Local Records Grant Program: Can Social Media Capture Software be Funded by a Technology Tools Grant?

Purpose: Provide guidance to local governments on how a Technology Tools Grant can help purchase software/services for capturing and management social media records.

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 – Social media capture software is covered by Technology Tools Grants

- Agencies should clearly explain in their grant application:
  - How many social media records the agency is creating and receiving per year and across which social media platforms;
  - What process/work-around is currently used to retain those social media records for their minimum retention period and how successful is it;
  - How many sections/staff in the agency will be able to utilize this social media capture/management 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 the retention of social media records for their minimum retention period is expected from implementing this software;
  - How the agency is going to meet any ongoing costs (such as software licenses, etc.).