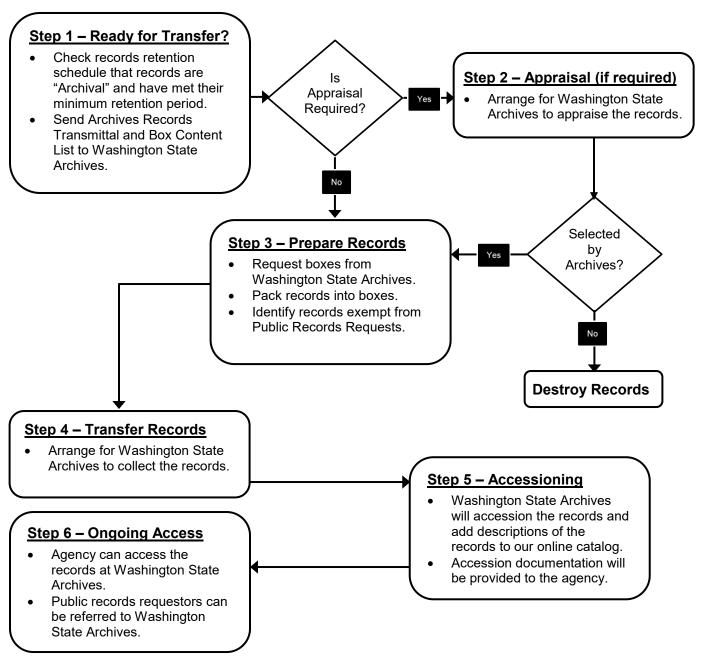


Records Management Advice

Issued: May 2021

Transferring Archival Records: Overview of Archival Transfer Process for Paper Records

Purpose: Provide state and local government entities with an overview of the process for transferring archival paper records.



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

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