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## **Destroying Non-Archival Records: Can Records Be Donated Rather Than Destroyed?**

**Purpose: Provide guidance to local government agencies on circumstances under which they can donate records.**

Can paper records be donated rather than destroyed?

YES – if the following conditions are met:

1. **Not Required by the Archives** – The records are designated “Non-Archival” and have met their retention requirement.
  - Local government records retention schedules can be found at:  
<https://www.sos.wa.gov/archives/recordsmanagement/local-government-records-retention-schedules---alphabetical-list.aspx>
- OR-
- The records are designated “Archival – Appraisal Required” and Washington State Archives has appraised and declined to accept the records for permanent retention.
2. **70 years or older** – The records are at least 70 years old. If the records are fewer than 70 years old, the agency must request and receive official permission from the State Archivist to donate the records.
3. **Records Repository** – The donation is made to a “records repository”. A records repository is defined as a records office, library, museum, or other institution holding records that are open to public inspection.

*NOTE: State agencies are not allowed to donate records.*

**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)**