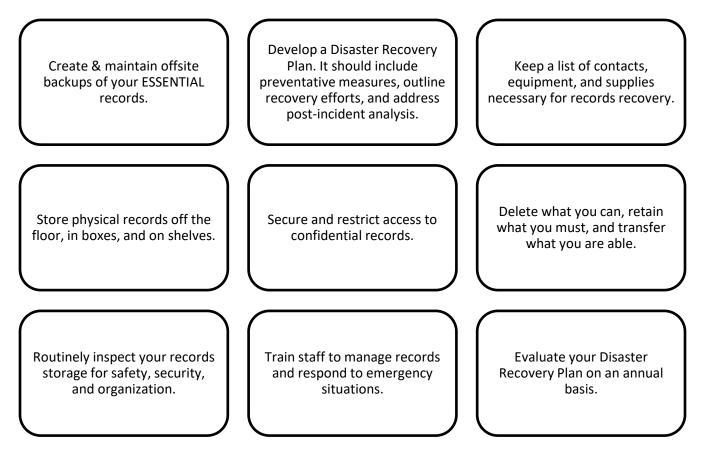
WASHINGTON Secretary of State Washington State Archives **Records Management Advice**

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Disaster Preparedness: Basics of Preparing for Disasters

Purpose: Provide high level guidance to state and local government agencies on the basics of preparing for disasters.

Records are critical to the operations of your agency, but they are secondary to the safety of you and your colleagues. Agency infrastructure is replaceable, but not the people or records they rely on to serve their community. Prevention will always be the best insurance policy against loss. In case of emergency, you'll want to prepare in the following ways:



The Washington State Archives helps agencies prepare for disasters by designating ESSENTIAL records, providing digital imaging/microfilm backup services, and storing/preserving access to ARCHIVAL records.

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

www.sos.wa.gov/archives recordsmanagement@sos.wa.gov