

FINAL BILL REPORT

SHB 1153

C 305 L 03

Synopsis as Enacted

Brief Description: Managing confidential records.

Sponsors: By House Committee on State Government (originally sponsored by Representatives Haigh, Miloscia, Armstrong, Hunt, Nixon, Shabro and Mielke; by request of Secretary of State).

House Committee on State Government
Senate Committee on Government Operations & Elections

Background:

The Division of Archives and Records Management (State Archives), a division of the Office of the Secretary of State, was created to ensure that state public records will be properly managed and safeguarded. All public records that are not required in the current operation of a state agency, department, commission or other entity and which may be destroyed or discontinued must be transferred to the State Archives for preservation and to provide a centralized location for historical records. Public records include papers, correspondence, forms, record books, photographs, film, sound recordings, maps, compact discs, and machine-readable material. The State Archives must:

- manage and centralize the archives for reference and preservation purposes;
- inspect, inventory, catalog, and arrange retention and transfer schedules for all records of all state agencies and departments;
- ensure the maintenance and security of all state public records, and safeguard against unauthorized removal or destruction;
- establish rules for the archival process;
- assist and train state and local agencies in the archival process; and
- solicit, accept, and expend donations for the State Archives.

Summary:

Records that are confidential, privileged, or exempt from public disclosure retain that status after they are transferred to the State Archives. Records can become available to the public 75 years after they are created if the State Archivist and the originating jurisdiction agree that they should be open to the public. If the originating agency no longer exists, the State Archivist must decide whether the records can become available to the public. If the originating jurisdiction determines that a record is confidential,

privileged, or exempt for a period of less than 75 years, the records will be open to the public at the end of that period.

Votes on Final Passage:

House 97 0

Senate 48 0

Effective: July 27, 2003