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## Transferring Archival Records: How to Transfer for Appraisal and Selective Retention

**Purpose: Provide guidance to state and local government entities on the ARCHIVAL (Appraisal Required) Designation**

The Archival (Appraisal Required) designation indicates the need for an appraisal by an Archivist. An appraisal is the process by which the Archives determines which records have long-term value.

Records with the disposition action “**ARCHIVAL (Appraisal Required)**” will be reviewed by the Washington State Archives for appraisal and selective retention. During appraisal an Archivist will evaluate the records for enduring value and relevance to the collection at large. By selecting the most valuable documents, the Archives saves space and makes sure the collection is best meeting the needs of researchers.

Agencies are authorized to destroy records Archives staff choose not to keep once retention is met.

***Don't send records without talking with Washington  
State Archives first.***

Here's how to do this:

Send your ***Digital Transfer Inventory Sheet*** (digital records) or ***Archives Records Transmittal and Box Content List*** (hardcopy records) to the Archives requesting an appraisal.

The Archives will organize an appraisal session with you either by:

- Phone or email conversation
- Asking for a sample of the records
- Online or onsite consultation
- Combination of any of the above

State agencies can contact the Olympia Branch Archives to arrange for archival appraisal.

Local government entities can contact their [regional archivist](#) to arrange for archival appraisal.

**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)**