



Good morning everyone!

Welcome to **Managed Records are Accessible Records**

My name is Rachel Wilson, and as a recent addition to the Records Management team, I'm happy to have this opportunity to learn alongside you. This material is relatively new to me as well, so I look forward to working with Scott to address any questions you may have at the end of the presentation.

Today we'll explore how your agency can use records management best practices to prepare for public disclosure requests and turn a potential liability into an opportunity to demonstrate your agency's readiness:

- First I'll outline the ways managing records helps you and your agency;
- I'll then define what a public record is in the context of **retention & public disclosure** so we can learn to identify and manage the records we generate and share in our day-to-day business;
- We'll then dive into a record's life cycle and the steps you can take along the way to improve your agency's records management;

- Towards the end of a record's life cycle, we'll focus on retention and disposition, two of the most important tools in simplifying your public disclosure practices;
- And along the way I'll point you to resources within and without the Washington State Archives that you can use to improve your own records management

BENEFITS OF MANAGING RECORDS

- ☐ Enables the agency to fulfill its mission
- ☐ Promotes cost-effective use of agency resources
- ☐ Promotes open and accountable government
- ☐ Enables continuity of service in emergencies
- ☐ Identifies and protects historically valuable records



While it isn't exactly a walk in the park, records management is an essential function of any government agency and will make your work, and ultimately your life, easier.

First of all, it enables your agency to fulfill its mission. Information is one of your agency's most valuable assets and managing your records appropriately helps you to find the records that you need, **WHEN YOU NEED THEM**. This makes it possible for your agency to efficiently respond to public disclosure requests while performing all of its important operational and support functions.

Secondly, it's a lot more cost-effective. If an agency is keeping **ONLY** what it needs to keep and **ONLY** for the necessary amount of time... there's less to hold on to, there's less material to wade through to find what you need, and

ultimately there will be fewer records to lose track of. You'll save on storage costs and staff time, leaving more time and space for you to hydrate or look away from your computer screen for more than 20 seconds.

From a mission-based standpoint, properly managing records promotes open and accountable government by demonstrating your commitment to keeping public interests in mind. When your agency can respond to public disclosure requests quickly and definitively, there's no question as to whether your agency adequately services a citizen's right to access public records.

Another benefit that has surfaced in a very real way during this pandemic is that having a solid grasp on where your agency's records are and how they can be accessed remotely is essential to continuing the work of supporting the people of the state of Washington through this and any other potential crisis.

And lastly, when you pay attention to retention and the archival designation, you're working to preserve the past for the benefit of the future. There will always be value in mining institutional memory as our agencies collectively work towards the future.

WHAT IS A PUBLIC RECORD ?

For the purposes of **retention and destruction**, two criteria (RCW 40.14.010):

1. **Made or received in connection with the transaction of public business**
2. **Regardless of format**

For **public disclosure** (RCW 42.56.010):

1. **Any writing relating to the conduct or performance of any government function prepared, owned, used, or retained by a state or local agency**
2. **Regardless of format**



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Before you can even begin to think about responding to a public records request, you'll need to make sure you understand what a public record is.

Everything we do as employees of state and local government agencies is framed by a larger set of rules and regulations that help organize the way we conduct business; in our case, it is the **Revised Code of Washington, or RCW**.

Chapter 40.14 of the RCW lays out requirements for managing, destroying or transferring public records and also provides a surprisingly straightforward definition of a "public record."

Under state law, for something to qualify as a **public record for retention purposes**, you have to ask yourself one thing:

Was it made or received in connection with the transaction of public business?

If the answer to that question is **yes**, then what you have is a public record; a public record whose retention and disposition is regulated by the state and local government records retention schedules.

Remember that public records are not just text documents. They can be audio recordings, social media posts, PowerPoint slide decks; ANYTHING that you create or share in the course of your job is a public record regardless of format.

The definition I've just offered for a Public Record is for the purpose of **retention and destruction**, which is what my team is here to help you with, but a Public Record is also defined under the scope of public disclosure, which is handled by the State Attorney General's office and is very likely the definition you all are more familiar with.

For the purpose of public disclosure, a public record is "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

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A RECORD'S LIFE CYCLE



A.M. Kendrick Photographic Collection, ca. 1890-1976, Washington State Archives



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So now that we've been refreshed on what a public record is, let's dive into it's life cycle.

The life cycle of a record begins when the record is created or received “in connection with the transaction of public business.” While existing agencies don't have the luxury of starting from scratch, the birth of a public record is the perfect time to make sure that everyone **understands their responsibility** as it concerns the records they create or receive, that there are **documented policies and procedures** in place to guide the active management of those records, and that **ALL agency staff are trained** to use those resources. Getting ahead in the first step of a record's lifecycle guarantee's straight-forward public disclosure down the line.

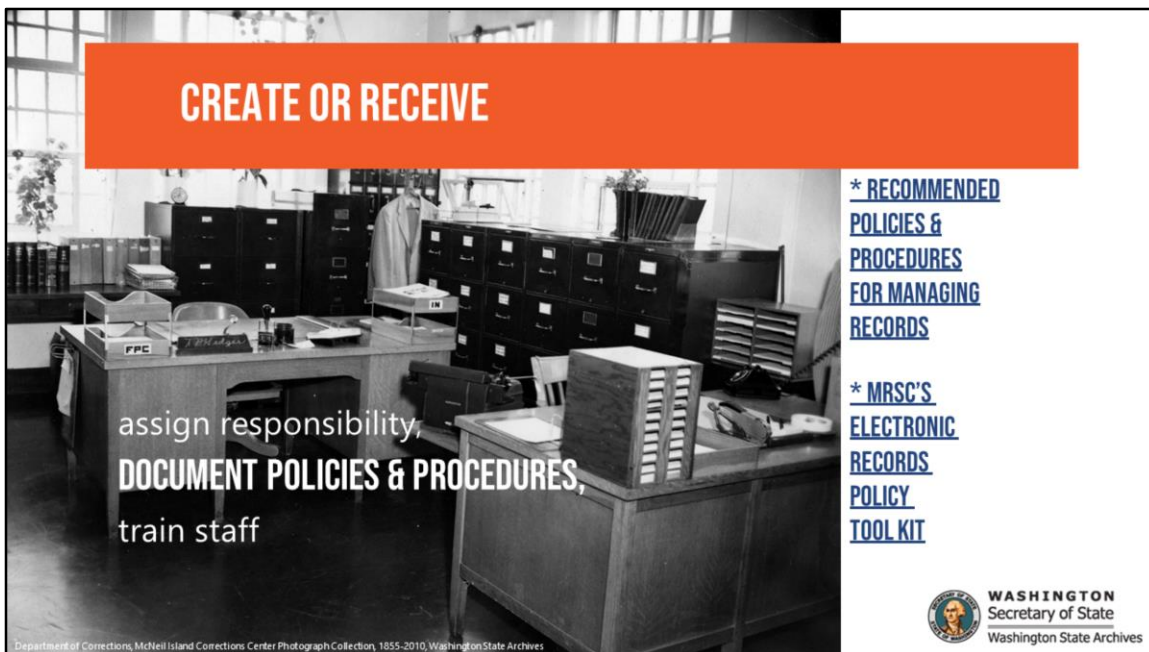
A record is **ACTIVE** when it's supporting your current work in the “**use**” stage.

You might share active records over email or edit them as a team in a shared folder. In order for those records to be useful to your agency, they need to be **organized for accessibility**. A **records inventory** is an excellent tool to identify what already exists, where it is stored, and how long it needs to be kept. While you are frequently using or editing a record, you'll want to explore **technological tools** your agency can adopt to simplify the organization of and access to your records. We'll point you to additional resources as we dive further into this "use" stage of a record's life cycle, but it's important to understand how organizing your records while you are **actively** using them saves you a significant amount of time and mental energy when having to respond to public records requests .

After your done using a record, it moves into **storage**. This may be the stage at which records are the most **INACTIVE**, but that isn't an excuse to sleep on a record's management. This is really the meat and potatoes of Scott's and my work, because this is where retention comes in. **Understanding retention requirements, retaining records** in the appropriate format for the approved amount of time, and **preparing essential records** for possible emergency situations are all necessary to legally service public records requests and fulfill your obligations to your agency and the public.

The last stage in a record's life cycle is destruction or preservation.

Disposition is simultaneously satisfying and frightening in that I'm fascinated by documents being run through the paper shredder (I think its drama and the noise) and value the opportunity to simplify my work life, but live in fear of getting rid of something important. The best part of regularly destroying or transferring archival records to the Washington State Archives, at least for a Public Records Officer, is that your agency is no longer subject to public records requests for that material. At that point you can just point them to the DAN that give you the authority to destroy those records or send them to the Archives if the records have been transferred.



The first step in getting a good handle on your agency's records management is to centralize and assign responsibility. While all state agencies benefit from a designated Records Officer, this is certainly not the case for all local government entities who, whether due to staffing or other resource limitations, are unable to have one person whose job it is to manage a records program. It is nevertheless important to assign responsibility to a person or persons who can work to develop and implement internal records management policies and procedures and oversee the adherence to the approved retention schedules.

A well-constructed house of Records Management is built on a solid foundation of well-documented and widely adopted policies and procedures that lay out how to manage all of an agency's records, regardless of format. This is a big ask for sure, but it can be broken down into 3 component parts which you can also find laid out in our **RECOMMENDED POLICIES &**

PROCEDURES FOR MANAGING RECORDS advice sheet:

1. A **General Records Management Policy** makes clear to anyone reading it the benefits of managing public records, who in the agency is responsible for that work, demonstrates compliance with laws and associated governing standards, and sets the tone for openness and transparency.
2. Each department, office, or work unit should have a **customized file plan** which should include specific directions for handling records through their life cycle – from creation, to use and sharing, to storage, and finally to disposal.
3. And lastly, each agency should have documented policies and procedures for any **records management-specific activities** like destroying or transferring records, as well as for any **new technology or format adoption** like social media or the use of cloud storage. I suggest taking a look at **MRSC's ELECTRONIC RECORDS POLICY TOOL KIT** which offers “sample policy language options for the various facets of electronic records retention, management and disclosure.”{Of course, there are no “one size fits all” policies available, but they do offer helpful models to consider when drafting something like a cell phone policy, for instance.}

Of course, no amount of policies or procedures can make up for the fact that staff need to be trained to manage the records they create or receive. Consider including records management training in the new employee orientation period and regularly offer, and if you can, require, training on agency records workflows, policies, and procedures so that everyone is on the same page when it comes to understanding the importance and efficient implementation of a records management program. Given that all agencies generate and receive public records, records management should also be included as part of an employee's performance expectations. Ultimately, there is no easy way to

respond to a public records request without laying the groundwork for a record to deliberately transition to each stage of it's life cycle.

And please do not forget that Scott and I, as well as the entire records management team at the Washington State Archives, are here to offer our guidance and support whenever you need it.



USE

organize records,
INVENTORY RECORDS,

Location	Brief Description	Inclusive Dates	Volume	DAN	Archival?	Essential?	Retention Period	Transfer/Destroy Date	Confidential or Exempt?
Main Storage Room	Office supply receipts	2004-2012	5 boxes	GS2011-184	No	No	6 yrs after EOFY	July-19	No
Main Storage Room	Office supply receipts	2013	1 box	GS2011-184	No	No	6 yrs after EOFY	July-19	No

adopt tools

* [MRSC'S PRA](#)
[& RECORDS MANAGEMENT](#)
[TECHNOLOGY GUIDE](#)


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Department of Corrections, McNeil and Consulting Center Photograph Collection, 1855-2020, Washington State Archives

For those kinesthetic learners out there, physically organizing the file room can be a satisfying task that has very tangible results, but digital files need as much coordinated effort as physical ones. You need to know how and where your records are organized so that you can quickly locate records responsive to a public disclosure request. This is where agency-wide file plans and file naming conventions come into play. Just as we might fold our clothes and put them away in their respective drawers or group our eating utensils by function for frequent use, the more organized and clearly identifiable your files are, the easier it is to access them.

All records, data, and other recorded information at your agency should ideally be inventoried every 1-2 years. This inventory should only be as detailed as necessary to know what you have and where it is. We encourage including the following information in your inventory, and offer a visual

example here:

1. It should include the location of the records, which in this case is the
“main storage room”
2. A brief description of the records, which in this case is “office supply
receipts”
3. Date or date range that the records were created
4. The volume of records measured; whether it’s number of boxes,
gigabytes or terabytes, depending on the format
5. The Disposition Authority Number, or DAN, which in this case is
GS2011-184 and is the unique identifier for the *Financial
Transactions – General* series in CORE
6. Whether or not the record is designated Archival in retention
schedules
7. Whether or not the record is designated Essential in retention
schedules
8. Required retention period and date the records will be eligible for

destruction or transfer to the Washington State Archives

9. & Clear identification as to whether the records include any confidential material or possible exemption from public disclosure.

Systematically inventorying records as they are being actively used and are still front-of-mind turns a potentially exhausting records disclosure request into a simpler matter of referencing your updated inventory for the responsive records.

To aid in the organization, inventory, and overall use of your records, your agency will want to consider the technology tools and physical storage tools available. Whether it's an archives box, appropriate shelving, or an enterprise content management system, an agency should consider adopting the appropriate tools to efficiently manage every stage of a record's life cycle. I've guided you towards MRSC for policy development, but I also recommend taking a look at **MRSC's 2019 PRA and Records Management Technology Guide**, which is truly a very approachable resource laying out some of the current technology tools available to help you continue to meet the requirements of the Public Records Act quickly and completely.

STORE

UNDERSTAND RETENTION requirements,
RETAIN RECORDS in the appropriate format for the approved period of time,
and **PREPARE ESSENTIAL RECORDS** for possible disaster.

* **WASHINGTON
STATE
ARCHIVES**



Records of the Port of Bellingham, Photographs, 1890-1999, Washington State Archives



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When a record is no longer being used to support the work it was created for, it enters into its storage phase of life where it must be actively managed for the length of its specified retention period, whether to meet a legal, fiscal, or audit requirement, fulfill an agency need, or fulfill a public records request.

Much of what follows in this presentation focuses on the second half of a record's life, where retention and disposition dominate the conversation. Before diving into the particulars, it's important to broadly understand that retention is quite simply the minimum period of time government agencies must retain the different types of records they create and receive.

While only key staff need to know how to locate and apply ALL retention schedules approved for use by their agency, ALL STAFF need to know **what** transitory records they can dispose of as soon as no longer useful and **where**

to file records with additional retention requirements.

One of the most important record types designated in the retention schedules is essential records. These are vital records that are necessary to resume and restore operations during and following a disaster, and must be protected from damage, loss, or theft. This essential protection can take the form of migration, geographically separated back-ups, or special shelving for your essential paper records. The **Washington State Archives website** offers a full suite of retention advice, records management guidance, and essential records protection strategies for your consideration and use.

Whether it's a record with an extensive retention period or a record that's designated "essential", how your agency chooses to store it's records ultimately determines whether you'll be able to retrieve them in the face of a public records request.

HOW DO I KNOW WHAT TO KEEP ?

Agencies are granted *ongoing legal authority* to disposition (get rid of records) through legal documents called **records retention schedules**

Records retention schedules for local or state government are approved by the **Local** or **State Records Committee** (RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)



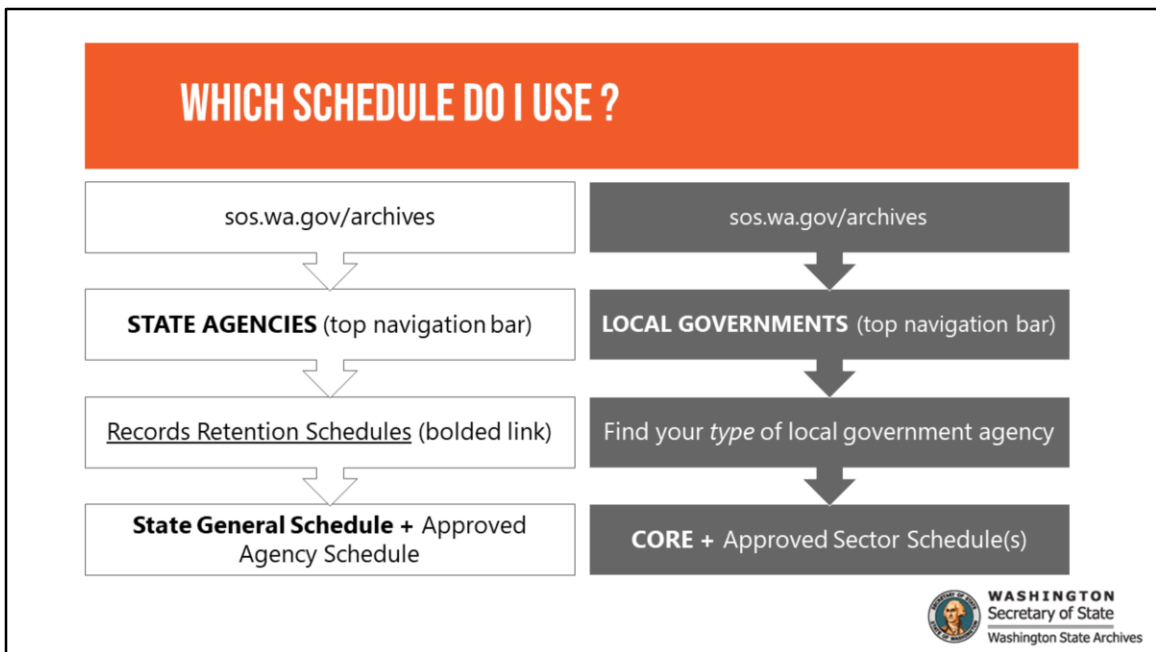
So, how do you know what you need to keep and how long you have to keep it?

The short answer here is: There are records retention schedules that lay out how long to keep specific types of records and give state and local agencies permission to follow that retention with destruction or archival transfer.

Records Retention Schedules are legal documents that have been created and approved for your use by either the State Records Committee --- for state agencies, or by the Local Records Committee --- for local government agencies. These committees are comprised of representatives from the Attorney General's Office, the Auditor's Office, the State Archives, and specific to State Agencies, the Office of Financial Management. The committee members apply their expertise and perspective to help ensure that all legal requirements are met, that your records are retained properly for financial and auditing purposes, and that any records that have historical value are preserved properly.

We are sometimes asked what determines a record's retention period. To determine retention, we consider

1. The agencies' business need
2. Laws and professional standards
3. Statutes of Limitation, or the amount of time legal action can be taken after an event has occurred
 - a. For instance, you have 3 years to report and potentially litigate a personal injury, so records documenting that injury must be retained for a minimum of 3 years.
 - b. And you have 6 years to report and potentially litigate a breach of contract, so the records documenting that contract must be retained for a minimum of 6 years.
4. We also consider audit examination periods when determining retention.



What retention schedules you are approved to use depends on whether you are a **STATE AGENCY** or **LOCAL AGENCY**;

I'm going to take a brief break from the presentation here and walk you through our website so you can get a sense of where you'll find the state and local records retention schedules.

Live Demo: <https://www.sos.wa.gov/archives/>

- The first thing we'll want to do is navigate to our main page: **SOS.WA.GOV/ARCHIVES**. From this landing page, the easiest way to access the retention schedules is via the top navigation bar here.
- If you're with a local government agency, you will **select the Local Governments link** highlighted at the top of our website and then select your type of agency; whether you represent a city, county, school district or other special purpose district.

- I like to play basketball at my local park, so I'm going to **select "Park and Recreation Districts and Service Areas."** The schedule your particular agency is approved to use will be bolded at the top left of the landing page. The first schedule you should see listed for ALL local government agencies is the Local Government Common Records Retention Schedule that we've lovingly abbreviated to CORE. CORE is used for those types of common records that we see at all of the varied local agencies: meetings of your government bodies, contracts and agreements, facilities management, human resources, etc.
- Then you'll see your local government sector schedule or schedules that you'll use for the unique records your agency generates and receives. In the case of Parks & Rec, it looks like they get up to all the fun stuff I associate with public parks like fairs or managing public zoos.
- Going back to the main page now, if you are with a State agency, you will **select the State Agencies link**, and access the **Records Retention Schedules** via the bolded link at the top left.
- Right at the top, you'll find the **State Government General Records Retention Schedule**. Similar to the **CORE Schedule** for Local Agencies, the **State General Schedule** covers records that document functions and activities that are common to all state government agencies.
- The State General Schedule is used in conjunction with the approved schedules of your specific state agency. So, if you are with the Secretary of State's office like myself, you'll use the **State General Schedule** AND the **Secretary of States'** schedule

A GOOD RULE OF THUMB: Your agency is approved to use **either** the State **or** Local general schedule and your agency's specific sector schedule, but you'll always want to start in your sector/agency-specific schedule first. Your sector schedule will thankfully be shorter and easier to navigate ahead of potentially having to zoom out into the State or Local general schedule, depending on your type of agency.

Aside from the retention schedules, you can also access additional resources and guidance specific to your agency from your landing page. However, if you want a consolidated look at our advice and guidance, navigate to **ADVICE SHEETS & OTHER PUBLICATIONS** from the sidebar.

RECORDS RETENTION SCHEDULE



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State Government General Records Retention Schedule
Version 6.2 (August 2021)
+
Local Government Common Records Retention Schedule (CORE)
Version 4.2 (August 2021)

5.4 PUBLIC DISCLOSURE/RECORDS REQUESTS

The activity of responding to public records requests in accordance with the Public Records Act (chapter 42.56 RCW).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 05001 Rev. 2 + GS2010-014 Rev. 3	Public Disclosure/Records Requests Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW. Includes, but is not limited to: - Internal and external correspondence relating to the request; - Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); - Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); - Records documenting administrative reviews relating to the request; - Public disclosure requests and appeals. Excludes: - Records that are the subject of the public records request (which must be retained in accordance with the applicable records series); - Records covered by <i>Provision of Advice, Assistance, or Information</i> (DAN GS 09022).	Retain for 2 years after public records request fulfilled <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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This is a screenshot of one series (**Public Disclosure/Records Requests**) you'll find in both the CORE and State General Schedule. Records Retention Schedules are essentially a list of the types of records that an agency might create or receive, so don't be intimidated by their format and contents.

Each type of record has a **Disposition Authority Number, or DAN**, which is the unique identifier that authorizes the retention and disposition of that record. Like most unique alpha-numeric identifiers such as the **International Standard Book Number (ISBN)** or the **Entertainment Identifier Registry (EIDR)**, DANs don't make much sense on their own, but in the context of an entire schedule, they do the work of quickly distinguishing one series from another and are an important tool when documenting the destruction of records.

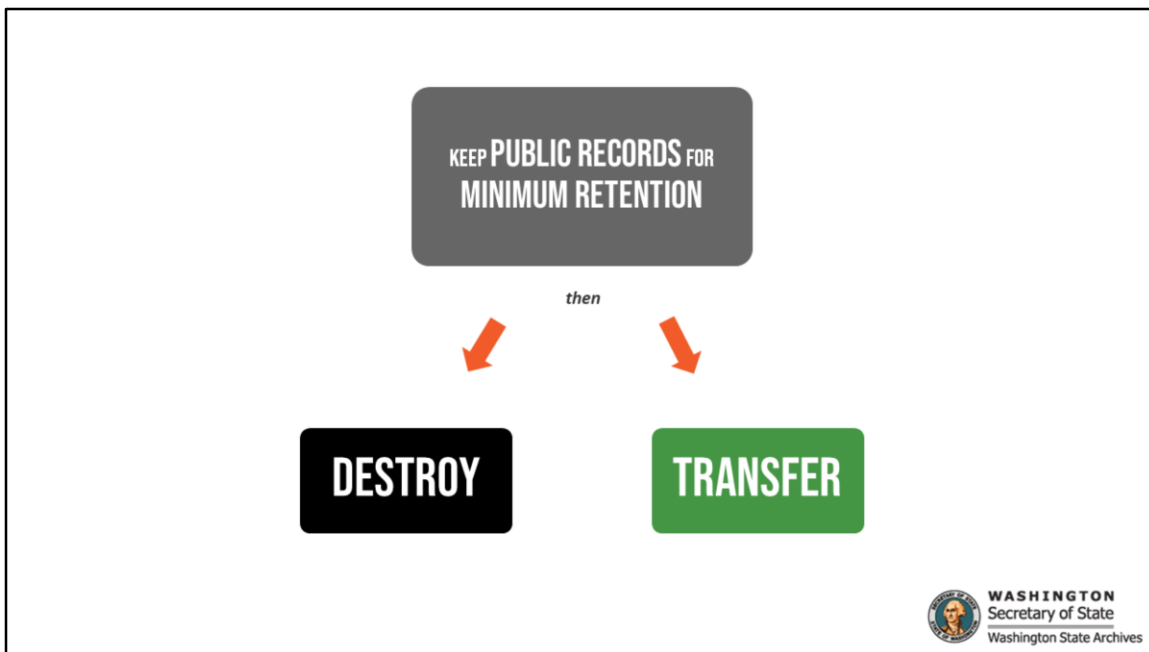
The **Title and Description of Records**, or where you can expect to spend most of your time, will describe the type of record that falls under that DAN. It will frequently include examples of records that fall under that DAN, but can also contain examples of records that are otherwise excluded. This can seem confusing at first, but you'll find knowing what types of records are included as well as excluded will help you identify whether you have the correct series for the record at hand. **KEEP IN MIND**; your record may still fall under that DAN if it matches the description, but isn't specifically identified in the "included" list. **(elaborate by talking about "Personnel File" VS. "Employee History File")**

