

Transferring Archival Records: What Legislators' Records Are Sent to the Archives?

Purpose: Provide guidance to legislators on what records to send to Washington State Archives.

Here are the typical "Archival" legislator records and when they are to be sent to the Archives:

2 years after end of calendar year	When no longer needed by legislator for business purposes or at the completion of final term/legislator leaves office
<p>Media Releases and Coverage (DAN GS 05003)</p> <p>Records relating to the agency's communications with the media and coverage in the media of the agency's activities and accomplishments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Press/news releases issued by the agency to the media for distribution; • Audio/visual recordings/transcripts of press conferences, speeches, etc., by the head of the agency or senior executives; • Copies of guest editorials written by the head of the agency; • Copies of news clippings/media coverage of the agency's activities (if compiled by the agency). 	<p>Bill Development (Prime Sponsored) (DAN 20-12-69606)</p> <p>Individual legislators' records documenting their contributions to the development of bills for which they were the prime sponsor.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records relating to the drafting of the bill; • Research materials related to the bill (such as reports, studies, etc.); • Constituent and other related correspondence/communications.
At the completion of final term/legislator leaves office	
<p>Calendars – Individual Legislators (DAN 20-12-69609)</p> <p>Records documenting the day-to-day meetings and other official calendar appointments of legislators.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Calendar records stored in Microsoft Outlook and other calendaring software/apps; • Hardcopy calendars/appointment books/diaries/etc. 	<p>Stakeholder Liaisons (Significant) (DAN 20-12-69619)</p> <p>Records documenting the interactions between the legislator and key stakeholders, such as:</p> <ul style="list-style-type: none"> • Other elected officials and agency heads in Washington State and from other states, federal and international governments; • Business and community leaders; • Celebrities and persons of local, state, national, or international renown.

In addition to the records and timeframes listed above:

1. Legislators are welcome to transfer these records sooner if they want;
2. Washington State Archives is happy to review any other records that the legislator may want to transfer.

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

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