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## **Local Records Grant Program: Preview Technology Tools Grant Application Questions**

**Purpose: Provide local governments with the questions found in the Technology Tools Local Records Grant Application.**

**These are the questions that agencies will need to answer as part of their application for a Technology Tools Grant.**

### **About the Problem**

What is the impact to your agency by not having specific hardware/software in terms of your ability to respond to public records requests in a timely manner, and/or your ability to capture, retain and manage records for their minimum retention period?

### **About the Project**

What hardware/software will be purchased and installed by May 31, 2020.

How many sections and staff in the agency will be able to use this hardware/software?

What is the basic plan/project schedule to purchase, install, roll-out and train staff in using this new hardware/software?

Include the cost-breakdown/budget (including quotes) for the hardware/software, licenses, vendor/consultant costs, training, etc.

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

How much money are you requesting?

Is your proposed choice of hardware/software the most cost-effective solution?

### **About the Expected Results**

What improvements in response time to public records requests or records retention/management are expected?

What new procedures/training will be in place to make best use of the hardware/software going forward?

What is your plan to cover any annual subscriptions/license fees going forward? (Grant funds can only cover the first year of subscription/license fees.)

**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)**