

Organizing and Inventorying: When to Use Washington State Archives' Boxes

Purpose: Provide guidance to state and local government agencies of when it is appropriate to use Washington State Archives' boxes for the storage of records.

Records designated as Archival:

Agencies should always store their Archival-designated records in Washington State Archives boxes. Records deemed permanent retention will one day come to the Washington State Archives. Appraisal required records will be offered to the Washington State Archives for selected retention.



When transferring Archival-designated records to Washington State Archives, it is preferred that the records be in one of our boxes with the proper paperwork. Please speak with an archivist before transferring records to the Archives.

Records designated as Non-Archival:

It is still a good idea to store Non-Archival designated records in Washington State Archives boxes, especially if they have a long retention period, more than 6 years. Even though the records will eventually be destroyed, using these boxes helps ensure that they will be well-protected for as long as they need to be kept.

Should we use box labels provided by Washington State Archives?

Yes!

Please use these box labels to help document the contents of each box, including the applicable Disposition Authority Numbers (DANs), date ranges, and when the records should be destroyed, appraised, or transferred.



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

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