



Using Records Retention Schedules: What to Do With State Publications

Purpose: Provide guidance to state agencies on the preservation of their printed and electronic publications.

Since 1963, Washington State Library has been the repository for all state government publications through its State Government Publications Depository Program established by chapter 40.06 RCW.

RCW 40.06.010(4) defines a state publication as:

"information published by state agencies, regardless of format, intended for distribution to state government or the public. Examples may include annual, biennial, and special reports required by law, state agency newsletters, periodicals, and magazines, and other informational material intended for general dissemination to state agencies, the public, or the legislature."

What needs to be sent to Washington State Library?

Generally, 2 copies of each printed publication and 1 copy of each electronic publication need to be sent to the Washington State Library for preservation and access (RCW 40.06.030).

More information about the State Government Publications Depository Program (including contact information) is available from Washington State Library's webpage:

<http://www.sos.wa.gov/library/StateDepositoryProgram.aspx>

Do I also need to send state publications to Washington State Archives?

No. Washington State Library's depository program is sufficient to ensure the permanent preservation of state publications in both printed and electronic formats. There is no need to duplicate efforts and state resources.

The records series State Publications (DAN GS 15008) in the *State Government General Records Retention Schedule* directs the transfer of publications to the Washington State Library.

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

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