## **Records Management Advice**



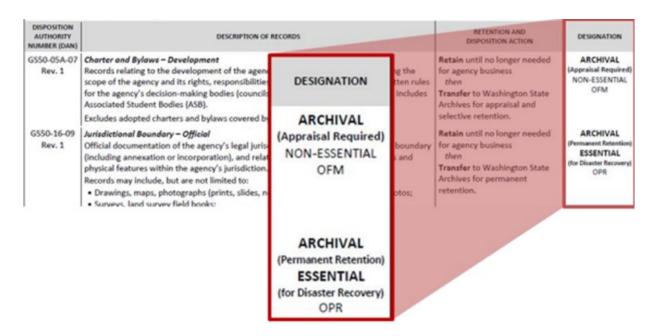
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## Transferring Archival Records: How to Find Which Records Are Designated as "Archival"

Purpose: Provide guidance to state and local government agencies on how to find records designated as "Archival".

Records designated as "Archival" can be found in the records retention schedules.

On the right-hand side in the "Designation" column, records series are designated as "Archival (Permanent Retention)," "Archival (Appraisal Required)," or "Non-Archival":



"Archival (Permanent Retention)" records can be transferred to Washington State Archives in their entirety at the end of their retention period.

"Archival (Appraisal Required)" records need to be reviewed by the Archives at the end of their retention period to determine their value to the collection. The records may be selected, in part or in full, for archival transfer or released for destruction.

"Non-Archival" records may be destroyed when they have reached the end of their retention period.

There is an index to all "Archival" records at the end of each records retention schedule.

Records retention schedules are available from Washington State Archives' website.

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

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