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## **Local Records Grant Program: Can Redaction Software be Funded by a Technology Tools Grant?**

**Purpose: Provide guidance to local governments on how a Technology Tools Grant can help purchase redaction 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 – Redaction software is covered by Technology Tools Grants**

- Agencies should clearly explain in their grant application:
  - How many public records requests they receive per year;
  - How many requested records require redaction per year;
  - What process/work-around is currently used to redact records for public records requests;
  - What impact in terms of response time to public records requests is caused by the lack of an adequate redaction tool;
  - How many sections/staff in the agency will be able to utilize this redaction tool;
  - Basic plan for rolling-out this tool and training staff by the end of the grant period;
  - Cost-breakdown/budget for the software, number of licenses, vendor/consultant costs and training;
  - How this software implementation project is the most cost-effective solution;
  - What improvement in response time to public records requests is expected from implementing this software;
  - How the agency is going to meet any ongoing costs (such as software licenses, etc.).

**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)**