

HOW TO APPLY FOR A LOCAL RECORDS GRANT

WASHINGTON



Secretary of State
Washington State Archives

THE GOAL OF THE LOCAL RECORDS GRANT PROGRAM

Provide financial assistance to alleviate the burden of *public disclosure* and *records retention compliance*.



ABOUT CHAPTER 434-670 WAC

Funding for the program

County auditor surcharge of one dollar for each document recorded.



WHO CAN APPLY?

Local Government Organizations

- ✓ Cities and towns
- ✓ Counties
- ✓ School districts / ESDs
- ✓ Special Purpose Districts
- ✗ State agencies
- ✗ Tribal agencies

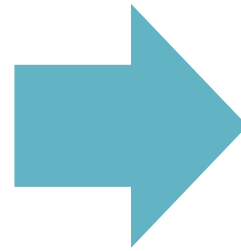


THREE GRANT CATEGORIES

- **Organizing the File Room**
- **Digital Imaging**
- **Technology Tools**

ORGANIZING THE FILE ROOM GRANTS

Inventory and organize agency paper records;
destroy/transfer what is no longer required to be kept;
create a plan to improve access and manage records
going forward!



ORGANIZING THE FILE ROOM GRANTS

Covered Costs:

- ✓ All-metal file cabinets
- ✓ All-metal shelving
- ✓ New temporary staff
- ✓ Part-time staff project hours
- ✓ Records destruction services
- ✓ Washington State Archives records boxes
- ✓ Supplies necessary for the project (with prior approval)

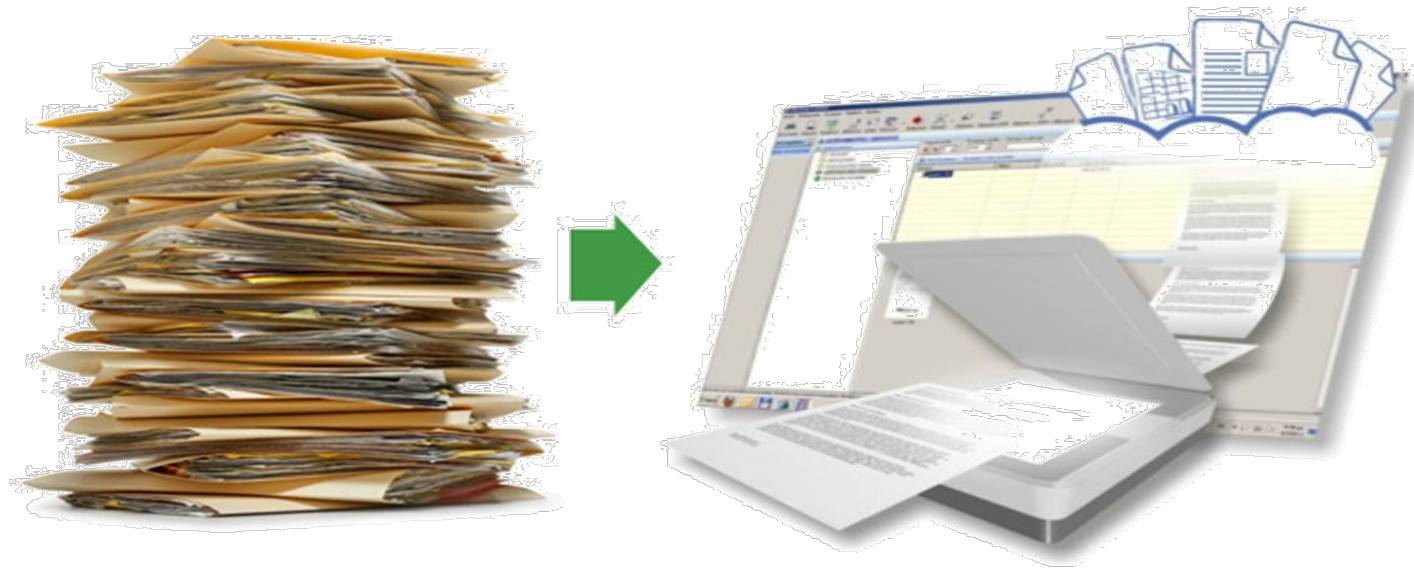
Non-Covered Costs:

