

## Contact Us

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**Washington State Archives**  
Office of the Secretary of State  
MS 40238  
Olympia, WA 98504-0238

# Washington State Archives

Introduction to  
Electronic Records Management

**2005 WORKSHOP**  
**FREE TO LOCAL**  
**GOVERNMENT AGENCIES**



*Washington*  
**Secretary of State**  
SAM REED

**G**overnment agencies in Washington State are creating and maintaining an increasing amount of records in electronic

format. Proper management of these records is essential to ensuring that they will remain authentic and accessible over time. Improper electronic records management can lead to legal liability, lost information resources and lost history.

The Washington State Archives is sponsoring free workshops to familiarize local government agencies with key concepts and recommended strategies for managing and preserving electronic records.

#### Learn about:

- Inventorying and scheduling electronic records.
- Statutory requirements regarding electronic records.
- Guidelines and recommendations for capturing, managing, and preserving various formats of electronic records, including email, websites and databases.
- Digital imaging and the Electronic Imaging System (EIS) approval process.
- The role of the Digital Archives.

“ The more confident we become with computers, the more records we lose. ”

- Phil Coombs, former Washington State Archivist, 2001

Select from one of the following four-hour workshops. Directions to the workshop will be sent with your registration confirmation.

#### Central Branch

- Tri-Cities, June 2  
10:00 AM to 3:00 PM
- Ellensburg, July 13  
10:00 AM to 3:00 PM
- Ellensburg, July 14  
10:00 AM to 3:00 PM
- Wenatchee, August 10  
10:00 AM to 3:00 PM

#### Eastern Branch

- Colville, June 3  
12:30 PM to 4:30 PM
- Cheney, June 16  
10:00 AM to 3:00 PM
- Walla Walla, August 1  
10:00 AM to 3:00 PM
- Colfax, September 16  
10:00 AM to 3:00 PM

#### Northwest Branch

- Bellingham, June 9  
10:00 AM to 3:00 PM
- Everett, June 14  
10:00 AM to 3:00 PM
- Port Townsend, June 17  
10:00 AM to 3:00 PM
- Bellingham, July 7  
10:00 AM to 3:00 PM

#### Puget Sound Branch

- Bellevue, June 20  
10:00 AM to 3:00 PM
- Bellevue, June 24  
10:00 AM to 3:00 PM
- Gig Harbor, June 30  
10:00 AM to 3:00 PM
- Silverdale, July 21  
10:00 AM to 3:00 PM

#### Southwest Branch

- Chehalis, June 13  
9:00 AM to 1:00 PM
- Olympia, July 19  
9:00 AM to 1:00 PM
- Olympia, August 17  
9:00 AM to 1:00 PM

Email, fax, or mail registration to:

Email: [ssackett@secstate.wa.gov](mailto:ssackett@secstate.wa.gov)

Fax: 360.586.0368

Washington State Archives

Records Management Section

Attn: Registration

MS-40238, Olympia, WA 98504-0238

- This workshop is free for local government agencies.
- Registration is required to attend.
- Register early, enrollment is limited.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

[www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives)