicit, accept, and expend donations as provided in RCW  
18 43.07.037 for the purpose of the archive program. These purposes  
19 include, but are not limited to, acquisition, accession,  
20 interpretation, and display of archival materials. Donations that do  
21 not meet the criteria of the archive program may not be accepted.

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