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## Transferring Archival Records: Preparing Digital Records for Archival Transfer

**Purpose:** Provide guidance to state and local government agencies on how to plan and prepare digital Archival records for transfer to the Washington State Archives.

☒ Verify the archival designation of the files you expect to transfer using your approved retention schedule(s)

☒ Purge your files by making sure there are no duplicate/unnecessary/ non-archival files present

☒ Make sure your files are saved in recommended or acceptable formats

☒ File names should be consistent and developed with future use in mind: avoid special characters and keep it short with identifiable abbreviations

☒ Confirm that your files are accessible and identify any confidential data on the ***Digital Archives Initial Transfer Inventory Sheet***

☒ Create an index, or detailed list, that includes the appropriate metadata fields for the files at hand

☒ When transferring photographs, attach identifiable metadata like date, event, and people/places featured

☒ If possible, scan your files (especially email formats) using virus protection software or an online antivirus tool

For indexing, formatting, and general digital transfer assistance, contact the Washington State Archives. By properly preparing digital records prior to transfer, agencies will greatly assist the efforts of the Archives to preserve and make accessible public records for generations to come.

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

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