Hi (Staff Name) and Welcome to (Agency Name)!

We hope you are settling in to your new (project position) at (Division). I am the Public Records Officer for the Office and XXX works with me managing our records. We are here to help you with records and retention.

**All OSOS records are available to the public** unless we have an exemption to withhold or redact the record. I will also send you a link to some online training regarding public records.

**As a state employee, you are responsible to manage your state records.** This includes retaining records per the retention schedules and keeping them the minimum amount of time per the retention schedules. These retentions apply to all original records whether it’s paper or electronic (even text messages that are work related). Photo copies you print from emails are considered transitory as long as the original email is kept. We suggest creating folders to manage your subjects which will make is easier later for retention and disposition. **Please contact us if you need help!**

We follow two retention schedules which are attached. They are the State Government General Records Retention Schedule which all state agencies use and our OSOS Retention Schedule for unique records.

I have also attached an information sheet **“Knowing What to Keep for Emails”** to help you decide what you need to keep (this applies to all records). It will be a few years before you are able to delete records for correspondence etc. You are allowed to delete transitory records after you are done with them. This includes newsletters, cake in the kitchen emails, FYI emails etc.

If you have any questions, please give me or XXX a call anytime.

Regards,

***XXX XXXX***

Contact Information

Logo



Hi (Staff Name),

As we mentioned in our first email, almost all of the records we have are public record and may be requested by the public.

Below are some links for free training for public records and records management. Since you are new to XXX, please watch the video on the Attorney General’s website regarding public records. The State Archives also has several trainings posted that have some great information.

<http://atg.wa.gov/open-government-training> See lesson 2, Open Public Records – RCW 42.56

<http://www.sos.wa.gov/archives/RecordsManagement/OnlineTutorials.aspx> (Public Official and Public Records and Webinars)

<http://www.sos.wa.gov/archives/RecordsManagement/TrainingSignup.aspx>

Please let us know if you have any questions.   
  
We look forward to meeting you soon,

*XXX XXXX*

Contact Information

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