



Archives Advisory Committee: What Is the Archives Advisory Committee?

Purpose: Provide guidance on the role and composition of the Archives Advisory Committee.

What is the purpose of the Archives Advisory Committee?

“The secretary of state shall, with local government representatives, establish a committee to advise the state archivist on the local government archives and records management program.” RCW 40.14.027

The Archives Advisory Committee is made up of representatives from various types of local governments and associations of local government entities across the state.

Archives Advisory Committee’s role in Local Records Grants

The Archives Advisory Committee, or AAC, is an integral part of the Local Records Grant Program. They participate in the process of selecting grant recipients from the pool of local agencies that have applied.

RCW 36.22.175 states that: “The advisory committee established under RCW 40.14.027 shall review grant proposals and establish a prioritized list of projects to be considered for funding.... The evaluation of proposals and development of the prioritized list must be developed through open public meetings. Funding for projects shall be granted according to the ranking of each application on the prioritized list and projects will be funded only to the extent that funds are available.”

Washington State Archives staff completes an initial round of scoring and comments for the Committee’s consideration.

The Office of the Secretary of State awards grants based on the Archives Advisory Committee’s final recommendations.

How can I get involved in the AAC?

Additional information about the Archives Advisory Committee is available on 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**