

# WA State Electronic Public Records FAQ

## 1. Which Washington State Law governs Digital Records Management?

The “Preservation of Electronic Public Records” law: Chapter 434-662 WAC

Read the full text here: <http://apps.leg.wa.gov/wac/default.aspx?cite=434-662>

Your agency needs to **comply before December 31, 2010.**

## 2. Are Websites Digital Records?

The “Preservation of Electronic Public Records” state law is very specific on this:

“All state and local government agencies must retain all web content in accordance with the approved retention schedules.” (434-662-140 WAC).

Agency websites are bound by the same provisions, preservation and destruction schedules as paper documents as set forth in chapter 40.14 RCW and 434-635.

## 3. What are my duties and responsibilities?

Your agency website must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period (434-662-040 WAC).

## 4. In which file format do I need to archive my website?

Websites must be retained in their original format: HTML, CSS, PDF etc. (434-662-050 WAC).

## 5. Can I use a print-out of my website as an official archive?

No, unless approved by the applicable records committee (434-662-040 WAC).

## 6. When do I need to transfer my website archives to the Washington State Digital Archives?

Government agencies' electronic archival records are transferred to the Digital Archives at the end of their retention period, just as their archival paper records are transferred to the State Archives and the regional branches (434-662-030 WAC).

## 7. How can we transfer website archives made with PageFreezer to the Washington State Digital Archives?

PageFreezer exports all data on request – in compliance with Chapter 434-662 WAC - in the original file format including the required metadata. This data set can be transferred by FTP or other by means to the Washington State Digital Archives.

## 8. How can PageFreezer.com help us?

PageFreezer.com provides an easy to use website archiving service that complies with the new law. PageFreezer is a web-based service that archives your website daily. It enables browsing through a website exactly as it appeared on a specified date. And the best feature: PageFreezer is an online service: no software to install. You can start today!

## 9. What does PageFreezer.com costs?

PageFreezer charges a subscription fee based on the size of your city or county, making it an attractive solution for every city and county. Call for a demo or quote: 888 916 3999 or e-mail [sales@pagefreezer.com](mailto:sales@pagefreezer.com).