



Office of the Secretary of State  
Washington State Archives

## Records Management Advice

Issued: November 2013  
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### **Electronic Records Management: What to do with Archival Paper Records after Imaging**

**Purpose: Provide guidance to state and local government agencies on managing archival paper records that have been imaged (scanned).**

In March 2012, Washington State Archives released the *Requirements for the Destruction of Non-Archival Paper Records after Imaging* which outlines the requirements agencies need to meet to destroy paper records after imaging (scanning).

This only applies to “Non-Archival” paper records.

#### **Which records are “Archival” and which are “Non-Archival”?**

The records retention schedules indicate which types of records have been designated as “Archival” and which have not. Copies of the current approved records retention schedules are available from Washington State Archives’ website ([www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)).

#### **Do NOT destroy “Archival” paper records after scanning**

Agencies can continue to image paper records which have been designated as “Archival” (including “Potentially Archival”), however, agencies must not destroy these paper records after scanning, even if the agency is following the requirements outlined in *Requirements for the Destruction of Non-Archival Paper Records after Imaging*.

#### **Transferring “Archival” Paper Records to Washington State Archives**

If you are scanning “Archival” paper records, contact Washington State Archives and we will arrange to appraise the paper records and possibly transfer the paper records to our collection.

Please do not simply send your records to us without contacting us first.

#### **Transferring the Digitized Records to Washington State Archives**

As part of the appraisal process, Washington State Archives will also discuss with you the possibility of transferring copies of the imaged records as well. Having the imaged copies not only facilitates easier access to the records, it also helps preserve the original paper records which will no longer need to be handled as often.

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**