



Electronic Records Management: How Long Do Migration Process Records Need to Be Kept?

Purpose: Provide guidance to state and local government entities on the retention of records that document the process of migrating records from databases and other systems.

Records documenting the process of migrating records from one database/system to another can help demonstrate the authenticity of the migrated records by showing how they were migrated and that the records are still what they purport to be, even though they are not in their original database/system.

Examples of migration process records include:

- Maps showing the fields from the old database/system and where they were mapped in the new database/system;
- Testing/verification of the successful migration.

Type of Records Being Migrated	Retention Requirements
Archival and/or Non-Archival Records	Conversion/Conservation of Records (DAN GS 11013/GS2010-016) <i>Until the converted/repaired records have been destroyed/transferred in accordance with a current approved records retention schedule (Non-Archival)</i>

More detailed descriptions and other exceptions can be found in the records retention schedules available from Washington State Archives' website.

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