WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **Friday, April 26, 2024, 9:00 a.m. – 10:00 a.m.** **Zoom Teleconference** **URL: provided via invite**

MEETING MINUTES

Members Present:
Judge John Hart, Chair
Judge Valerie Bouffiou
Ms. Stephanie Kraft
Judge David Mann
Judge Robert Olson
Ms. Heidi Percy
Judge Allyson Zipp

AOC Staff Present:
Kevin Cottingham, Data Dissemination Administrator (DDA)
Michael Keeling, ISD Operations Manager
Jan Nutting, Public Records Officer
Maureen Roberts, MSD Administrative Secretary

Guests Present:
Tammie Ownbey, Pend Oreille County Clerk

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Call to Order

Judge Hart called the meeting to order at 9:02 a.m. and welcomed all participants.

1) Approval of Minutes

Motion: Judge Hart moved to approved the February 23, 2024 minutes. There was a second. The motion passed unanimously.

2) Updates to standard Data Dissemination Agreement

DDA Cottingham shared the proposed amendments to the agreement, continuing from the previous meeting, and explained that "logical security" refers to technical access restrictions.

Motion: Judge Mann moved to approve the amendments to Data Dissemination Agreement. Judge Zipp seconded. The motion passed unanimously.

3) Updates to the Courts of Limited Jurisdiction Retention Schedules

DDA Cottingham presented the Courts of Limited Jurisdiction retention schedule, which was last updated in 2016. The Secretary of State's Office recently approved an update to the statewide schedules, with a large change being that cases containing domestic violence case information must be retained for 100 years. DDA Cottingham stated that the DDC needs to update the JIS retention schedules to comply or require individual courts to retain records.

Ms. Percy asked for clarification regarding the DDC's role, and DDA Cottingham stated that the DDC was responsible for approving changes to the JIS retention schedules that comply with the Secretary of State's, and that the DDC has no impact on court-held local records. Judge Hart asked volunteers for CLJ retention schedule workgroup. Judge Bouffiou and Judge Hart

volunteered for subcommittee, and DDA Cottingham noted that Ms. Revior already volunteered to participate via email.

4) Other Business

Judge Hart reminded everyone to remain muted but have their camera on for participation in the JISC, per new guidelines. Ms. Percy suggested that the group have some onboarding presentations as most of the committee members are new. DDA Cottingham gave an overview of the bylaws and roles of various JABS and JIS users groups, and stated that a more comprehensive introduction will be on a future agenda.

Judge Hart inquired about other business. Hearing none, he expressed sincere appreciation for the dedication of the Committee and adjourned the meeting at 9:25 a.m.

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