

October 13, 2020

During the Capital Improvement Project, the Archives building at 1215 E. Fir Street is under construction and the archival collection is largely inaccessible. During this time period, accessioning is suspended until the completion of the CIP (anticipated completion in early 2021).

While accessioning is suspended, **agencies that can keep archival and potentially archival records onsite in their space are encouraged to do so**. Records should be placed in folders and boxed according to their records retention schedule item or category (“series”). Folder level inventories should be created for each series, providing the following information:

- Box number
- Folder title
- Folder number
- Inclusive date range
- Restrictions or disclosure exemptions (if applicable)

For agencies that do not have the space to keep archival and potentially archival records onsite, the following accommodation can be made:

- Records which are past retention **and** appraised or scheduled as archival or potentially archival may be transferred to the Records Center for temporary storage until the Archives is able to resume accessioning in early 2021.
- The following conditions must be met prior to transfer to the Records Center:
 - Users must **submit requests by email to archives@kingcounty.gov**. Review and approval of the proposed transfer by the County Archivist (or designated proxy) must be obtained prior to transfer.
 - The **boxes must be entered into Content Manager**.
 - A complete, **folder level inventory must be available**.
 - **Only one series is permitted per transfer**, per accession request (no mixed series)
 - Transfers must be 50 boxes or less; series transfers of 51 or more boxes must be split between multiple requests.
- Records will remain in the custody of the agency until records are formally transferred to the Archives after the CIP completes.
- All reference and Public Records Act requests will remain the responsibility of the owning agency until the Archives takes custody of the records.

Please allow 30 calendar days from submission of a complete transfer request for archival review and response.

If you have any questions, please contact the Archives directly at archives@kingcounty.gov or 206-263-2480.