



Using Records Retention Schedules: Records of Survey Filed with the County Auditor (Paper vs. Mylar)

Purpose: Provide guidance to county auditors regarding how they may accept original records of survey on paper instead of Mylar.

RCW 58.09.050(1) requires that records of survey filed with the county auditor must be “an original map, eighteen by twenty-four inches, that is legibly drawn in black ink on Mylar.” However, it also allows that the original may utilize “any standard material as long as the format is compatible with the auditor’s recording process and records storage system. This format is only allowed in those counties that are excepted from permanently storing the original document as required in RCW 58.09.110(5).”

RCW 58.09.110 (5) states that “A county may be excepted from the requirement to permanently store the original document if it has a document scanning, filming, or other process that creates a permanent, archival record that meets or surpasses the standards as adopted in rule by the division of archives and records management in chapter 434-663 or 434-677 WAC.”

Chapter 434-663 WAC addresses standards for accuracy and durability when using electronic imaging systems to manage public records. Chapter 434-677 WAC pertains to proper creation, retention, and storage of security microfilm for essential public records.

County auditors may meet the above referenced standards and ensure the permanent preservation of these records in one of two ways:

1. Satisfy the requirements of chapter 434-663 WAC by transferring the original records of survey and/or an electronic copy from their recording system to the Washington State Archives.
2. Satisfy the requirements of chapter 434-677 WAC by creating state standard-compliant 35mm security microfilm of their records of survey, and transferring this microfilm to Washington State Archives’ Security Microfilm vault in Olympia.

Offices wishing to transfer their survey records should contact Washington State Archives.

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

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