



Improving Agency Records Management Programs: Advice and Consultation Services

Purpose: Provide guidance to state and local government agencies on the advice and consultation services available from the Archives.

Advice

Washington State Archives can answer records retention and management questions for government agencies, such as:

- How long to keep records based on their function/purpose
- Applying records retention schedules to given situations
- Destruction and transfer of records
- Help with going paperless, inventorying, organizing, migration, preparing for disasters, developing policies, and promoting records management in your agency

The Archives also publishes [one-page advice sheets](#) and [short how-to videos](#) to help agencies.

Email your questions to recordsmanagement@sos.wa.gov or phone (360) 586-4901.

Consultations

Records Consultants from Washington State Archives are available for virtual or on-site consultations with government agencies.

Consultations are ideal for:

- Identifying agency records challenges and opportunities
- Exploring ideas/strategies for managing agency records and implementing retention schedules
- Facilitating agency discussions

There is no charge to agencies for these consultations.

Email recordsmanagement@sos.wa.gov to request a consultation.

The Office of the Attorney General provides [Local Government Public Records Consultations](#) to help local government agencies with public records request best practices.

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

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