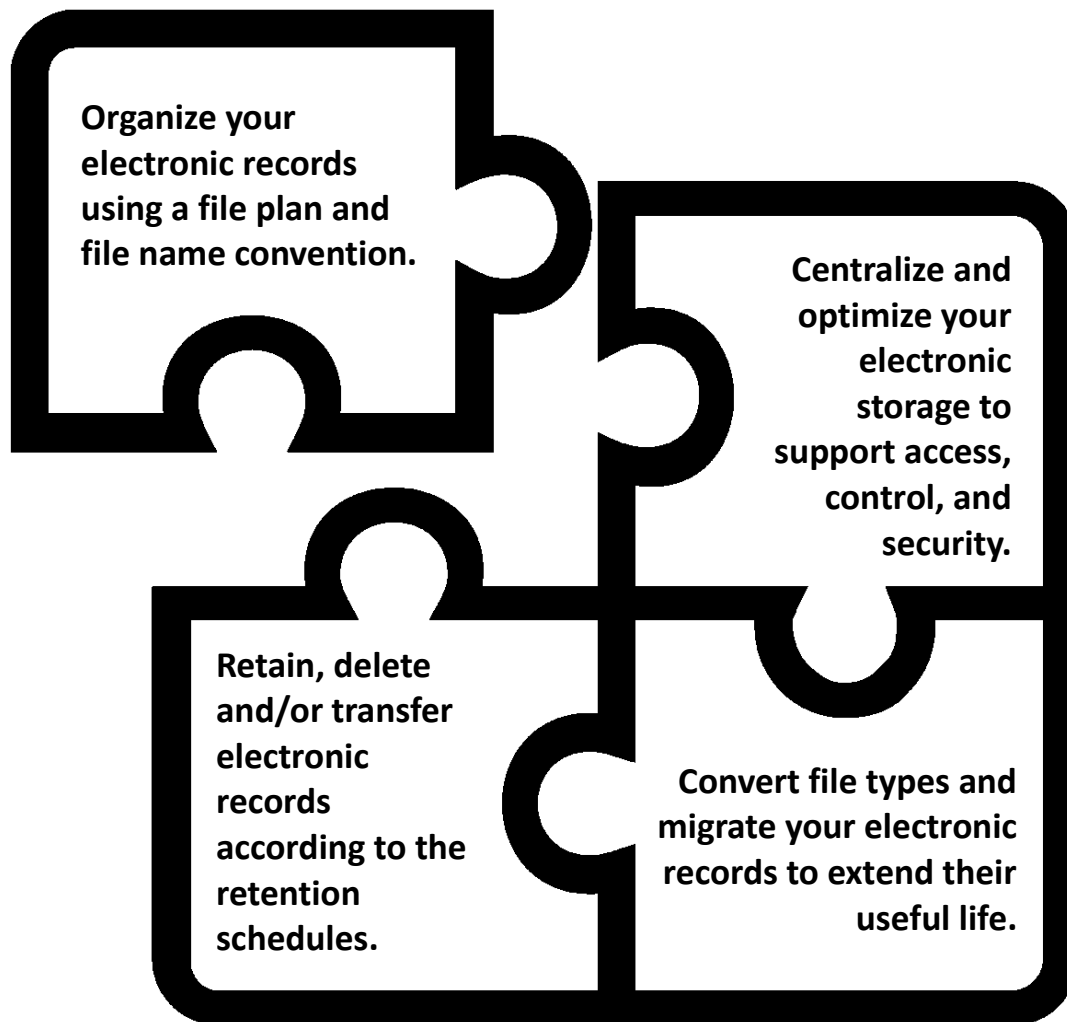




## **Electronic Records Management: Basics of Managing Electronic Records**

**Purpose: Provide state and local government agencies with foundational strategies for managing their electronic records.**

No matter what format they take, public records need to be trustworthy, complete, accessible, and durable. While the goals of records management haven't changed as we've gone digital, *how* we meet those goals has. Your retention obligations are the same, but there are countless file types and shifting technologies to manage. File cabinets have been replaced by cloud storage, networked drives, and content management systems. To future-proof your electronic records, you'll want to consider the following strategies:



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