



Transferring Archival Records: Whose Calendars Are Archival?

Purpose: Provide guidance to state and local government agencies on whose calendars have archival value and can be transferred to the Archives.

Calendars designated as “Archival” that may be able to be transferred to the Archives:

Elected Officials <i>(appraisal required)</i>	Calendars – Elected Officials and Agency Heads (DAN GS 10008/GS2024-005) <i>State Government General Records Retention Schedule and Local Government Common Records Retention Schedule (CORE)</i>
Head of the Agency <i>(appraisal required)</i>	Calendars – Elected Officials and Agency Heads (DAN GS 10008/GS2024-005) <i>State Government General Records Retention Schedule and Local Government Common Records Retention Schedule (CORE)</i>
State Legislators	Calendars – Individual Legislators (DAN 20-12-69609) <i>Legislature and Legislators Records Retention Schedule</i>

Why do these calendars have archival value?

The calendars of these people provide a concise summary record of the people, issues, and priorities that were of importance to elected officials, agency heads, and legislators.

This can lead to a greater understanding of two of the characteristics identified in the *Washington State Archives Policy Statement in Archival Appraisal*:

1. Primary Functions and Programs of Government
2. Substantial Contribution to Historical Events

Calendars designated “Non-Archival” can be destroyed after they’ve met their minimum retention:

All Other Employees	Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023/GS50-01-36) <i>State Government General Records Retention Schedule and Local Government Common Records Retention Schedule (CORE)</i>
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Additional advice regarding the management of public records is available from
Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov