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## Government Operations & Elections Committee

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### HB 1359

**Brief Description:** Regarding the state archivist.

**Sponsors:** Representatives Van De Wege, Buys, Hunt and Pollet.

<p style="text-align: center;"><b>Brief Summary of Bill</b></p> <ul style="list-style-type: none"><li>• Establishes professional qualifications for the state archivist.</li><li>• Expands the explicit duties and responsibilities of the state archivist.</li></ul>
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**Hearing Date:** 2/6/13

**Staff:** Jasmine Vasavada (786-7301).

**Background:**

The State Archivist administers the Division of Archives and Records Management in the Office of the Secretary of State. The State Archivist has a variety of duties, including:

- managing the state archives;
- cataloging and arranging the retention of all state public records;
- ensuring the maintenance and security of all state public records;
- operating a records center and a microfilming bureau;
- directly supervising the destruction of public records that are authorized to be destroyed;
- prescribing records management procedures for state agencies; and
- training state and local agency officials in proper records management practices.

All public records are the property of the state of Washington, and statutory provisions govern how they shall be preserved, stored, transferred, destroyed, disposed of, or otherwise managed. Public records include:

- Any document, regardless of physical form or characteristics. Thus, in addition to paper records, photographs and microfilm, these records include those that are created or

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received using any kind of digital format or application, such as emails, websites, blogs, wikis, digital photos, text messages, blogs, and tweets.

- Both records that an agency creates and records that an agency may receive or collect. For example, when an agency solicits public comment on an issue, both the request for comment and any comments received in response are public records.
- Any record providing the proof or evidence of agency business, including its finance, human resources, facility and asset management.

**Summary of Bill:**

The State Archivist must meet certain qualifications. He or she must have:

- a master's degree in history, government, political science, or business administration, or be a certified archivist; and
- five years of experience as an archivist.

The explicit duties and responsibilities of the State Archivist are expanded. The State Archivist must:

- Consult: provide consultant services for archival programs and training for state and local records coordinators;
- Supervise: supervise the operation of regional branches and digital archives;
- Stop Illegal Possession: demand turnover of original state or local government records illegally possessed by any person, organization, or entity;
- Coordinate: serve as a liaison to other branches of government and consultant to local and state government; and
- Make Recommendations: make recommendations for improvements to laws, rules, policies, and procedures on behalf of the division of archives and records management and state and local government agencies and officials.

**Appropriation:** None.

**Fiscal Note:** Not requested.

**Effective Date:** The bill takes effect 90 days after adjournment of the session in which the bill is passed.