
Local Records Grant Program: Preview Organizing the File Room Grant Application Questions

Purpose: Provide local governments with the questions found in the Organizing the File Room Local Records Grant Application.

These are the questions that agencies will need to answer as part of their application for an Organizing the File Room Grant.

About the Problem

What is the impact to your agency by not having your paper records organized in terms of responding to public records requests in a timely manner or protecting records from damage?

(Organizing the File Room applicants must include photos of the stated problem area(s).)

About the Project

What is your plan/project schedule to complete the work by the end of the grant period?

What is the cost breakdown/budget (including quotes) for your project? (Boxes must be purchased through Washington State Archives, at a cost of \$29.70 plus tax per pack of 10.)

How much money are you requesting?

List the type of work to be carried out by agency staff, temporary staff, vendors, and Archives staff.

About the Expected Results

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

What benefit(s) are expected from destroying/transferring records past their retention period?

What new procedures/training will be in place to prevent the file room from becoming disorganized again?

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

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