Transferring Archival Records: Overview of Archival Transfer Process for Paper Records

Purpose: Provide state and local government entities with an overview of the process for transferring archival paper records.

**Step 1 – Ready for Transfer?**
- Check records retention schedule that records are “Archival” and have met their minimum retention period.
- Send Archives Records Transmittal and Box Content List to Washington State Archives.

**Is Appraisal Required?**
- Yes
  - Arrange for Washington State Archives to appraise the records.
- No

**Step 2 – Appraisal (if required)**
- Arrange for Washington State Archives to appraise the records.

**Step 3 – Prepare Records**
- Request boxes from Washington State Archives.
- Pack records into boxes.
- Identify records exempt from Public Records Requests.

**Step 4 – Transfer Records**
- Arrange for Washington State Archives to collect the records.

**Step 5 – Accessioning**
- Washington State Archives will accession the records and add descriptions of the records to our online catalog.
- Accession documentation will be provided to the agency.

**Step 6 – Ongoing Access**
- Agency can access the records at Washington State Archives.
- Public records requestors can be referred to Washington State Archives.

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

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