



## Transferring Archival Records: How to Find Which Records Are Designated as “Archival”

**Purpose:** Provide guidance to state and local government agencies on how to find records designated as “Archival”.

Records designated as “Archival” can be found in the records retention schedules.

On the right-hand side in the “Designation” column, records series are designated as “Archival (Permanent Retention),” “Archival (Appraisal Required),” or “Non-Archival”:

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
G550-05A-07 Rev. 1	<b>Charter and Bylaws – Development</b> Records relating to the development of the agency's scope of the agency and its rights, responsibilities for the agency's decision-making bodies (councils, Associated Student Bodies (ASB)). Excludes adopted charters and bylaws covered by...	Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL (Appraisal Required)</b> NON-ESSENTIAL OFM
G550-16-09 Rev. 1	<b>Jurisdictional Boundary – Official</b> Official documentation of the agency's legal jurisdiction (including annexation or incorporation), and related physical features within the agency's jurisdiction. Records may include, but are not limited to: • Drawings, maps, photographs (prints, slides, negatives); • Surveying, land survey field books;	Retain until no longer needed for agency business then Transfer to Washington State Archives for permanent retention.	<b>ARCHIVAL (Permanent Retention)</b> <b>ESSENTIAL</b> (for Disaster Recovery) OPR

“Archival (Permanent Retention)” records can be transferred to Washington State Archives in their entirety at the end of their retention period.

“Archival (Appraisal Required)” records need to be reviewed by the Archives at the end of their retention period to determine their value to the collection. The records may be selected, in part or in full, for archival transfer or released for destruction.

“Non-Archival” records may be destroyed when they have reached the end of their retention period.

There is an index to all “Archival” records at the end of each records retention schedule.

Records retention schedules are available from Washington State Archives' website.

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

[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)