



## Electronic Records Management: How Long Do Migration Process Records Need to Be Kept?

**Purpose:** Provide guidance to state and local government entities on the retention of records that document the process of migrating records from databases and other systems.

Records documenting the process of migrating records from one database/system to another can help demonstrate the authenticity of the migrated records by showing how they were migrated and that the records are still what they purport to be, even though they are not in their original database/system.

Examples of migration process records include:

- Maps showing the fields from the old database/system and where they were mapped to in the new database/system;
- Testing/verification of the successful migration.

Type of Records Being Migrated	Retention Requirements
Archival Records	<p><b><u>Local Governments:</u></b></p> <p><b>Conversion Process – Archival Records (DAN GS2010-015)</b> <i>Until the converted Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</i></p> <p><b><u>State Agencies:</u></b></p> <p><b>Conversion/Conservation – Archival Records (DAN GS 11011)</b> <i>Until the converted/repaired Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</i></p>
Non-Archival Records	<p><b><u>Local Governments:</u></b></p> <p><b>Conversion Process – Non-Archival Records (DAN GS2010-016)</b> <i>Until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)</i></p> <p><b><u>State Agencies:</u></b></p> <p><b>Conversion/Conservation – Non-Archival Records (DAN GS 11013)</b> <i>Until the converted/repaired Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)</i></p>

More detailed descriptions and other exceptions can be found in the records retention schedules 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](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**