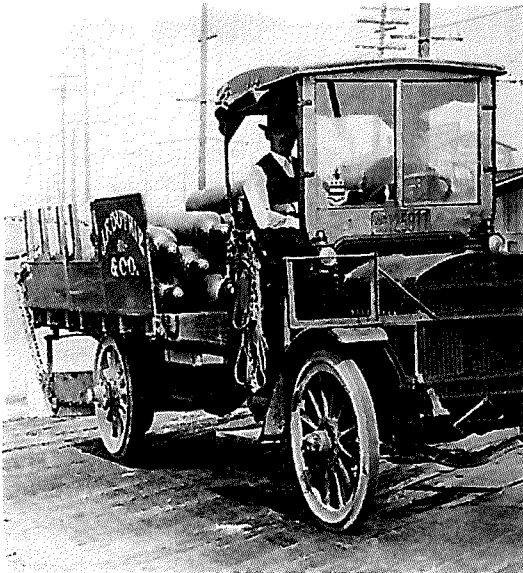




Washington State Archives

Transferring records to the Archives



Presented by:

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Fax: 425-564-3945

mike.saunders@sos.wa.gov



Secretary of State

Tim Wyma

Most Important Points:

Agencies need to retain all public records for at least the retention period specified by the Records Retention Schedules

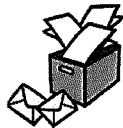
Archival records are not to be destroyed and are to be appraised for transfer to Washington State Archives – regardless of format



RCW 40.14 Preservation and Destruction of Public Records

“To centralize the archives of the State of Washington, to make them available for reference and scholarship, and to ensure their proper preservation...”

Chapter 40.14.020 RCW



Working Together

YOUR AGENCY

- Creates the records
- Uses the records
- Records meet retention
- Archival records are to be transferred upon reaching retention, other non-archival records destroyed

ARCHIVES

- Provides records management services and resources
- Collects and preserves archival records for future generations



What Are Archival Records?

Records determined by the State Archivist of having permanent and enduring historical and/or legal value – the forever type of records

Archival designations are listed in the records retention schedules
– State General Schedule has archival records index



Where do Regional Archives collections come from?



Counties
Cities and Towns
Schools
Ports
Public Utilities



Other Junior Taxing Districts



What do Regional Archives collections document?

Businesses
Community Organizations
Economic Development
Education
Environment
Foreign Trade



Land Use
Law and Justice
Local Government
People
Public Health
Social Conditions



DEPARTMENT OF LIGHT & WATER

How to Identify Archival Records

Records retention schedules identify Archival records

**DO NOT SEND ANY RECORDS
IDENTIFIED AS NON-ARCHIVAL!**

Just because it's old does not automatically make it archival. If you have anything "old", pre-1960's, or are in doubt, please call us for an appraisal!



Archival Appraisal: Evidential Value

Tacoma Public Utilities Board of Commissioners Resolution U-1, 1953

BY THE BOARD: RESOLUTION NO. U-1
 BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY
 OF TACOMA:

That the following rules are adopted for the order of
 business of the Board to-wit:

Rule 1. MEETINGS

The regular meetings of the Public Utility Board shall
 be held at 8:00 p.m. on Wednesday of each week.

The Board, by a majority vote may recess from a meeting
 to a certain time not forth in the motion made therefor.

Rule 2. THE PRESIDING OFFICER

The presiding officer shall be the Chairman, and in
 his absence the Vice-Chairman, who shall conduct the business
 and deliberations of the Board under these rules. If both the
 Chairman and Vice-Chairman are absent and a quorum is present,
 the secretary shall serve as presiding officer of the Board until
 the return of the Chairman or Vice-Chairman.

He shall preserve order and decorum in the meeting.

He shall decide all questions of order, subject to
 appeal to the Board.

