

Local Records Grant Program: 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 (3) questions:

1. What is the problem you want to fix?

- Explain how not having your paper records in order 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. **Protect the records from damage for their minimum retention period**
 - Include measures of the impact such as number of records, length of retention period, types of damage likely to occur, storage costs, etc.
- Have you included photos that demonstrate the problem?

2. How will you conduct your project?

- What is your basic plan/project schedule to complete the work by the end of the grant period?
- Do you have a cost-breakdown/budget (including quotes) for your project?
- 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?
- How do you plan to use Washington State Archives' consultants, training and other services as part of your project?
- Are your proposed choices of shelving, cabinets and staffing the most cost-effective solution?

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 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:**