

**WAC 434-662-090 Transmittal agreement for transfer of electronic records.** The digital archives must develop a transmittal agreement for the transfer of electronic records from state and local government agencies to the digital archives. At a minimum, a transmittal agreement between the digital archives and a state or local government agency must contain:

- (1) Identification of the record series;
- (2) Disposition authority;
- (3) Number of records to be transferred;
- (4) Method, schedule, and frequency of record transmittal;
- (5) Relevant metadata/indexing fields;
- (6) The decryption means for any record transmitted in an encrypted format;
- (7) Media file format;
- (8) Identification of any access restriction and the statutory authority for such restriction;
- (9) Other technical information, such as backend database management systems, necessary for ingestion of electronic data into the digital archives repository; and
- (10) Procedures for collecting any fees for public copies as provided by statute or ordinance.

[Statutory Authority: RCW 40.14.020(6), chapters 40.14, 42.56, and 43.105 RCW. WSR 08-21-073, § 434-662-090, filed 10/13/08, effective 1/1/09.]