

Office of the Secretary of State

Central Service Agency Rate Day

June 22, 2016



Secretary of State

Kim Wyman

About the Archives Division



- ❑ Preserves history for the next generation of citizens and serves as a resource for professional and personal researchers and educators
- ❑ Holds essential information used in legal proceedings and secures records for public consumption
- ❑ Supports government effectiveness and transparency

Archives Funding Sources

1. Archives Revolving - Fund 006

(RCW 40.14.025)

Central service charge to state agencies

2. Local government fee – Fund 441

(RCW 40.14.027; RCW 36.22.175; RCW 36.22.175)

Tax Warrant Surcharge - \$20.00 per warrant

Document Filing Fees - \$2.00 per document

3. Imaging fees for service – Fund 470

(RCW 40.14.020)

Fees charged to recover costs of providing service

Major Program Services:

Archive Services

Records Management

Records Center Storage

Imaging & Preservation Services

Imaging & Preservation Services

Provides digital imaging and indexing services. Includes both the conversion of paper and microfilm to electronic records, as well as electronic records to microfilm. Also provides traditional microfilm technology services.

Services are supported by fee for service provided via contract

633,486 images scanned from microfilm in 2015
455,433 documents scanned in 2015
4,269,762 images converted to microfilm in 2015

Archives Services

Collects, manages, preserves, and makes accessible the electronic and non-electronic records from state and local agencies that have permanent enduring legal, fiscal or historical value

Services are supported by state agency central service charges and local government fee revenue

Over 35 million pages of records preserved in 2015

Records Management

Provides advice, consultation, and training to state and local government agencies in the management, retention, and disposition of public records.

Services are supported by state agency central service charges and local government fee revenue

175 training presentations made in 2015
4,127 contacts made with agency staff in 2015

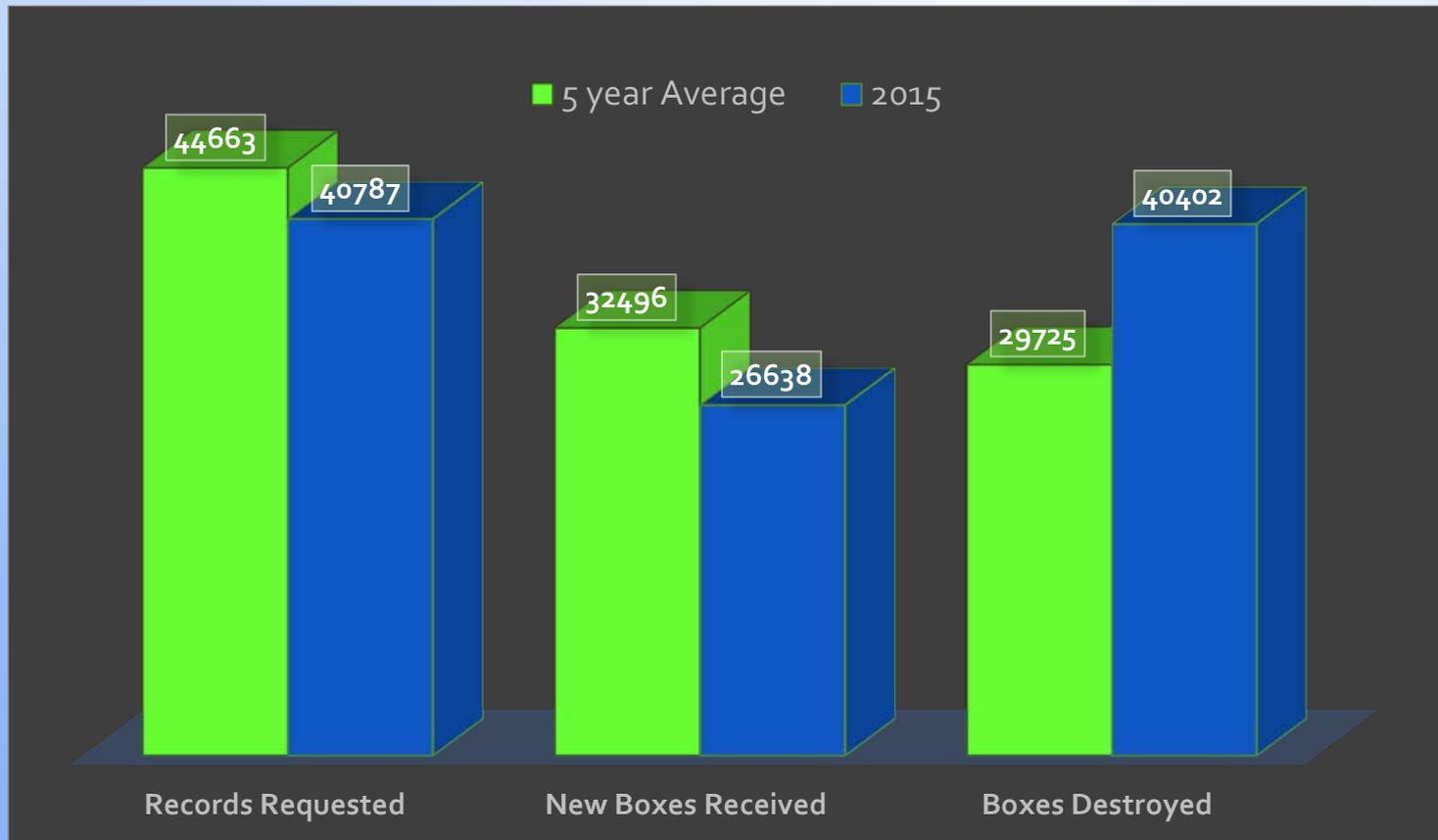
Records Center Storage

Provides for the efficient and secure storage of agency records in accordance with the records retention schedule. This includes pick-up, retrieval, delivery, and the timely disposition of records.

