Office of the Secretary of State
Washington State Archives

Records Management Advice
Issued: February 2019

Local Records Grant Program:
Checklist for Submitting an Online Grant Application

Purpose: A checklist to help local governments gather all the required information before submitting their online Local Records Grant application.

As the online grant application does not allow you to save a partially complete application, please make sure you have all the following information ready before you submit:

- [ ] Contact information for key agency personnel involved with the grant project
- [ ] Agency type (county, city, or special purpose district)
- [ ] Federal Employer Identification Number
- [ ] Population served by agency/department
- [ ] Number of employees (number of full-time employees with agency/department)
- [ ] State Legislative District(s) (list those areas that are served by agency)
- [ ] Digital copies of quotes and photos ready to attach (as needed)

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

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