



Organizing and Inventorying: How to Order Washington State Archives' Boxes

Purpose: Provide guidance to state and local government agencies on how to request and order records boxes from the Washington State Archives.



For state agencies:

State agencies work directly with the Washington State Records Center to get boxes delivered to their location. Agencies request boxes via the RCMS application.

For local government entities:

Local government entities work directly with their regional archivist to either pick up or have boxes delivered to their location. The Washington State Archives has five regional branches across the state to better serve the regions. When contacting your regional archives, please let the archivist know how many boxes you need and what types of records will be stored in them.

Please contact Records Management staff to help locate your regional archives location:

recordsmanagement@sos.wa.gov.

If you know which branch services your location, you can contact your regional archivist directly:

Central Region: CEBranchArchives@sos.wa.gov

Eastern Region: EABranchArchives@sos.wa.gov

Puget Sound Region: PSBranchArchives@sos.wa.gov

Northwest Region: NWBranchArchives@sos.wa.gov

Southwest Region: SWBranchArchives@sos.wa.gov



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

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