

## **Local Records Grant Program: Can an Enterprise Content Management (ECM) System be Funded by a Technology Tools Grant?**

**Purpose:** Provide guidance to local governments on how a Technology Tools Grant can help purchase Enterprise Content Management System (ECMS) software.

Technology Tools is one of the types of grants offered as part of Washington State Archives' Local Records Grant Program ([RCW 40.14.026](#)).

### **Yes – Enterprise Content Management (ECM) systems are covered by Technology Tools Grants**

***Most agencies will not be able to purchase and implement an Enterprise Content Management (ECM) system across the entire agency within the grant funding limit of \$30,000 and by the project completion deadline of the end of the grant period.***

- Agencies seeking to purchase and implement an ECM system using a Technology Tools Grant should:
  - Focus their project as a pilot/proof of concept implementation – targeting business areas that are most ready for an ECM and where the ECM will deliver immediate benefits in improving response times to public records requests and/or the retention and management of public records;
  - Make use of the existing State master contracts to speed procurement processes;
  - Have any necessary filling/classification schemes and workflows already developed.
- Agencies should clearly explain in their grant application:
  - How implementing an ECM is going to provide more timely responses to public records requests or improve the agency's ability to retain records for the minimum retention period;
  - How the agency/selected business area is prepared to implement an ECM;
  - Basic plan for rolling-out ECM and training staff by the end of the grant period;
  - Cost-breakdown/budget for the ECM, number of licenses, vendor/consultant costs and training;
  - How this ECM implementation project is the most cost-effective solution;
  - How the agency is going to meet any ongoing costs (such as software licenses, etc.) and fund further expansion of the ECM across the agency.

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

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**