



## Local Records Grants: Can Local Records Grants Pay for Professional Consultants?

Purpose: Provide guidance to local government agencies considering using professional consultants for their Local Records Grant projects.

While [WAC 434-670-020\(1\)\(d\)](#) lists “professional consultants” as an eligible activity, the intent of the Local Records Grants are not to fund services that the Archives already provides (at no cost) to local agencies.

### Archives Records Management Consultancy Services

The Archives’ Records Management Consultants are available to provide agencies with records management consultancy services. These include:

- a) Advice and guidance on records management best practices
- b) Interpretation and guidance on applying the records retention schedules
- c) Records management training
- d) Review and give feedback on agency records management policies and procedures, etc.

### Use of Professional Consultants for Grant Projects

Agencies can choose to use professional consultants for work not provided by the Archives’ Records Management Consultants as part of certain types of grants. These include:

- a) Vendor-provided consultation/training for software purchased as part of a Technology Tools Grant; or
- b) Hiring additional people to carry out the actual work (such as going through records, boxing/shelving records, creating indexes/finding aids, etc.) as part of an Organizing the File Room Grant project.

Agencies should also consider whether professional consultants are the most cost-effective option for the work being performed as part of their Local Records Grant project.

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