Services are supported by central service charges

40,787 records requests in 2015
26,638 new boxes received in 2015
40,402 boxes destroyed in 2015

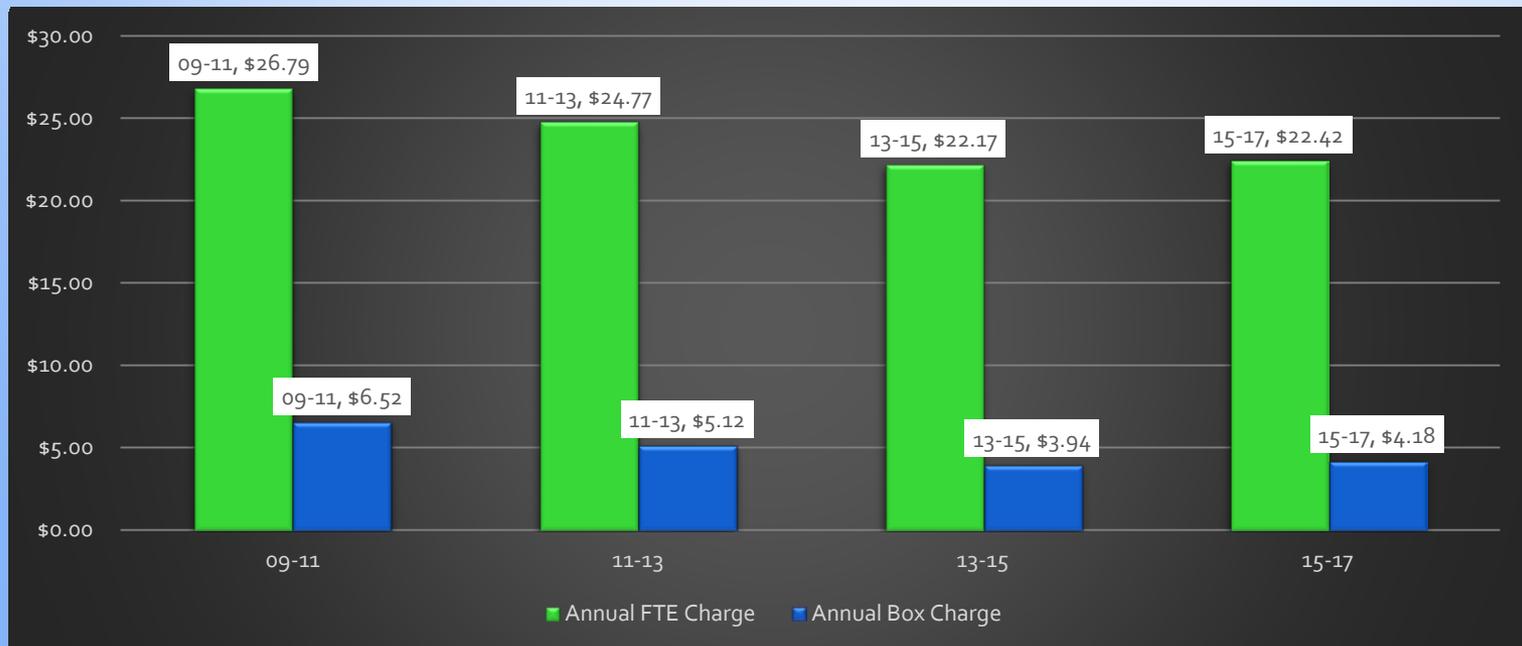
Records Center Storage





History of Rates

Biennium	Annual FTE Charge	Annual Box Charge	Biennial Percentage Reduction (box charge)
09-11	\$26.79	\$6.52	
11-13	\$24.77	\$5.12	21%
13-15	\$22.17	\$3.94	23%
15-17	\$22.42	\$4.18	-6%



Proposed 2017-2019 Central Service Changes

At this time Proposed Charges are not yet available.
Actual charges will be based on the cost of operations



HOW CAN YOU IMPACT YOUR COSTS?

- ❖ Do not keep records longer than required by the retention schedule (unless for litigation or audit hold, etc.)
- ❖ Do not store records in paper that you are already storing electronically (emails, calendars, etc.)
- ❖ Respond quickly to the disposition notices sent by the Records Center
- ❖ During records retention schedule creation, only keep the records for as long as needed for administrative, fiscal, audit, or legal reasons. Have a reason for keeping the record, not “just in case.”

Contact Information

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Any Questions

