Local Records Grant Program:
Tips for Applying for a Digital Imaging Grant

Purpose: Provide guidance to local governments on how to prepare a solid, competitive Digital Imaging 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 (3) questions:

1. What is the problem you want to fix?

- Explain how not having a specific set of records digitized is impacting your agency's ability to either:
  - a. **Respond to public records requests in a timely manner**
    - Include measures of the impact such as the number of requests for these records per year, how long it is taking to fulfill these requests, etc.
  - b. **Retain the records for their minimum retention period**
    - Include measures of the impact such as number of records, length of retention period, storage costs, etc.

2. What will your project do?

- What type of records will be digitized? (List records series and DAN from the records retention schedule.)
- What is the date range and total number of records that you are planning to have digitized by the end of the grant period?
- Will your records be digitized by Washington State Archives or another vendor?
- Include a quote for the cost of scanning in your application.

> *If you want to scan the records in-house, consider applying for a Technology Tools Grant to cover the purchase of a scanner instead.*

3. How will the completion of your project fix the problem?

- What improvement in response time to public records requests is expected?
- What improvements in records retention, management and storage costs are expected?
- Will this project fix the problem once and for all, or will the problem come back as more paper records are created/received?
- Do you have a plan in place to manage the electronic records created by this project?

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

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