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HOUSE BILL 1359

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State of Washington

63rd Legislature

2013 Regular Session

By Representatives Van De Wege, Buys, and Hunt

1 AN ACT Relating to the state archivist; and amending RCW 40.14.020.

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

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

5 All public records shall be and remain the property of the state of  
6 Washington. They shall be delivered by outgoing officials and  
7 employees to their successors and shall be preserved, stored,  
8 transferred, destroyed or disposed of, and otherwise managed, only in  
9 accordance with the provisions of this chapter. In order to insure the  
10 proper management and safeguarding of public records, the division of  
11 archives and records management is established in the office of the  
12 secretary of state. The state archivist must be a person who is  
13 qualified by training and experience to administer the office. The  
14 archivist must have a master's degree in history, government, political  
15 science, or business administration; or be a certified archivist. The  
16 archivist must have five years' experience as an archivist. The state  
17 archivist, who shall administer the division and have reasonable access  
18 to all public records, wherever kept, for purposes of information,

1 surveying, or cataloguing, shall undertake the following functions,  
2 duties, and responsibilities:

3 (1) To manage the archives of the state of Washington;

4 (2) To centralize the archives of the state of Washington, to make  
5 them available for reference and scholarship, and to insure their  
6 proper preservation;

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

10 (4) To insure the maintenance and security of all state public  
11 records and to establish safeguards against unauthorized removal or  
12 destruction;

13 (5) To establish and operate such state record centers as may from  
14 time to time be authorized by appropriation, for the purpose of  
15 preserving, servicing, screening and protecting all state public  
16 records which must be preserved temporarily or permanently, but which  
17 need not be retained in office space and equipment;

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

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

21 (b) Governing procedures for the creation, maintenance,  
22 transmission, cataloging, indexing, storage, or reproduction of  
23 photographic, optical, electronic, or other images of public documents  
24 or records in a manner consistent with current standards, policies, and  
25 procedures of the office of the chief information officer for the  
26 acquisition of information technology;

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

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

31 (7) To gather and disseminate to interested agencies information on  
32 all phases of records management and current practices, methods,  
33 procedures, techniques, and devices for efficient and economical  
34 management and preservation of records;

35 (8) To operate a central microfilming bureau which will microfilm,  
36 at cost, records approved for filming by the head of the office of  
37 origin and the archivist; to approve microfilming projects undertaken

1 by state departments and all other agencies of state government; and to  
2 maintain proper standards for this work;

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

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

11 (11) To solicit, accept, and expend donations as provided in RCW  
12 43.07.037 for the purpose of the archive program. These purposes  
13 include, but are not limited to, acquisition, accession,  
14 interpretation, and display of archival materials. Donations that do  
15 not meet the criteria of the archive program may not be accepted;

16 (12) To provide consultant services for archival programs and to  
17 provide training for state and local records coordinators;

18 (13) To supervise the operation of regional branches and digital  
19 archives;

20 (14) To demand, from any person, organization, or entity that has  
21 illegal possession of original state or local government records,  
22 records, which shall be delivered to the archives;

23 (15) To serve as a liaison to legislative, judicial, and executive  
24 branches and to consult on public records to local and state  
25 government;

26 (16) To make recommendations for improvements to laws, rules,  
27 policies, and procedures on behalf of the division of archives and  
28 records management and state and local government agencies and  
29 officials.

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