Rule 3. MEMBERS

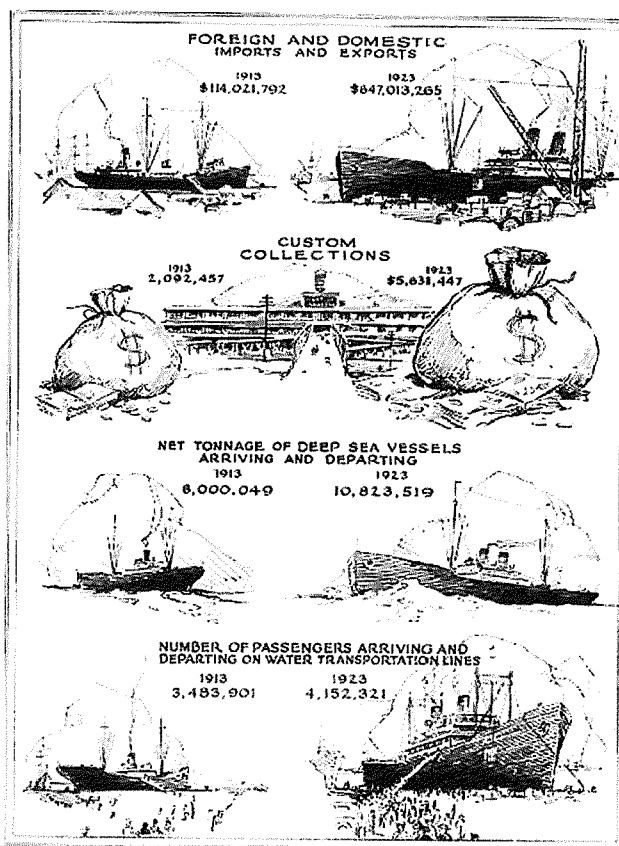
Members occupying the floor shall address all remarks to
 the presiding officer.

No member shall carry on a private conversation during
 the deliberations of the Board.

No member shall leave his place while a question is
 being put or a count is being had.

Archival Appraisal: Informational Value

Port of Seattle Year Book, 1924



Where do you start?

First identify your archival records:

Use Records Retention Schedules and work with State Archives staff to identify archival records

Organize and label archival records for transfer and usability for researchers



Prepare for Transfer

Organize files in boxes and folders prior to transfer

Organize files (regardless of format) in a manner that enables future users to locate and access records for research



DO NOT:

Transfer artifacts like staplers, plaques, tape dispensers, etc

Try to transfer non-archival records

Co-mingle different records series

Try to transfer without organizing and appropriate labeling/tagging

Send us confidential/sensitive records without FIRST identifying them



DO:

THINK of the future:

Are the records organized and labeled so that anyone in the future can figure them out?

Are the records sent to the archives done with their active life?



What is a Transmittal ?

Documents who transferred what, how much and when

Records series title, DAN numbers, description, list of files in the box

So that future users can retrieve the records 10, 15, 20, 100 years from now



Archival Transmittal and Box Content List


Series	Box	Description	Quantity	Notes
100-100-100	100
100-100-100	100



Series	Box	Description	Quantity	Notes
100-100-100	100
100-100-100	100



Accession Information Block




**ARCHIVES RECORDS TRANSMITTAL &
BOX CONTENT LIST**
Division of Archives and Records Management

<small>Archives Use Only</small>	<small>Received By</small> MSS	<small>Date</small> 11/13/2012	<small>Accession Number</small> PS-20121113-01
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<small>Name of Agency</small> City of Lake Forest Park	<small>Office / Sub-Division</small> City Clerk	<small>Prepared By</small> Michael S. Saunders
<small>Records Coordinator</small> Jenifer Marta	<small>Records Coordinator Telephone Number</small> (206) 957-2810	<small>Records Coordinator E-mail</small> jmartin@cl.lake-forest-park.wa.us

