WASHINGTON
Secretary of State
Washington State Archives

Records Management Advice
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Local Records Grants:
Lessons Learned from Previous Technology Tools Grantees

Purpose: Provide guidance shared by previous grantees with prospective Technology Tools grant applicants.

- "After the grant was awarded, the Town Council approved an upgraded scanner, so the Town had to pay another $2,000 for the scanner they decided on. I should have approached the upgrade before I applied for the grant and it may have been included."

- "It is very important to complete research and analysis well in advance of submitting a grant application. Frame up issues/suggestions clearly so that management/decision-makers can become well-informed regarding Records Management/Information Governance, where things are heading in this field, what the agency needs to do to remain current and functional, and the significance of strong Information Governance across the agency. Target specific, tangible use-cases in order to ensure that you have the support of management/decision-makers and adequate budget provisions to complete the plan." *(Grantee purchased desktop scanners)*

- "Budget for local and use taxes, which are often not included in quotes from vendors." *(Grantee purchased a large format scanner)*

- "Whoever will be the central Project Manager for the grant project needs to remember to keep up with the communication for everyone involved above, below, and around the project. Also, expect the unexpected, so the PM needs to be able to roll with that and adapt to whatever changes get thrown into the mix. In the end, as long as the result is overall better for everyone than what they started with, that is all anyone will remember." *(ECM project)*

- "Be prepared and organized before you go into your project. Create a doc and/or spreadsheet defining departments, document types, categories, and assigning associated DANs. Utilize the Archives staff whenever possible." *(ECM project)*

- "The project took quite a bit longer than we originally thought, including developing a new index field structure that works for everyone in our office. Training some staff on how to use the new system was also more challenging than anticipated. The grant was definitely the needed catalyst that moved us toward electronic records, but it is important to know that the process will still take ongoing work and resources, even after the grant work has been completed." *(Grantee purchased a new server and upgraded their ECM to be fully functional)*

- "We were successful with implementing our project. I attribute our success to allowing time for research prior to applying for the grant. Also, it was very helpful for us to have policies and procedures in place and many form letters." *(PRR management software project)*

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

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