# **Hard-copy records**

Paper and other physical copies of public records can be some of the most difficult records to manage properly because they are more difficult to search, locate, and understand the chain of custody. Poorly organized records left behind by an employee are even more challenging because of the lack of context in many cases.

**Review and/or collect these tools**

Records survey

Figure out where all the records are that were relevant to this employee and take the time to figure out the approximate volume. Volume of physical records is measured in linear feet or linear meters – you can just take a measuring tape and see how large the stack is.

Take the time to also figure out what retention schedules apply and organize the records into larger buckets based on those retention schedules.

Records inventory

Determine what records are present. You will only need to focus on the folder level (e.g. you do not need to list every single part of the contract, just the fact that the contract is there).

**What to do with the Records you Find**

Legacy storage instruction

If you end up finding floppy discs, CDs, or other storage media that you are not able to open anymore, please reach out the Agency Records Officer. Our office has kept technology that can read these older forms of media, and we are happy to provide an assessment.

**Identify boxes of records that need to be archived**

If it is determined that records have met their retention, and the retention schedules indicate that those records are possibly archival, please follow the instruction [here](https://stateofwa.sharepoint.com/sites/DFW-igu/Records%20Management%20Library/Forms/AllItems.aspx?id=%2Fsites%2FDFW%2Digu%2FRecords%20Management%20Library%2FSending%20records%20to%20the%20Archives&viewid=f79414b1%2D371a%2D4764%2D8001%2Db2208652371f).

Identify boxes of records that need to be sent to the Records Center

If records need to be retained for a while longer, but you do not want them in your office anymore, you can send them to the Records Center. Sending records to the Records Center means that we still own the records, but the records are being warehoused. Please find those instruction [here](https://stateofwa.sharepoint.com/sites/DFW-igu/Records%20Management%20Library/Forms/AllItems.aspx?id=%2Fsites%2FDFW%2Digu%2FRecords%20Management%20Library%2FStoring%20records%20at%20the%20Records%20Center&viewid=f79414b1%2D371a%2D4764%2D8001%2Db2208652371f).

Identify boxes of records that need to be destroyed

If records have met their retention, and the retention schedules indicate that the records can be destroyed, you can destroy the records. Please find those instruction [here](https://stateofwa.sharepoint.com/sites/DFW-igu/Records%20Management%20Library/Forms/AllItems.aspx?id=%2Fsites%2FDFW%2Digu%2FRecords%20Management%20Library%2FIn%2Dhouse%20Destruction%20log&viewid=f79414b1%2D371a%2D4764%2D8001%2Db2208652371f).

**Request assessment support: email Program Records Coordinator and/or Agency Records Officer. Appointments with the Agency Records Officer are available on a one-on-one basis, or with larger groups.**