



Disaster Preparedness: How to Find Which Records are Designated as “Essential”

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

Records designated as “Essential (for Disaster Recovery)” can be found in the records retention schedules.

On the right-hand side in the “Designation” column, records series will be designated as either “Essential (for Disaster Recovery)” or “Non-Essential”:

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GSS0-05A-07 Rev. 1	Charter and Bylaws – Development 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 other rules.	Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GSS0-16-09 Rev. 1	Jurisdictional Boundary – Official 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); • Surveys, land survey field books;	Retain until no longer needed for agency business then Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR

There is an index to all “Essential” 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
recordsmanagement@sos.wa.gov**