



Local Records Grants:

How a Technology Tools Grant Can Help

Purpose: Provide guidance to local governments on how a Technology Tools Grant can help with retention, management, and disclosure of public records.

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

What Can a Technology Tools Grant Cover?

- A Technology Tools Grant can be used to purchase specific hardware/software in order to:
 - a. Provide more timely responses to public records requests; or
 - b. Capture, retain and manage public records for their minimum retention period.
- Hardware can include scanners, shredders, etc.
- Software (including software as a service) can include systems for public records request tracking, redaction, capturing/managing digital records, and enterprise content management (ECM) systems, etc.
- Necessary vendor-provided consultation/training for the software can be covered, however records management consultation/training cannot be.
- Agencies will need to fund any ongoing costs (such as annual subscription/license fees, etc.).

If you have a backlog of records to scan, consider applying for a Digital Imaging Grant to have the records scanned by a vendor, instead.

Cash Match

- There is no cash match requirement for the Local Records Grant Program.

Reimbursement

- The grant program is operated on a reimbursement basis. A successful applicant will purchase products/services as outlined in the approved grant award and receive reimbursement.

Funding Level

Agencies can apply for a Technology Tools Grant of up to \$30,000.

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