

# BASICS OF MANAGING RECORDS

WASHINGTON



Secretary of State  
Washington State Archives

# AGENDA

1. Records Management & Public Records
2. Retention Schedules
3. Managing Public Records
4. Q & A



# WHAT IS RECORDS MANAGEMENT?

Records Management is **control** at every stage of a record's lifecycle.



# BENEFITS OF MANAGING RECORDS

- Enables the agency to fulfill its mission
- Promotes cost-effective use of agency resources
- Strengthens transparent and accountable government
- Reduces agency risk

# WHAT IS A PUBLIC RECORD?

## A public record is:

- ❑ ANYTHING made or received in the transaction of public business
- ❑ Regardless of format

Invoice? **Public record.**

Database entry? **Public record.**

E-mail? **Public record.**

Voicemail? **Public record.**

# How Do I Know WHAT TO KEEP?

Agencies have the ongoing legal authority to disposition public records using...

## RECORDS RETENTION SCHEDULES

*The State & Local Records Committees review and approve the retention schedules.*

(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)

# WHICH SCHEDULE DO I USE?



# RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 1	<p><b>Meetings – Staff and Internal Committees</b></p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p><b>Includes</b>, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes.</li> </ul> <p><b>Excludes</b> records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Advisory Body Records (DAN GS 10015);</i></li> <li>• <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i></li> <li>• <i>Meeting Arrangements (DAN GS 09024);</i></li> <li>• <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i></li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year  <i>and</i>            until no longer needed for agency business  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**\* You cannot destroy or transfer records without a DAN**



# FIND THE RIGHT DAN

## How to find the right DAN:

### 1. Ask clarifying questions.

- Is the record unique to your agency?
- Who** is doing what to whom?
- Why** was the record created/received?
- What** is the record about?

### 2. Review your approved schedules.

- Browse the schedules by table of contents, subject index, and keyword search.

### 3. Reach out.

# DIGITIZING PAPER RECORDS

## ARCHIVAL vs. NON-ARCHIVAL

Arrange appraisal/transfer of physical source records

Scan, verify, and destroy physical source records

**PLAN** before you scan.

Digitization is time-consuming, expensive & labor intensive.

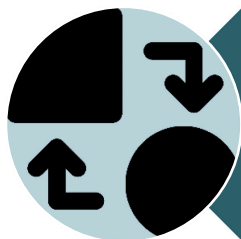
# ELECTRONIC RECORDS MANAGEMENT



**Digital Storage**



**Metadata**



**Conversion / Migration**

keep **PUBLIC RECORDS** for  
**MINIMUM RETENTION**

**Destroy**

or

**Transfer**

# WHAT CAN I DESTROY NOW?



- Working documents
- Duplicate copies
- Records formalized elsewhere
- Reference materials
- Non-work-related material
- & more!

# HOLD IT!



Records responsive to

**Litigation Holds**

**Public Records Requests**

must be retained until matter is resolved.

# RETENTION SCHEDULE UPDATES

**We want to  
hear from you**  
😊

If there have been changes in...

- Language and terminology
- Business value
- Legal & regulatory requirements
- Agency functions

# SAY HELLO!



**WASHINGTON**  
Secretary of State

Washington State Archives

**THE RECORDS MANAGEMENT TEAM IS  
HERE FOR YOU WITH  
FREE CONSULTATION, TRAINING,  
& ADVICE.**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
(360) 586-4901**