

Local Records Grant Program: How an Organizing the File Room Grant Can Help

Purpose: Provide guidance to local governments on how an Organizing the File Room Grant can help with retention, management and disclosure of public records.

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

What Can an Organizing the File Room Grant Cover?

- Organizing the File Room Grants are to get paper records organized and destroy/transfer records that have met their minimum retention period so that the agency can:
 - a. **Provide more timely responses to public records requests; or**
 - b. **Help protect and retain public records from damage caused by disorganization or poor storage conditions.**

<i>Covered by the Grant</i>	<i>Not Covered by the Grant</i>
<ul style="list-style-type: none"> • <i>Metal shelving/file cabinets</i> • <i>Washington State Archives boxes</i> • <i>Records destruction services</i> • <i>New temporary staff or part-time staff project hours</i> • <i>Other supplies necessary for project</i> 	<ul style="list-style-type: none"> • <i>Capital improvements to buildings</i> • <i>Pressboard/wood shelving</i> • <i>Rolling shelving/fire-proof cabinets</i> • <i>Generic banker's boxes</i> • <i>Overtime for existing staff</i> • <i>External consultants</i>

*If you want to get records scanned – Apply for a Digital Imaging Grant instead.
If you want to buy a scanner or shredder – Apply for Technology Tools Grant instead.
Washington State Archives can also help with developing filing structures for records.*

Cash Match

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

Reimbursement

- 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 an Organizing the File Room Grant of up to \$20,000.

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