

## Local Records Grant Program: Tips for Applying for a Digital Imaging Grant

**Purpose:** Provide guidance to local governments on how to prepare a solid, competitive Digital Imaging Local Records Grant application.

*Talk about your proposed project with Washington State Archives before applying for the grant.*

Solid, competitive grant applications need to clearly answer the following three (3) questions:

### 1. What is the problem you want to fix?

- Explain how not having a specific set of records digitized is impacting your agency's ability to either:
  - a. Respond to public records requests in a timely manner**
    - Include measures of the impact such as the number of requests for these records per year, how long it is taking to fulfill these requests, etc.
  - b. Retain the records for their minimum retention period**
    - Include measures of the impact such as number of records, length of retention period, storage costs, etc.

### 2. What will your project do?

- What type of records will be digitized? (List records series and DAN from the records retention schedule.)
- What is the date range and total number of records that you are planning to have digitized by May 31, 2020?
- Will your records be digitized by Washington State Archives or another vendor?
- Include a quote for the cost of scanning in your application.

*If you want to scan the records in-house, consider applying for a Technology Tools Grant to cover the purchase of a scanner instead.*

### 3. How will the completion of your project fix the problem?

- What improvement in response time to public records requests is expected?
- What improvements in records retention, management and storage costs are expected?
- Will this project fix the problem once and for all, or will the problem come back as more paper records are created/received?
- Do you have a plan in place to manage the electronic records created by this project?

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