



Transferring Archival Records: Preparing Digital Records for Archival Transfer

Purpose: Provide guidance to state and local government agencies on how to plan and prepare digital Archival records for transfer to the Washington State Archives.

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| <input checked="" type="checkbox"/> Verify the archival designation of the files you expect to transfer using your approved retention schedule(s) | <input checked="" type="checkbox"/> Purge your files by making sure there are no duplicate/unnecessary/non-archival files present |
| <input checked="" type="checkbox"/> Make sure your files are saved in recommended or acceptable formats in a "For Archives" folder on your computer | <input checked="" type="checkbox"/> File names should be consistent and developed with future use in mind: avoid special characters and keep it short with identifiable abbreviations |
| <input checked="" type="checkbox"/> Confirm that your files are accessible and identify any confidential data on the <i>Digital Archives Initial Transfer Inventory Sheet</i> | <input checked="" type="checkbox"/> Create an index, or detailed list, that includes the appropriate metadata fields for the files at hand |
| <input checked="" type="checkbox"/> When transferring photographs, attach identifiable metadata like date, event, and people/places featured | <input checked="" type="checkbox"/> If possible, scan your files (especially email formats) using virus protection software or an online antivirus tool |

For indexing, formatting, and general digital transfer assistance, contact the Washington State Archives. By properly preparing digital records prior to transfer, agencies will greatly assist the efforts of the Archives to preserve and make accessible public records for generations to come.

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

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