

Cultivating Digital Records Best Practices

WASHINGTON



Secretary of State
Washington State Archives

“Records management is like gardening: ignore it too long, and you’ll need a machete to find what you’re looking for.”

-ChatGPT-4o

A Record is Born

- ☐ Born-digital records
- ☐ Know your records (retention schedules)



Use it or Lose it

- ☐ Access
- ☐ Organization
- ☐ The perils of managing in-place



Provide one simple, actionable piece of advice that can help government agency employees manage the increasing volume of public records they create/receive.

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Implement a standardized digital records management system with automated categorization and retention policies. This will streamline the organization, retrieval, and disposal of records, ensuring compliance with legal requirements and improving overall efficiency.



Retain & Maintain

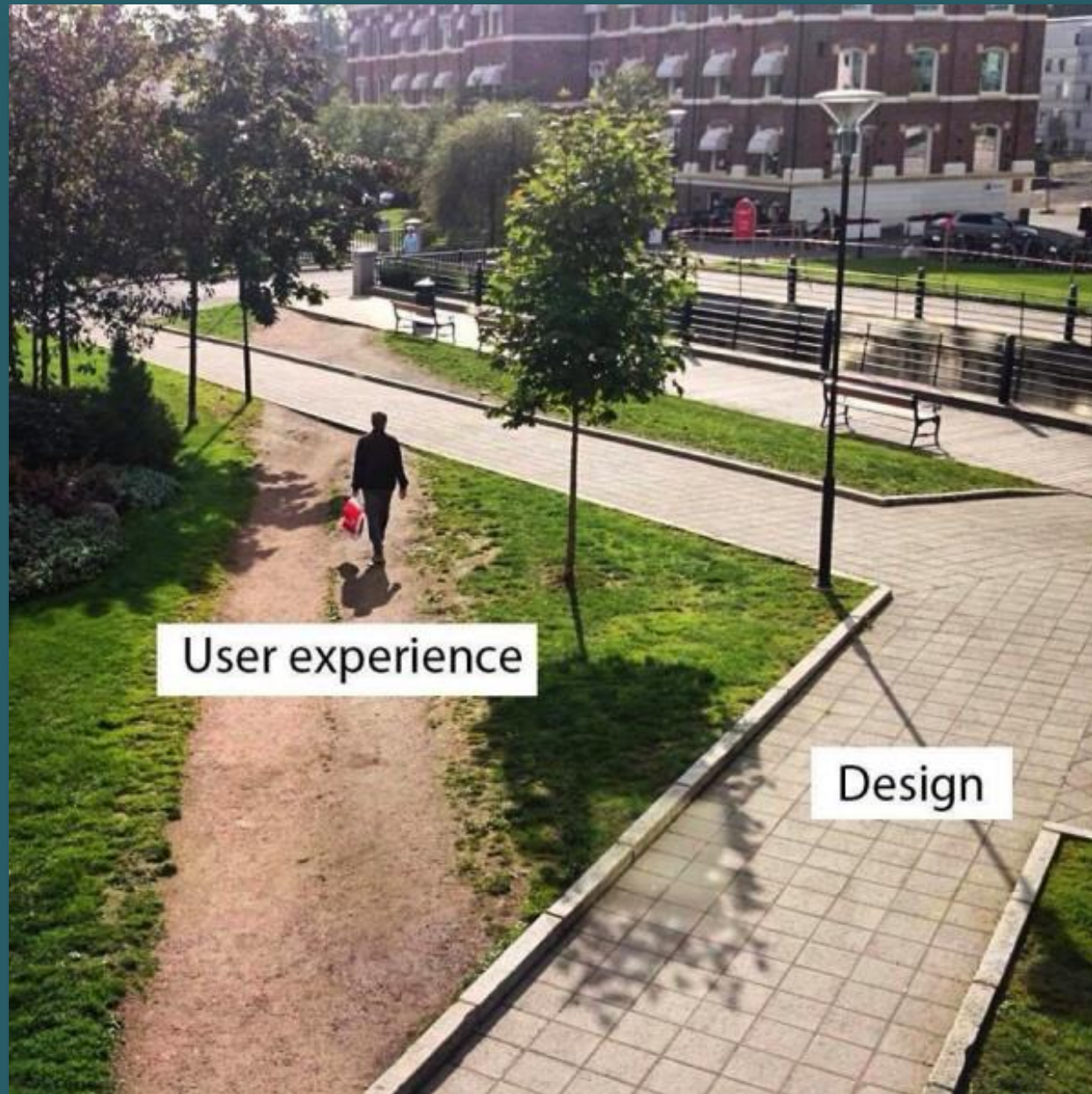
- ☐ Long-term storage
- ☐ Conversion (scanning) & migration



Destroy *or* Transfer

- ☐ Digital destruction
- ☐ Transfer ARCHIVAL records





Desire paths as a metaphor for user experience and design by Natalia Klishina.

Nurture Your Knowledge



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

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