

### **Basics of Records Management: Laws and Rules for Records Management**

**Purpose: Provide guidance to state and local government agencies regarding the laws and rules for records management in the State of Washington.**

State and local government agencies are to comply with the laws and rules developed for public records in the State of Washington. These laws and rules are found in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC). The following are the existing statutes relating to the protection and preservation of public records:

#### **Revised Code of Washington (RCW)**

- 40.10 Essential Records
- 40.14 Preservation and Destruction of Public Records
- 40.16 Penal Provisions for the Intentional Destruction of Public Records
- 40.20 Reproduced Records
- 42.56 Public Records Act  
(*Public Disclosure – responsibility of the Attorney General's Office*)

#### **Washington Administrative Code (WAC)**

- 434-600 Promulgation
- 434-610 Definitions
- 434-615 Custody of Public Records
- 434-620 Powers and Duties (State Archivist)
- 434.624 Powers and Duties (State Records Committee)
- 434-630 Powers and Duties (Local Records Committee)
- 434-635 Local Records Disposition Authority
- 434-640 Methods of Records Disposal
- 434-660 Standards for Public Records
- 434-662 Preservation of Electronic Records
- 434-663 Imaging Systems (Standards)
- 434-670 Local Records Grants Program
- 434-677 Security Microfilm (Standards)
- 434-690 Archives (Public Records Access)

The Revised Code of Washington and the Washington Administrative Code are available online:

<http://www.leg.wa.gov/LawsAndAgencyRules/>

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

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