

How to Apply for a Local Records Grant

Grant Application Basics

Goals of Program

Provide financial assistance to alleviate the burden of **public disclosure** and **records retention compliance**.

About Chapter 434-670 WAC

Funding for the Program

County auditor surcharge of one dollar for each document recorded.

Who Can Apply?

Local Government Organizations

- Cities and towns
- Counties
- School districts/ESDs
- Special purpose districts

Grant Categories

Organizing the File Room

Digital Imaging

Technology Tools

Organizing the File Room Grants

Inventory and organize agency paper records;
destroy/transfer what is no longer required to be kept;
create plan to improve access to and manage records
going forward!

Appropriate Applicants



Appropriate Uses



Organizing the File Room Grants

Covered Costs

- All-metal file cabinets
- All-metal shelving
- New temporary staff
- Part-time staff project hours
- Records destruction services
- WSA records boxes
- Supplies necessary for project

Maximum Award: \$20,000

Non-Covered Costs

- Capital improvements to buildings
- Equipment nonessential to the project
- Fire-proof cabinets
- Generic banker's boxes
- Overtime for existing staff
- Paper shredders
- Pressboard shelving/wood shelving
- Projects already completed
- Records management consultations
- Scanners/laptops/hardware
- Scanning or Imaging Services

Digital Imaging Grants

Scan and index a **backlog of paper records** to improve access, management, search and disclosure of records

Appropriate Applicants



Appropriate Uses



Digital Imaging Grants

Covered Costs

- Scanning and indexing services done by
 - ✓ WSA Imaging Services
 - ✓ Private Vendor
- Ideal candidates:
 - **Archival** records or records with **long-term** retention requirements
 - Frequently requested records

Non-Covered Costs

- In-house scanning projects (*see Tech Tools Grant*)
- Staff time to prepare records for digitization
- Software/hardware for managing digitized records
- Storage for digitized records

Maximum Award: \$50,000

Digitization: Factors Affecting Costs

Variety ♦ Obstacles ♦ Content ♦ Access



Technology Tools Grants

Purchase and install hardware/software to address the capture, management, and/or disclosure of records **going forward**

Appropriate Applicants



Appropriate Uses



Technology Tools Grants

Covered Costs

- Software purchase and implementation
- Hardware purchase and installation



Non-Covered Costs

- Ongoing subscription fees
- Scanning backlog (*see Digital Imaging Grant*)
- Reimbursement for work already completed or already under contract
- Equipment nonessential to the project

Maximum Award: \$30,000

Questions to Consider

1. What is the **problem** you want to fix? How does it affect your agency's ability to:
 - Respond to records requests in a timely manner;
 - Redact confidential content;
 - Track records requests;
 - Capture and manage records going forward?

Questions to Consider

2. What is your proposed **solution**?

- What are the steps to the project?
- Who will perform the work?
- Have you discussed it with the Archives?
- What are the project costs? (**Get and include quotes/estimates**)

Questions to Consider

3. How will your project fix the problem? What are the **results** and are they **sustainable**?
- Can project be completed by the end of the grant period?
 - How will you know whether the project is successful in solving the problem?
 - How will you meet ongoing costs once the project is completed?
 - What is the agency's plan going forward?

Grant Program Timeline

- Grant application period opens
- Archives Oversight Committee meets to review and develop recommendations for funding
- Final review and approval by Secretary of State
- Grant awards announced
- Archives staff works with awardees to finalize contracts

Grant Program Process

During selection process, preference will be given to:

- Applicants with a demonstrated need
- Projects which improve public records retention, records management, and public disclosure
- Smaller agencies

Grant Fund Disbursement

How will grant funds be disbursed?

- Grant program is operated on reimbursement basis
- Awardees purchase products/services as outlined in approved award; receive reimbursement after completing the terms of the contract

Steps to Apply

Visit:

<https://www.sos.wa.gov/archives/recordsmanagement/local-records-grant-program.aspx>

Questions?

Phone: (360) 586-4901

recordsmanagement@sos.wa.gov

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to receive updates on grant program (as well as records retention schedules, training opportunities, and records management advice)

Washington State Archives

Free consultation, training, advice

recordsmanagement@sos.wa.gov

Phone: (360) 586-4901