

# Local Records Grant Program

## WAC 434-670

Created in 2001 to provide financial assistance to local government officials to support records management and preservation efforts.

Administered by the

**Washington State Archives**

and

**The Archives Oversight Committee**

(comprised of local government elected officials and representatives)

# Local Records Grant Program

Imaging and preservation of  
archival and essential records

- having fiscal, legal or historical value
- or which are essential to business operations

# Archival Records

WAC 434-663-240

Archival records are records that have permanent and/or historical value and are scheduled as archival

- Minutes, ordinances, resolutions
- Deeds, titles
- SEPA determinations
- Land surveys
- Maps, drawings, photos
- Building construction permits

# Determining Essential Records

- The Washington State General Records Retention Schedule for Agencies of Local Government
- The General Records Retention Schedule approved specifically for your type of agency - Hospital District, Health Department/District, Law Enforcement, School District, etc.
- Essential Records Schedule

[www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives)

# Grant Options:

## Express

only for agencies representing  
populations under 20,000

## Regular

for all populations

# Express Grants

Imaging projects - up to \$10,000

Imaging and preservation of  
archival/essential records

- Minutes, ordinances, resolutions
- Maps, surveys, drawings
- Deeds, titles
- Building permits

# Express Grant

**Equipment Projects - up to \$7,500**

Equipment for storing or accessing  
archival/essential records

- Microfilm reader
- Metal shelving
- Archival storage boxes

# Regular Grant

## Up to \$30,000

- For agencies representing all sized populations
- The only grant for populations over 20,000
- Complex projects, including (but not limited to):
  - Comprehensive records management program
  - Inventory
  - Establish proper storage and disposition procedures
  - Large scanning/filming projects

# Which grant option is best for you?

- Work with your Branch Archivist to prioritize needs and determine the project size and scope
- Populations under 20,000:
  - May apply for and receive Imaging and Equipment Express Grant funds, for a total of \$17,500
  - May apply for Express and Regular grants, but can only be awarded one type

# Who Can Apply?

WAC 434-670-030

All local government entities, including special purpose districts.

- School districts
- Fire districts
- County officials
- City officials
- Library districts
- Law enforcement
- Housing authorities
- Transit authorities
- Public works
- Health departments

## 2007-2009 Grants

### Highest Priority Projects:

- Preserve and image archival/essential records having legal or historical value
  - Minutes, ordinances and resolutions
  - Maps, plans and drawings
- Improve records management
- Move and centralize records
- Image and transfer to State Archives

## Eligible for Grants

- Records Management – planning and inventories
- Preservation of archival/essential records
- Security backup microfilm for records that exist only in paper form
- Essential equipment (microfilm reader, metal shelving, archive boxes)
- Improved access to records via scanning
- Temporary personnel needs

# Successful Applications

- Well thought out and written in a clear and concise manner
- Part of a long-term records management plan
- Propose achievable project goals
- Focus on imaging and preservation of archival/essential records
- Remember: This is a competitive process!

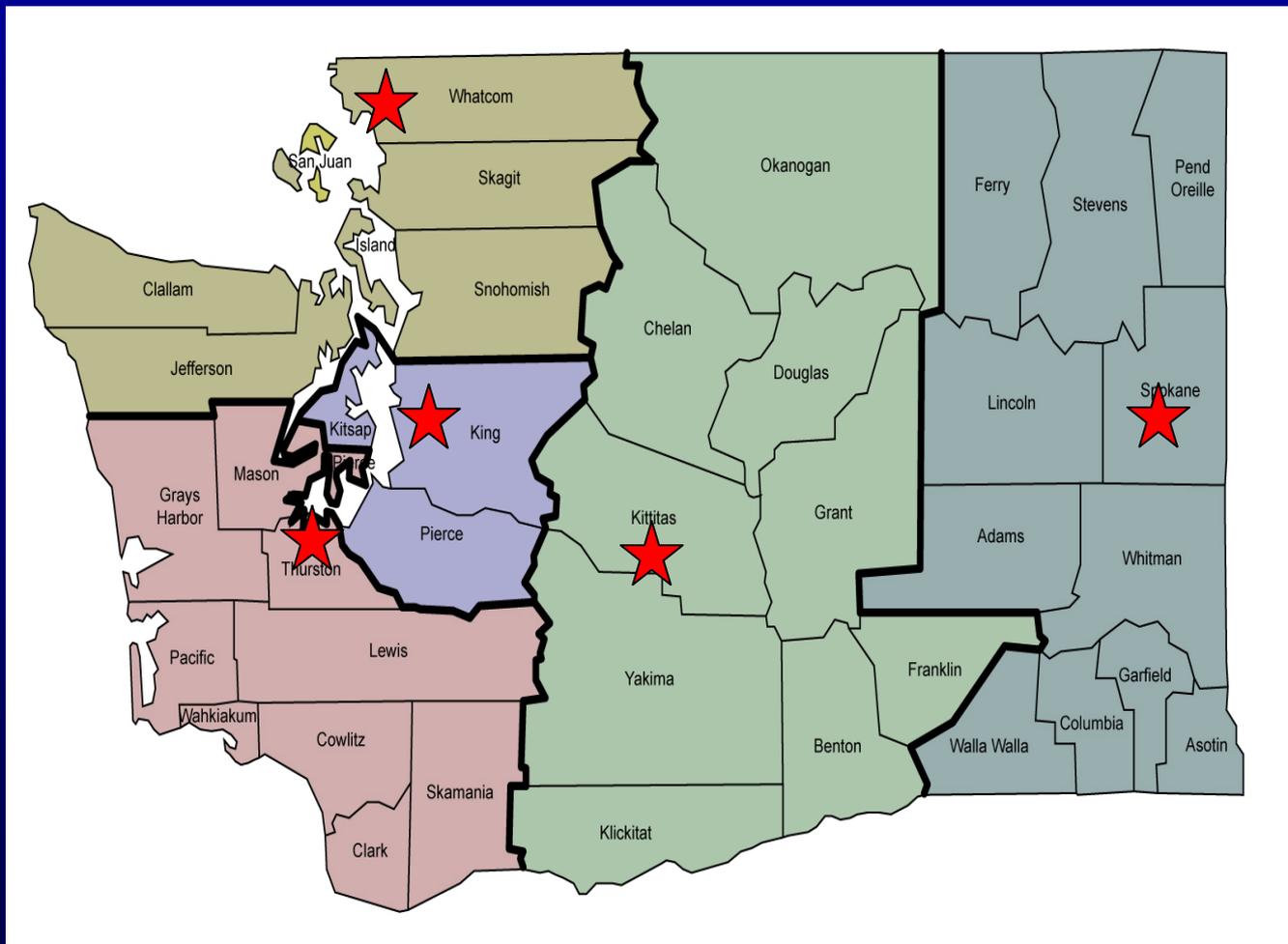
# Washington State Archives: We're here to help!

- *Regional Archivists*
- *Records Center Warehouse*
- *Digital Archives*
- *Imaging Services*
- ***Local Records Grant Program***
- *Classes*
- *Training*

## Regional Branch System, 1980s

**Mission:** Preserve archival records for public use and serve as the focal points for services to local government.

**Vision:** Build a world class system to promote public records management and preserve legal and historically valuable records for public research use.



## Branch Archives Contacts

Central Branch

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## 2007-2009 Grant Cycle Timeline

- May '07 Grant applications available online at [www.secstate.wa.gov/archives/grant](http://www.secstate.wa.gov/archives/grant)
- June '07 Grant workshops at regional branch archives
- July 13 '07 Grant applications due
- Sept '07 Awards determined
- Oct '07 Contracts executed & award ceremonies held
- Nov '07 - May '09 Projects completed
- May '09 Final reports due

# Grant Application Process

- Step 1 - Obtain an application form online at:  
[www.secstate.wa.gov/archives/grants](http://www.secstate.wa.gov/archives/grants)
- Step 2 - Fill out the Records Series Inventory form
- Step 3 - Attend a grant workshop at your local regional archives (register online for May/June events)
- Step 4 - With your Branch Archivist, design a project that addresses one or more of the grant priorities

# Decision Criteria

- Urgency of need
- Critical records problems
- Significance and age of records
- Soundness of methods proposed
- Best practices
- Local commitment to preservation of records

# 2007-2009 Guidebook and Application

Register for a  
workshop online!

Washington  
Secretary of State  
SAM REED

Washington State Archives  
*Documenting Democracy*

2007-2009  
**LOCAL RECORDS GRANT PROGRAM**  
Guidebook and Applications

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**Express Grant:**  
*for agencies serving populations under 20,000*  
Imaging - up to \$10,000  
Equipment - up to \$7,500

**Regular Grant:**  
*for all local government agencies*  
up to \$30,000

Application Deadline: July 13, 2007  
For more information: <http://www.secstate.wa.gov/archives/grants>

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[www:secstate.wa.gov/archives/grants](http://www.secstate.wa.gov/archives/grants)



## Washington State Archives: Partners in preservation and access

[www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives)