

Local Records Grant Program: Can the Local Records Grant Cover Staff Time?

Purpose: Provide guidance to local agencies applying for a Local Records Grant on how grant funds may be used to pay for staff time.

Local government agencies may apply for funding to cover additional staff or staff hours under the Organizing the File Room grant. This is the ONLY Local Records Grant category which can include funding for staff time. Any staff time needed to complete a Digital Imaging or Technology Tools grant is the responsibility of the agency.*

Can grant funds be used to pay for temporary staff?

Yes! Grant funds can be used to hire temporary staff to work up to 40 hours per week. *Ideally, temporary staff should be used to cover existing staff's normal duties. If temporary staff is hired to work directly on the organizing project, they should be supervised VERY closely by existing staff.*

Can grant funds be used to pay for existing, part-time staff?

Yes! Grant funds can also be used to cover additional hours for part-time staff, up-to 40 hours per week.

Can grant funds be used to pay for existing, full-time staff?

No. Grant funds cannot be used to cover existing staff's regular hours or any overtime hours.

Can grant funds be used to pay for a records management consultant?

No. The same legislation that funds the grant program also funds several records consultant positions at Washington State Archives who are available to all state and local agencies at no charge. To schedule a consultation, simply email recordsmanagement@sos.wa.gov or call 360-586-4901.



What tasks or activities can we use grant-funded staff time to accomplish?

Covered by the Grant	Not Covered by the Grant
<ul style="list-style-type: none"> • Sorting and organizing paper records • Creating a records inventory • Destroying non-archival records • Preparing archival records for transfer • Assembly and installation of new shelving units or file cabinets 	<ul style="list-style-type: none"> • Scanning Records • Organizing digital records • Repair or restoration of damaged records • Traveling for training • Professional cleaning of file room • Painting or other improvements to file room

* If significant staff time is required to prepare the agency's records for a Digital Imaging or Technology Tools grant, it is recommended that the agency first apply for an Organize the File Room grant to cover this preparatory work and then re-apply for one of the other grants in the next grant cycle.

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

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