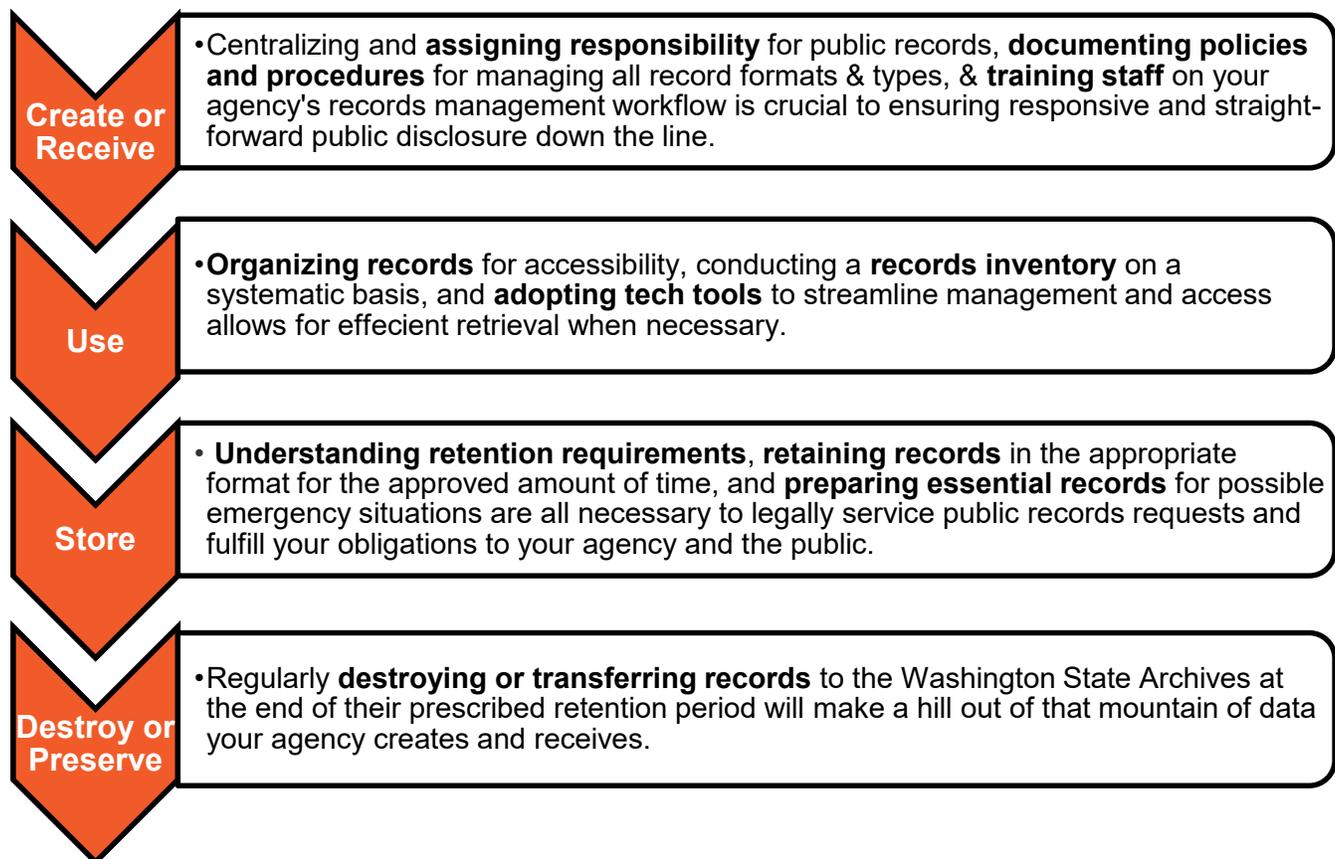




## Improving Agency Records Management: How Managing Records Helps with Public Records Requests

**Purpose:** Provide guidance to state and local government agencies on how proactive records management helps fulfill the requirements of the Public Records Act (PRA) Chapter 42.56 RCW.

Providing broad access to agency records in the face of an increasing amount of digital documentation presents unique challenges for public disclosure. An agency that proactively manages its records identifies what no longer needs to be kept, disposes of it appropriately, and organizes what remains for easy access and continued preservation. By proactively managing records at each stage of a record's life cycle, agencies can respond to public records requests quickly and completely.



Additional advice regarding the Public Records Act is available from the Office of the Attorney General: <http://www.atq.wa.gov/opengovernment.aspx>

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)