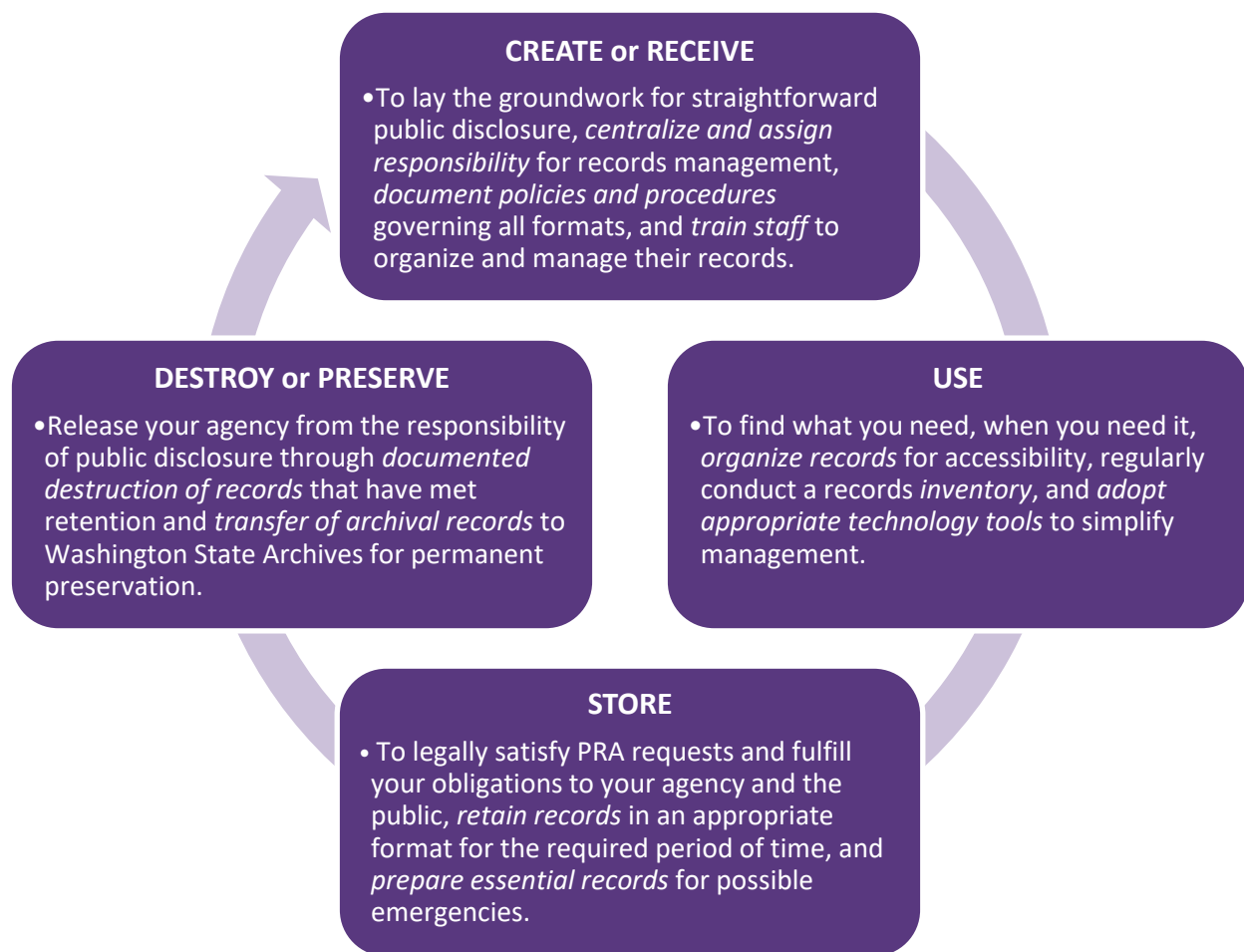




## Improving Agency Records Management: How Managing Records Helps with Public Records Requests

**Purpose:** Provide guidance to state and local government agencies on how records management helps fulfill the requirements of the Public Records Act (chapter 42.56 RCW).

Agencies create and receive a mountain of paper and electronic records in the course of day-to-day business. Fortunately, an agency that proactively manages its records at each stage in their life cycle can identify what no longer needs to be kept, dispose of it appropriately, and organize what remains for quick and complete Public Records Act (PRA) compliance.



Additional advice regarding the Public Records Act is available from the Office of the Attorney General: <http://www.atq.wa.gov/opengovernment.aspx>

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)