



Local Records Grants: Tips for Applying for an Organizing the File Room Grant

Purpose: Provide guidance to local governments on how to prepare a solid, competitive Organizing the File Room Local Records Grant application.

Talk about your proposed project with Washington State Archives before applying for the grant.

Solid, competitive grant applications need to clearly answer the following three questions:

1. What is the severity of the problem?

- Explain how not having your paper records in order is impacting your agency's ability to:
 - Carry out its mission
 - Stay in compliance with records management and public disclosure
 - Maintain and properly dispose of your records
 - Capture, manage, and access records going forward
- You will need to include photos that demonstrate the problem, as well.

2. What is your likeliness of success?

- What is your basic plan/project schedule to complete the work by the end of the grant period?
- Is your plan realistic and reasonable?
- Do you have a cost-breakdown/budget (including quotes)?
- In estimating the amount of shelving, boxes, etc. you will need, have you factored in the expected reduction of records from destruction/transfer?
- What are the types of work to be carried out by agency staff, temporary staff, vendors, consultants and Archives' staff?
- Are your proposed choices of shelving, cabinets and staffing the most cost-effective solution?

3. How will your project positively impact the public and your agency?

- What improvement in response time to public records requests is expected?
- What improvements in the protection of public records are expected from having them more organized and properly housed?
- What reduction in storage costs is expected from destroying/transferring records past their retention period?
- Have you outlined what new procedures/training will be in place to prevent the file room from becoming disorganized again in the future?

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

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