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<small>Records Coordinator</small> Jenifer Marta	<small>Records Coordinator Telephone Number</small> (206) 957-2810	<small>Records Coordinator E-mail</small> jmartin@cl.lake-forest-park.wa.us



State of Washington Archives

Record Series / File Information

Location	Box/ Reel #	Record Series / File Title	Dates	DAN
E10 C1	1 of 9	Lake Forest Park Municipal Code	2011	GSS0-09F-04
		Ordinances 101-1037	2010-2011	GSS0-05A-15
		Proclamations	1964-2005	GSS011-188
E10 C1	2 of 9	Mayor/Councilmember James Hunt Subject Reference Files	1961-1979	GSS0-01-02
E10 C2	3 of 9	Mayor/Councilmember Roger Loschen Subject Reference Files, Including Police Guild	1974-1995	GSS0-01-02
E10 C2	4 of 9	Press Releases and Public Outreach	2000-2010	GSS0-09F-07
		City Council Retreats	1990-2001	GSS0-05A-13
		City Council Subcommittee Meeting Files	1996, 2007-09	GSS0-05A-13
		Police Department Annual Reports	1963-1984	GSS0-05A-04




State of Washington Archives

Signature Block

Transfer of Custody Agreement - Local Government Records Only
(Not Required for State Government and Security Microfilm)

The Office of Records hereby transfers the records listed below to the custody and jurisdiction of the Washington State Archives with the understanding that the records will become and remain the property of the State of Washington and shall be stored, referenced and managed only in accordance with the laws of the State of Washington, the regulations of the State and Local Records Committees, the policies and procedures of the Division of Archives and Records Management, and the instructions of the State Archivist.

Signed: <i>C. J. Martin</i> <small>Official or Official Record</small>	Date: <i>6/16/2012</i>	Signed: <i>Michael S. Saunders</i> <small>Archivist</small>
Date: <i>6/16/2012</i>	Date: <i>6/16/2012</i>	Date: <i>6/16/2012</i>



State of Washington Archives

Archives Transfer - Paper Call or email for pickup



Mike Saunders
Mike.Saunders@sos.wa.gov
425-564-3950



Puget Sound Branch Archives



Regional Archives Facility: The Pritchard-Fleming Building


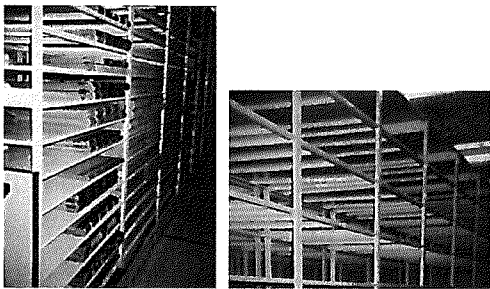


Joel Pritchard George Fleming



Public Research Facilities
39,000 Cubic Feet of Storage Capacity
Temperature and Humidity Controlled
Conference and Education Facilities



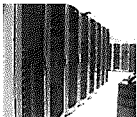
State Archives Storage



Digital Archives




The Digital Archives IS:



The first archives in the nation electronic government records

Designed to preserve and centralize digital government records for future research and scholarship

Constantly developing and working on the preservation of ever changing formats and technologies – literally a work in progress!



The Digital Archives is NOT

Offsite storage for non-archival records

A landfill for old emails

Google or Bing



To Transfer Electronic Records:

Identify archival records

Organize and sort, no junk or spam!

Tag and label appropriately

Identify any special considerations



To Transfer Electronic Records:

After you have prepared the records, contact:

Mike Saunders

Mike.Saunders@sos.wa.gov

425-564-3950



Most Important Points:

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Access to Records:

The records in the Archives are available for research by the general public

AND – Your agency. Scans can be sent by email or by U.S. mail.



You Are Not Alone

For advice and Assistance:
recordsmanagement@sos.wa.gov

Subscribe to listserv for the latest in updates:
<http://www.sos.wa.gov/archives/RecordsManagement/>