

WaSERV (aka VAULT) Agency Meeting – Records Retention Policies

Description:

These sessions cover best practices for developing Vault records retention policies based on state and federal requirements, and to incorporate agency specific retention policies for use with the Vault tool. Remember, a record is a record regardless of the format.

Registration:

To register, contact Toni Backstrom of CTS by phone (360.407.8919) or email ctscawaserv@cts.wa.gov.

Times:

Generally every 3rd Wednesday of the month (and, if available every 5th Wednesday of the month)
1:00pm – 3:00pm

Location:

1500 Jefferson Building – Conference Room 2330
1500 Jefferson Street SE
Olympia, WA 98501

See below for driving and parking directions. DASH is also available in front of the building.

Cancellations/Reschedule:

Please contact Toni Backstrom if you need to cancel or reschedule your attendance.

Directions to the 1500 Jefferson Building

Physical Address

1500 Jefferson St. SE
Olympia, WA 98501

From I-5 Southbound:

Take I-5 Exit 105A. Where traffic merges, change to the left-hand lane. Using the roundabout, turn left onto Jefferson St. The building is immediately on your left.

From I-5 Northbound:

Take I-5 Exit 105A and stay left. Using the roundabout, turn left onto Jefferson St. The building is immediately on your left.

Parking:

The 1500 Jefferson visitor lot has a two-hour limit. The entrance is the first left turn after you exit the roundabout. Follow the driveway toward the building entrance, then turn right to access the visitor lot.

Additional visitor parking can be accessed by taking the first right turn onto Maple Park and taking an immediate right. Metered street parking is available on a first-come, first-served basis on Maple Park Ave and on 14th Ave. Capitol Campus parking costs \$1.50/hr. weekdays from 8 a.m. to 5 p.m., but is free on evenings and weekends. Parking fees can be paid by credit/debit card, \$1 bills or coins.

Visitors:

Visitors to the Office Building must sign in at the security desk in the front lobby to receive a visitor badge, and will need an escort to their meeting location. Visitors to the Conference Center (Floors 1 and 2) must sign in at the security desk in the front lobby to receive a visitor badge, but do not require an escort. Visitors to the Training Center (Floor 3) do not require a badge or escort, but are encouraged to wear an ID badge if they have one.

