

Local Records Grant Program: How Local Records Grant Applications are Scored

Purpose: Provide guidance to local records grant applicants on how their application will be scored.

1. Problem Clearly Defined <i>How well does the agency clearly demonstrate the problem they are having with responding to public records requests in a timely manner and/or in retaining and managing their public records?</i>		Up to 25 points
High-Range Score	<ul style="list-style-type: none"> • Cause and impact of the problem is clearly explained • Measures of the impact are included (such as number of requests impacted per year, how long it was taking to fulfill the requests, number of records involved, length of retention, etc.) • Photos clearly demonstrate the problem (Organize the File Room grants only) 	
Mid-Range Score	<ul style="list-style-type: none"> • Problem somewhat demonstrated, but is lacking in one or more areas described for a high-range score above 	
Low-Range Score	<ul style="list-style-type: none"> • Problem not clearly demonstrated or explained 	
2. Project Proposal Clearly Defined <i>How well does the agency explain how the project will be carried out and what it will have achieved by May 31, 2020?</i>		Up to 40 points
High-Range Score	<ul style="list-style-type: none"> • What the project will achieve by May 31, 2020 is clearly demonstrated • Project strategy/outcome is consistent with the Archives' 10 Leading Practices and other advice and/or the Attorney General's Model Rules • How the project will be carried out is clearly demonstrated (such as step-by-step project schedule/plan) • How much the project will cost (including a cost-breakdown/budget, quotes, etc.) is clearly demonstrated • Work to be performed by agency staff, temporary staff, vendors, consultants and Archives' staff clearly explained • Project will utilize the Archives' expertise and services wherever possible rather than paying for consultants/vendors • Cost-effectiveness of project is clearly demonstrated 	
Mid-Range Score	<ul style="list-style-type: none"> • Project is mostly explained, but is lacking in one or more areas described for a high-range score above 	
Low-Range Score	<ul style="list-style-type: none"> • What the project will do, how it is to be carried out or cost of project is not explained 	
3. How the Project will Help Fix the Problem Clearly Explained <i>How well does the agency demonstrate that the completion of the project will fix/lessen the impact of the problem and will be able to be sustained?</i>		Up to 25 points
High-Range Score	<ul style="list-style-type: none"> • How the completion of the project will fix/lessen the impact of the problem is clearly explained • Quantitative measures of success are provided (such as expected reduction in response times, storage costs, etc.) • How the agency will be able to meet any ongoing costs (such as software licenses, etc.) is clearly demonstrated • How the agency will prevent the problem from reoccurring (such as new procedures, staff trained, etc.) is clearly demonstrated 	
Mid-Range Score	<ul style="list-style-type: none"> • How the project will fix/lessen the impact of the problem is mostly explained, but is lacking in one or more areas described for a high-range score above 	
Low-Range Score	<ul style="list-style-type: none"> • It is not clear how the completion of the project will fix/lessen the impact of the problem 	
4. Small Agency Preference <i>Agency is a small local government agency (based on number of FTE's, population served, etc.) with the need and ability to improve its information technology systems for public record retention, management and disclosure</i>		Up to 10 points

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

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