
Local Records Grant Program: Preview Digital Imaging Grant Application Questions

Purpose: Provide local governments with the questions found in the Digital Imaging Local Records Grant Application.

These are the questions that agencies will need to answer as part of their application for a Digital Imaging Grant.

About the Problem

What is the impact to your agency by not having your records digitized in terms of responding to public records requests in a timely manner? (Please include measures such as the number of requests for these records per year, how long it is taking to fulfill these requests, etc.)

And/or your ability to retain and manage the records for their minimum retention period? (Please include measures of the impact such as number of records, length of retention period, storage/access challenges, risks to the records, etc.)

About the Project

What type(s) of records will be digitized? (Include records series and DAN from records retention schedule.)

What is the date range and total quantity of records you are planning to have digitized by the end of the grant period?

Who is going to digitize your records?
(Include a quote for the cost of scanning in your application.)

How much money are you requesting?

About the Expected Results

What improvement in response time to public records requests is expected?

What improvements in records retention, and management are expected?

Will more of these same records need to be digitized in the future?

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

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