- ✗ Capital improvements to buildings
- ✗ Supplies non-essential to the project
- ✗ Fire-proof cabinets
- ✗ Generic banker's boxes
- ✗ Overtime for existing staff
- ✗ Paper shredders
- ✗ Pressboard shelving/wood shelving
- ✗ Projects already completed
- ✗ Scanners/laptops/hardware
- ✗ Scanning or Imaging Services

Maximum Award: \$20,000

DIGITAL IMAGING GRANTS

Scan and index a ***backlog of paper records*** to improve access, management, searching, and disclosure of records



DIGITAL IMAGING GRANTS

Covered Costs

Scanning and indexing services done by:

- ✓ Washington State Archives Imaging Services
- ✓ Private Vendor

Ideal candidates:

- ✓ Records with **long-term** retention requirements
- ✓ Frequently requested records

Non-Covered Costs

- ✗ **In-house** scanning projects (see *Tech Tools Grant*)
- ✗ In-house staff time
- ✗ Software/hardware for managing digitized records
- ✗ Storage for digitized records

Maximum Award: \$50,000

DIGITIZATION: FACTORS AFFECTING COSTS

Variety ♦ Obstacles ♦ Content ♦ Access ♦ Volume



TECHNOLOGY TOOLS GRANTS

Purchase and install hardware/software
to address the capture, management, and/or disclosure of records
going forward



TECHNOLOGY TOOLS GRANTS

Covered Costs

- ✓ Software purchase and implementation
- ✓ Hardware purchase and installation
- ✓ Vendor-provided **software** consultation/training costs

Non-Covered Costs

- ✗ Ongoing subscription fees
- ✗ Scanning backlog (*see Digital Imaging Grant*)
- ✗ Reimbursement for work already completed or already under contract
- ✗ Equipment non-essential for records management, like a projector
- ✗ RM consultation

Maximum Award: \$30,000



EXPECT CHANGES TO THE GRANT APPLICATION

Before:

- Essay questions

Now:

- Multiple-choice questions
- Short answer questions



QUESTIONS TO CONSIDER

1. What is ***the severity of the problem*** you are trying to fix with the grant? How does the problem affect your agency's ability to:
 - Stay in compliance with records management and public disclosure;
 - Maintain and properly dispose of your records;
 - Carry out your agency's mission;
 - Capture and manage records going forward?

QUESTIONS TO CONSIDER

2. What is the *likelihood of success*?

- What are the specifics of your project?
- Are the parameters of the project very clearly defined?
- Do they address a specific set of records or a specific problem?
- Can your goals reasonably be met within the grant period?

QUESTIONS TO CONSIDER

3. How will your project ***impact the public and your agency?*** Will your project improve:
- The safety and security of your public records and the working environment for your staff?
 - Public access to frequently requested public records?
 - Your business processes? Will your resources be used more efficiently?
 - And will it protect your agency from risk and liability?

GRANT PROGRAM TIMELINE

- Grant application period opens
- Archives Advisory Committee meets to review and develop recommendations for funding
- Final review and approval by Secretary of State
- Grant awards announced
- Archives staff works with awardees to finalize contracts

GRANT PROGRAM PROCESS

During selection process, preference will be given to:

- Applicants with a demonstrated need
- Projects which improve public records retention, records management, and public disclosure
- Smaller agencies

GRANT FUND DISBURSEMENT

How will grant funds be disbursed?

- Grant program is operated on a reimbursement basis
- Awardees purchase products/services as outlined in approved award; receive reimbursement after completing the terms of the contract

STEPS TO APPLY

Visit:

Go to the Washington State Archives website sos.wa.gov/archives and click on 'Local Records Grant Program' on the left bar

Stay Informed:

[Subscribe to Local Government Updates](#) to receive updates on the grant program (as well as updates to the records retention schedules, training opportunities, and records management advice)

Questions?

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WASHINGTON STATE ARCHIVES



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THE RECORDS MANAGEMENT TEAM IS
HERE FOR YOU WITH
**FREE CONSULTATION, TRAINING,
& ADVICE.**

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