

## **Local Records Grant Program: Tips for Applying for an Organizing the File Room Grant**

**Purpose: Provide guidance to local governments on how to prepare a solid, competitive Organizing the File Room 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 your paper records in order 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. **Protect the records from damage for their minimum retention period**
    - Include measures of the impact such as number of records, length of retention period, types of damage likely to occur, storage costs, etc.
- Have you included photos that demonstrate the problem?

### **2. How will you conduct your project?**

- What is your basic plan/project schedule to complete the work by May 31, 2020?
- Do you have a cost-breakdown/budget (including quotes) for your project?
- In estimating the amount of shelving, boxes, etc. you will need, have you factored in the expected reduction of records from destruction/transfer?
- What are the types of work to be carried out by agency staff, temporary staff, vendors, consultants and Archives' staff?
- How do you plan to use Washington State Archives' consultants, training and other services as part of your project?
- Are your proposed choices of shelving, cabinets and staffing the most cost-effective solution?

### **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 the protection of public records are expected from having them more organized and properly housed?
- What reduction in storage costs is expected from destroying/transferring records past their retention period?
- Have you outlined what new procedures/training will be in place to prevent the file room from becoming disorganized again in the future?

**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)**