Records Management Advice



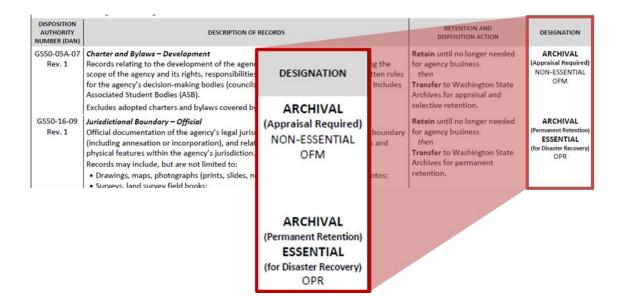
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Disaster Preparedness: How to Find Which Records are Designated as "Essential"

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

Records designated as "Essential (for Disaster Recovery)" can be found in the records retention schedules.

On the right-hand side in the "Designation" column, records series will be designated as either "Essential (for Disaster Recovery)" or "Non-Essential":



There is an index to all "Essential" 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: