

# Washington

State Historical Records Advisory Board



Photos courtesy of Washington State Archives

# Digitization Program

If your collection includes local government records, you may wish to:

- Increase Access**
- Improve Preservation**
- Transfer Custody**

Free digitization of eligible local government records courtesy of the Washington State Historical Records Advisory Board (WSHRAB) and Washington State Archives Imaging and Preservation Services. Application process begins October, 2009.

**Inquire Now:**

wshrab@secstate.wa.gov  
360-650-2813

**Local Government Records**

Official records created by county, municipal or other local government agencies such as irrigation, fire, health, public utility, school and water districts, document the policies, properties and people that impact our lives. The WSHRAB Digitization Program is a service that creates digital copies of important local government records for potential use on your website and that of the Washington State Digital Archives. Additionally the program assists in finding the best home for the original records.

**Washington State Historical Records Advisory Board (WSHRAB)**

WSHRAB is the central advisory body for historical records planning in Washington. Established in 1976, it promotes practices that ensure preservation of, and access to, the state's public and private historical records. Appointed by the Secretary of State and chaired by the State Archivist, WSHRAB acts as a coordinating body to promote cooperation and communication between records repositories within the state.

**Washington State Archives**

The Washington State Archivist chairs WSHRAB. The Archives provides digitization and grants administration services through its Local Government Records Grants program. The Washington State Digital Archives guarantees preservation of your digital images and offers worldwide access to appropriate collections.

**Washington State Archives Eastern Region**

(Adams, Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla and Whitman counties)  
era@secstate.wa.gov  
509-235-7508

**Washington State Archives Central Region**

(Benton, Chelan, Douglas, Franklin, Grant, Kittitas, Klickitat, Okanogan and Yakima counties)  
archives@cwu.edu  
509-963-2136

**Washington State Archives Northwest Region**

(Clallam, Island, Jefferson, San Juan, Skagit, Snohomish and Whatcom counties)  
state.archives@wwu.edu  
360-650-7930

**Washington State Archives Puget Sound Region**

(King, Pierce and Kitsap counties)  
archives@bellevuecollege.edu  
425-564-3940

**Washington State Archives Southwest Region**

(Clark, Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Skamania, Thurston and Wahkiakum counties)  
swresearch@secstate.wa.gov  
360-753-1684



Washington  
**Secretary of State**  
SAM REED

**NHPRC**  
DOCUMENTING DEMOCRACY  
National Historical Publications and Records Commission

**Q. Who may apply for the WSHRAB Digitization Program?**

A. Historical organizations, genealogical societies, museums, academic archives, and similar institutions that possess records created by local government agencies are eligible to apply through a competitive process. Individuals and agencies of local government are ineligible as are societies, museums and libraries that are operated by a division of local, state or federal government.

**Q. What are the benefits of the WSHRAB Digitization Program?**

A. Increased worldwide access to historical records, improved preservation of the records and consolidation of collections are three primary benefits of the WSHRAB Digitization Program. Currently collections of historical local government agencies may be fragmented in multiple locations.

**Q. What records are eligible for the WSHRAB Digitization Program?**

A. Legal and historical records of all types created by local government agencies and no longer in government custody are eligible for digitization. Priority records include: records in need of preservation, especially those from the territorial and early statehood periods of Washington; local censuses; proceedings of commissions, boards and councils; historic maps and photographs; school records; and assessor and other records useful for house history.

**Q. Can my organization receive money for equipment and personnel?**

A. No. The WSHRAB Digitization Program is a service to provide digital images of local government records in order to increase researcher access, improve preservation and consolidate collections.

**Q. Is there a requirement for a monetary or in-kind match?**



*Governor Evans and climbing party atop Mt. Rainier, 1965, Washington State Archives*



*Capitol Campus, Olympia, 1930, Washington State Archives*

A. No. There is no match requirement other than a written commitment on your organization's part to successfully complete the project.

**Q. What products and services will my organization receive from the WSHRAB Digitization Program?**

A. Upon completion of the project your organization will receive a file with TIFF images of the records. A copy of the digital images will also be transferred to the Washington State Digital Archives to ensure preservation of the digital asset and to potentially provide worldwide access.

**Q. Must my organization's records be transferred to the Washington State Archives?**

A. No. Priority will be given to projects that result in the eventual legal transfer of the records, but this is not a requirement. Your records will, of course, be temporarily in the hands of the Archives during their imaging. Both your organization and the Archives will receive a copy of the digitized images with full rights to make these available to researchers.

**Q. Must the images be made accessible on my organization's website?**

A. No. Applications that will increase access to the records by placing them on an organization's website will receive priority, but this is not a requirement.

**Q. When are applications for the WSHRAB Digitization Program due?**

A. A notice of intent to apply is due December 31, 2009. Final applications date is March 31, 2010.

**Q. Is assistance available for completing the application and carrying out the project?**

A. Yes. Personnel of the Washington State Archives will provide assistance. The Regional Archives will assist in the application process and throughout the project.