

## Washington State Archives, Digital Archives Transmittal Agreement

**GOVERNMENT PARTNER:** \_\_\_\_\_

**RECORD SERIES:** \_\_\_\_\_

The Washington State Archives, Digital Archives (hereafter Digital Archives) and the Government Partner, [partner] (hereafter Partner) enter this agreement pursuant to 434-662 WAC. All records transferred to the Washington State Archives are public records as defined in RCW 42.56.010(2) and will be administered and managed in accordance with Washington's public access and disclosure laws and requirements. Public access to records may be provided through the Digital Archives website, with the exception of those identified by the Partner on a Transfer Information Plan (TIP) as confidential, privileged, or exempt from public disclosure, as defined in RCW 40.14.030(2) and WAC 434-662-020. Access to confidential, privileged, or exempt records is the responsibility of the Partner. The Archives provides the Partner with secure credentials to access confidential records created by their agency for completing any research or public disclosure requests.

There are instances where a Partner may legally allow access to its records, but the Archives will not be allowed to do so. In these instances an indemnification clause will be added to this document, and any issues which arise as a result of these records being made accessible will be referred to the Partner. The Digital Archives does not knowingly display records that contain exempt information. When a record containing exempt information is discovered on the website, the Archives will remove the information from public view per RCW 42.56.

The State Archivist, with the concurrence of the Partner, may determine that any confidential, privileged, or otherwise public disclosure-exempt records transferred to the Archives have sufficient historical, legal and/or fiscal value to warrant eventual removal of their restricted status under the provisions of RCW 40.14. 030.

The Partner and the Digital Archives commit to work cooperatively to develop all connections, interfaces, and other information technology needs required to transfer archival electronic records to the Digital Archives. This includes providing information regarding storage format and capacity, programming language, network protocols, bandwidth requirements, and stored procedure processing needs, as required for the electronic transfer of records. The Partner agrees to complete the TIP, if required, and to provide the Digital Archives with sample data, if requested, before transferring records to the Digital Archives. The sample records are considered secondary copies and will not be retained by the Digital Archives after the full records transfer has been completed.

### **Entire Understanding**

This agreement and the TIP (if required) set forth the entire understanding of the parties and may be modified only by written amendment signed by each party. The Digital Archives reserves the right to make changes to this agreement as necessary and to convey such changes in writing with thirty (30) days notice to the Partner prior to the change taking effect.

\_\_\_\_\_  
Signature Date  
PARTNER AUTHORITY/RECORDS OFFICER

\_\_\_\_\_  
Signature Date  
STATE/ REGIONAL ARCHIVIST

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title