The **Retention and Disposition Action** tells you how long you must retain that type of record, when that countdown starts, and what you must do with the record once it has met its required retention period. The retention for Public Records Requests is "2 years after public records request fulfilled *then* **destroy**." This retention has no bearing on the original records being requested, but if an agency uses copies of *those* records (instead of lists describing them) as their evidence of what was provided to the requester, those copies are to be retained with the other records relating to the request in accordance with this particular DAN.

The **Designation** field can go in one of several ways, starting with ARCHIVAL or NON-ARCHIVAL

- Archival records have long-term public research value, whereas non-archival records do not.
- ESSENTIAL records need to be properly protected and/or duplicated in order to resume business under emergency conditions and NON-ESSENTIAL records do not.

The final designation, which is either OPR or OFM, has no bearing on your work, so you won't need to consider this little holdover from some dated legislation.



This is the main thing that we want you to understand about retention.

Your responsibility is to keep your agency's records for the minimum amount of time listed in the retention schedule, and then either destroy them, or transfer them to the state archives for appraisal and/or permanent preservation, depending on what it says in the records retention schedule. And more importantly for this group, records that are destroyed or transferred to the Archives are no longer subject to public records requests.

Please keep in mind that there's really only two agencies that are authorized to be legal custodians of your records: That's your agency or the Washington State Archives. You can't transfer records to an individual, or a library, or a Historical Society, or anything like that. And you can't allow staff to keep records as personal possessions.

WHAT CAN I DESTROY NOW ?

BLANK FORMS & PUBLICATIONS Blank forms or extra copies of reports, brochures & newsletters.	BRAINSTORMING Post-it notes, whiteboards, flipcharts, or staff notes from brainstorming sessions.	CONTACT INFORMATION Business cards, Outlook contacts, mailing lists, or mail returned as undeliverable.
DRAFTING & EDITING Drafts, edits, comments, mockups from INTERNAL staff not needed as evidence of EXTERNAL consultation or due diligence.	UNSIGNED DIGITAL DOCUMENT Unsigned digital documents/templates for official business.	SPAM & MAILERS Advertisements, brochures, catalogs & newsletters NOT created by the agency.
FYI'S & MEMO'S Cookies in the breakroom, sick notices, email read receipts, or out-of-office notices.	BROWSING HISTORY Cookies, cache, temp files, saved credentials, Google searches, or bookmarks; excluding internet activity logs monitored by IT.	TO-DO LISTS & TASKS Records monitoring work in progress.
RAW DATA CAPTURED ELSEWHERE Raw data or temp records (survey responses or written notes) documented by formal record.	REFERENCE INFO Materials gathered from outside sources for reference purposes.	BASIC AGENCY INFO Requests for hours of operation, contact information, web address.
SCHEDULING Invitations, checking availability, rescheduling, and venue arrangements.	SECONDARY COPIES Printouts of database records, webpages, emails, convenience copies.	UNSOLICITED INFO Information not requested or used by the agency.

