

Electronic Records Management: What Happened to the EIS / DAD Approval Process?

Purpose: Provide guidance to state and local government agencies on process changes when seeking approval to destroy paper records after imaging (scanning).

Old Process

Prior to March 2012, state and local agencies needed to submit an application to Washington State Archives for approval to destroy their paper records after imaging. This process was originally called “Electronic Imaging Systems (EIS)” and then later, “Requests for the Early Destruction of Source Documents After Digitization (DAD)”.

New Process – No Application/Form to Submit

In March 2012, Washington State Archives released the *Requirements for the Destruction of Non-Archival Paper Records after Imaging* which outlines the requirements that agencies need to meet to destroy “Non-Archival” paper records after imaging (scanning).

The destruction of “Non-Archival” paper records after imaging is approved by Washington State Archives if agencies follow the *Requirements for the Destruction of Non-Archival Paper Records after Imaging*.

The current approved disposition authorities for the paper records are:

- DAN GS50-09-14 in the *Local Government Common Records Retention Schedule* (for local government agencies); or
- DAN GS 11012 in the *State Government General Records Retention Schedule* (for state government agencies).

Agencies no longer need to submit an application, form or checklist, nor do they need to seek individual approval from Washington State Archives.

What about existing approvals?

For those agencies that have existing EIS/DAD approvals, these are still valid. However, the approvals will not be renewed when they expire. No further updates or additional records series will be given to existing approvals.

Agencies are encouraged to align their scanning and records management practices with the *Requirements for the Destruction of Non-Archival Paper Records after Imaging* and start using these requirements as the basis for destroying “Non-Archival” paper records after imaging.

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

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