



Local Records Grants: Can Public Records Request Tracking Software be Funded by a Technology Tools Grant?

Purpose: Provide guidance to local governments on how a Technology Tools Grant can help purchase public records request tracking software.

Technology Tools is one of the types of grants offered as part of Washington State Archives' Local Records Grant Program ([RCW 40.14.026](#)).

Yes – Public records request tracking software is covered by Technology Tools Grants

- Agencies should clearly explain in their grant application:
 - How many public records requests they receive per year;
 - What process/work-around is currently used to keep track of active public records requests;
 - What impact in terms of response time to public records requests is caused by the lack of an adequate tracking tool;
 - How many sections/staff in the agency will be able to utilize this tracking tool;
 - Basic plan for rolling-out this tool and training staff by the end of the grant period;
 - Cost-breakdown/budget for the software, number of licenses, vendor/consultant costs and training;
 - How this software implementation project is the most cost-effective solution;
 - What improvement in response time to public records requests is expected from implementing this software;
 - How the agency is going to meet any ongoing costs (such as software licenses, etc.).

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

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**