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## **Local Records Grant Program: How a Digital Imaging Grant Can Help**

**Purpose: Provide guidance to local governments on how a Digital Imaging Grant can help with retention, management and disclosure of public records.**

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

### **What Can a Digital Imaging Grant Cover?**

- Digital Imaging Grants are to get a **specific set** of records digitized by a vendor so that the agency can:
  - a. **Provide more timely responses for frequently requested public records; or**
  - b. **Better manage public records which have longer minimum retention periods.**
- Agencies can choose to have their records scanned by either:
  - a. Washington State Archives; or
  - b. Another vendor.

*If you want to scan the records in-house, consider applying for a Technology Tools Grant to cover the purchase of a scanner instead.*

### **Cash Match**

- There is no cash match requirement for the Local Records Grant Program.

### **Reimbursement**

- The grant program is operated on a reimbursement basis.
- A successful applicant will purchase products/services as outlined in the approved grant award and receive reimbursement after completing the terms of the contract.

### **Funding Level**

*Agencies can apply for a Digital Imaging Grant of up to \$50,000.*

**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)**