* [TRANSITORY RECORDS CHEAT SHEET](#)



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So what can I destroy now?

While simplified for the purpose of this presentation, all of the record types presented in this table are transitory records that are covered by retention series & their associated DAN's in both **CORE** & the **State General Schedule** and can be deleted or recycled when no longer needed for agency business, but are still subject to disclosure while they exist.

Thankfully, a significant percentage of the records we create and receive are transitory in nature, so it's best to simply dispose of these records after there is no longer a perceived need for them and you've identified the DAN that gives you the legal authority to do so. By getting rid of what you can when you can, you'll find that the amount of records you and your agency need to manage or wade through when responding to a public records request is

seriously diminished, making your life that much easier. While you won't need to document the regular destruction of transitory records, if your agency is tackling a larger "organize the file room" project that has you determining the retention of large collections of older files, you are encouraged to document that destruction.

You can find the full guide posted online at the Washington State Archives website, complete with it's important exclusionary details, and I encourage everyone to print a copy and post it at your desk so that you can always have this handy resource within sight.

HOLD IT !

There are times when you **must** hang on to records even if their retention requirements have been met:

- ☐ Litigation holds (must keep until hold lifted)
- ☐ Open public records requests (must keep related responsive documents until request fulfilled/closed)



Agencies can choose to hold onto records past retention for their own reasons, but there are a couple of situations where you would absolutely need to hang onto your records past their minimum retention.

- One is in the case of a litigation hold. If there's a lawsuit pending or ongoing and you have records that are responsive to that litigation, you would need to keep those records until the litigation has been resolved, or the hold is lifted.
- The second situation is if there's a public records request. Let's say you've got records that are 20 years past their retention. You've already identified them as non-archival and you plan to destroy the records next Monday. If a public records request comes in this afternoon for those old records slated for destruction, you'll still need

to provide them to fulfill the public records request because they are still in your possession. Once the request is fulfilled, you can resume with destruction or transfer per usual. HOWEVER, any **copies** supplied to the requester need to be held onto for the two year retention of **Public Disclosure/Records Requests** documents which are then subject to any additional public disclosure requests.

DESTROY OR PRESERVE

* SAMPLE
DESTRUCTION
LOG



Department of Corrections, McNeil Island Corrections Center
Photographic Collection: 1955-2010, Washington State Archives



Governor Daniel J. Evans, Jan. - Dec. 1975, Daniel J. Evans Scrapbooks, Washington State Archives



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State agencies and local government entities are not required to destroy their non-archival records after they've met retention, but they are strongly encouraged to do so. Routinely destroying non-archival records that have met retention and are no longer needed for agency business enables staff to find accurate and up-to-date information more efficiently, reduces the cost of physical and digital storage, and dramatically decreases the time spent fulfilling public records requests. You can't give requestors what you don't have, and it's in these scenarios where being able to point to a destruction log as proof of your due diligence can come in handy.

To document this destruction, you'll want to maintain a destruction log that, at a minimum, includes the disposition authority number, or DAN, of the record series being destroyed, the record series title, the date range of the records being destroyed, and the actual date of destruction. **You can find sample local and state government public records destruction logs on the**

Washington State Archives site and we encourage you to use them as templates for your own destruction documentation.

For paper and electronic records designated archival, you'll need to reach out to your regional Washington State Archives branch to guide you through the process of appraisal and transfer. Archival records have pre-determined value and need to be preserved and managed permanently for future access, but thankfully that isn't work you have to do. The Washington State Archives is here to take those archival records off your hands to protect them, save you time and money, and continue to demonstrate our collective commitment to an open and transparent government. Once your archival records have been transferred, you are no longer responsible for providing access to those records and can redirect any public disclosure requests to the Washington State Archives.

ADDITIONAL RESOURCES



Thanks so much for joining Scott & me for this webinar.

Records management and the work of a Public Records Officer really go hand-in-hand, so we are always grateful to be included in WAPRO events so that we can remind all our public records nerds out there that you've got a team of fellow records management nerds at your disposal here at the Washington State Archives 😊

Please reach out to us via email or by phone, and check out our website for more fabulous records management and retention content!