



Destroying Non-Archival Records: Can Agencies Donate Rather Than Destroy Their Records?

Purpose: Provide guidance to local government agencies on circumstances under which they can donate records.

Can local agencies donate NON-ARCHIVAL records?

YES, but only if all of the following conditions are met (RCW 40.14.070(3)):

1. The records must be at least seventy (70) years old.
2. The records must have met their retention requirements.
3. The records must be designated NON-ARCHIVAL in current records retention schedules.

What about records designated as ARCHIVAL (APPRAISAL REQUIRED)?

If the Washington State Archives has appraised the records and declined to accept them for permanent retention, then the records can be donated as long as they are at least seventy (70) years old *and* have met their retention requirements.

What about records designated as ARCHIVAL (PERMANENT RETENTION)?

Records with permanent retention value should be transferred to the Washington State Archives once they meet their retention requirements.

Where can local agencies donate records?

Local agencies can donate records to “the state library, local library, historical society, genealogical society, or similar society or organization.” (RCW 40.14.070(3))

Can local agencies donate records to individuals?

NO – Records cannot be donated to individuals or private collectors.

NOTE: STATE agencies are not allowed to donate ANY records (whether ARCHIVAL or NON-ARCHIVAL). (RCW 40.14.070(3))

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

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