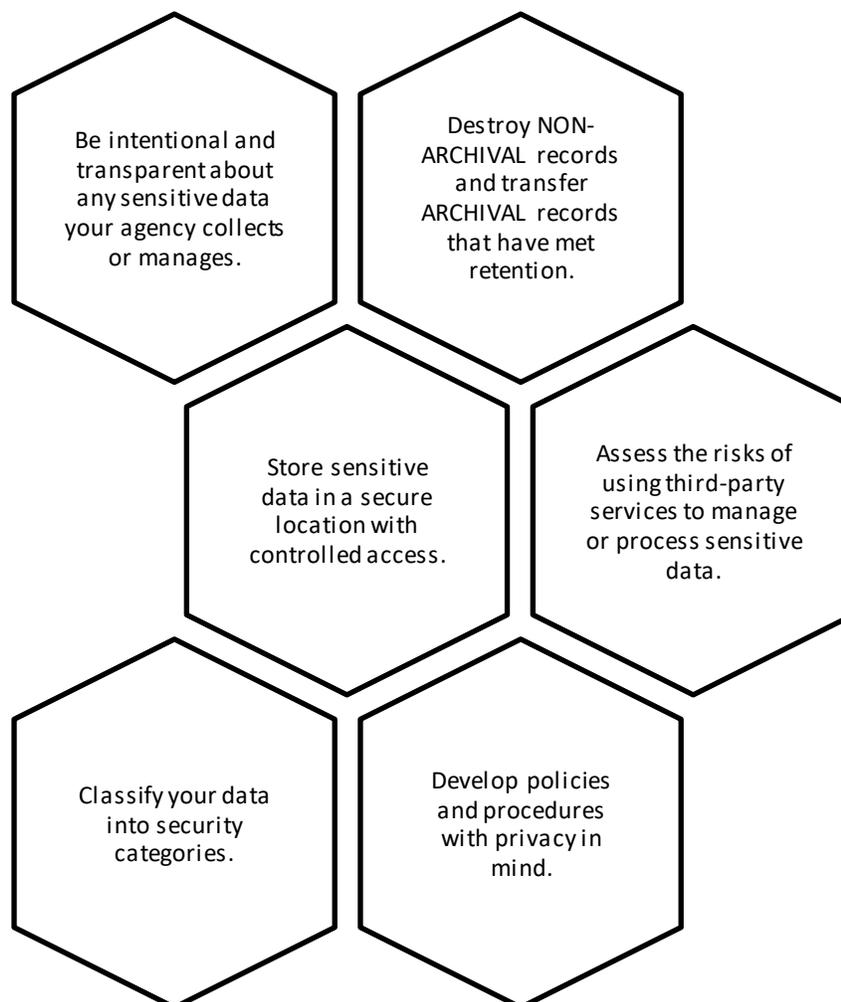




## Electronic Records Management: Strategies for Respecting Data Privacy

**Purpose: Provide guidance to state and local government agencies retaining sensitive data.**

Agencies create and receive a lot of data in the course of their work. Much of it can be circulated without concern. But in some cases, data can threaten an individual's privacy or erode trust between an agency and the community it serves. What follows are some best practices for protecting and respecting the sensitive data your agency manages.



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

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**