

39 ORGANIZE THE FILE ROOM GRANTS AWARDED

Benton County PUD #1

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Our agency's primary concern for physical records is the aptly named "Records Room," which houses inactive short-term, long-term, and some permanent records at this time. For over 30 years, boxes have been sent to the Records Room for storage and there have been multiple transitions from one tracking system to another, usually prompted by staff turnover and efforts to create efficiencies. The result is 516 boxes organized by several different labeling systems, a spreadsheet to keep track of them all, and an assortment of varying box indexes for reference. These indexes can range from helpful and comprehensive (personnel files listed alphabetically including hire and separation dates, for example) to a single subject meant to describe the contents within (e.g. BPUD History, covering 1965-1999). Every few years once the shelves are filled, a purge is organized to make more room. However, these destructions never capture the poorly indexed records' it's easier and less time consuming to process the boxes with well-detailed contents and up-to-date retention information so the older boxes remain in storage. The immediate problem is solved by making space but the underlying organizational challenge remains unresolved, resulting in two primary concerns.

1) The first concern is environmental. The Records Room is not an ideal storage environment, especially for long-term or permanent storage. Dust and periodic water is a considerable problem. In the past, records were not always sent out in appropriate acid-free storage boxes. When the shelves are full, newly added boxes are stacked upon each other along the top shelf or placed on pallets. The pallets are necessary as large puddles have been found in the room after heavy rain or snow melt, but this strategy wouldn't be adequate protection against a potential flood. At times when boxes are stacked three-high on the top shelf, they can be difficult or unsafe for records staff to access. Additionally, some boxes are losing their structural integrity due to age, the weight of other boxes stacked upon them, or poor quality box construction.

2) The second concern is difficulty and inefficiency of locating records. Ideally, when a records request is received, staff can reference the spreadsheet storage listing and box indexes to identify potentially responsive records. Once identified, the relevant boxes are brought over from storage and reviewed. This process is dependent on accurate and detailed information about the box contents. When the detail is lacking or the indexes are vague, staff instead has to conduct a broader search, request additional boxes, and spend time manually reviewing them all to verify contents' thus complicating and sometimes extending response times.

One example of this involved a request for specific information related to a topic discussed over 15 years ago. After reviewing electronic records, Commission records, and the storage records, we informed the requestor there were no additional responsive records from that time frame. Weeks later, while researching an unrelated subject, we came across a detailed, handwritten index for a box containing multiple records responsive to the previous request. We notified the requestor of the discovery and investigated how it had been missed during the previous review; it was overlooked because the storage listing only described the contents as "Executive Correspondence" and provided no date range. This poor description may have been partially responsible for the extension of a request that eventually took 18 months to close, in part because we believe the requestor was concerned we might be missing other boxes too.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The District intends to hire a temporary part-time worker to completely inventory the Records Room. Of the 516 boxes in the room, 130 are labeled and comprehensively indexed (including accurate retention schedules) in accordance with our current system. This worker will handle the remaining 386 boxes and coordinate with our trained records employees to bring them up to the current organizational standard.

This work will involve creating up-to-date indexes for each box, reboxing the contents if they are currently in a

damaged or non-Archives records box, relabeling the box to match the current format, and updating the tracking documentation and spreadsheet with accurate and detailed information. Once these steps are complete, records staff will review and disposition any boxes that have met their confirmed retention. While in most cases this will equal destruction, it will also include the transfer of at least 28 boxes known to contain Commission agenda packets from 1986-2012, along with any additional permanent/archival records identified during an appraisal.

The worker is anticipated to work four hours a day. At an estimated 30 minutes per box, or eight boxes per day, the work will take approximately nine weeks to complete. Our Human Resources staff is currently reviewing the opportunity and it is expected to begin before the end of the year, allowing the nine weeks to be completed well in advance of the May 31, 2019 deadline.

What is the cost-breakdown/budget (including quotes) for your project?

The temporary position is estimated to cost \$14.40/hour for approximately 200 hours, for a total of \$2,880. An estimated 200 Archives storage boxes will be needed during the effort, which can be purchased for \$650 from the State Archives (\$2.97/box, plus tax). This creates a total cost of \$3,530 for the project. No other costs are anticipated.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

An estimated 200 Archives storage boxes are expected to be needed to rebox records out of damaged or non-acid-free boxes. No other supplies are needed, and there will be adequate shelving in the room once records past retention are identified and dispositioned. (Thanks to our agency's electronic content management system, plus the increasing use of established scan and toss procedures, less paper is being generated for storage - annual purges should be able to create enough space for the rotation of hard copy records every year.)

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

The temporary worker will inventory boxes, create/update associated indexes, relabel boxes to match the new format, and rebox records where necessary.

Our agency's Records Program Administrator will train the temporary worker on records requirements, review each completed box and its index, and make updates to the storage listing - including saving all indexes into our agency's ECM. They will also research and assign accurate retention schedules to all indexes and coordinate with a State Archivist for appraisal and disposition of the records.

Archives will be contacted with questions throughout the work as well as at the end of the process to appraise records deemed eligible for destruction.

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

With the Records Room organized and fully indexed, our paper records (especially the older ones) can be better integrated with other functions of the agency's records program. This includes applying State retention schedule updates, identifying and backing up essential records, and conducting annual disposition/destruction that captures all eligible records. Long-term and permanent records can also be identified for additional protection and, in some cases, transfer to the State Archives. The environmental and record identification concerns will also be addressed.

The combination of additional shelf space and annual purges will keep records off the floor and protected from puddles and potential flooding. It will also keep the boxes from being stacked on top of each other and prevent wear and tear on the box structure, extending their lifecycle.

For records requests, staff will now be able to reliably review the storage listing and electronically search the box indexes in order to better locate responsive records. Instead of having to request a broad range of boxes from storage, wait for them to be transferred from the Records Room (which is in a separate building) and then reviewed, only the relevant boxes can be requested. Currently, it's not uncommon for requests involving paper record review

to be extended to over three weeks. With better organization, these requests are more likely to be completed within a week or two. (Our agency's response and production time for other types of records requests not involving paper records research is within the first five business days.)

What reduction in storage costs is expected from destroying/transferring records past their retention period?

No reduction in storage costs is expected. Since the Records Room is in our own facility, it is free for us to use other than some minimal heating and lighting costs for that portion of the building.

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

Boxes sent for storage in the Records Room are now coordinated by one employee instead of several, which ensures consistent application of current labeling and indexing formats. The room is kept locked and the same employee coordinates access to those boxes and records stored in the Records Room, so other employees cannot adjust the inventory unbeknownst to records staff.

Our agency trains all new hires, regardless of position, on public records requirements and procedures. We have also instituted an annual records day in January that allows for recurring review of agency records; this opportunity will be used to identify boxes ready for disposition. The budget includes money for regular monthly and annual shredding purges. We have also moved a small copier out to the Records Room, so authorized staff can walk out and make copies instead of having to remove the box altogether when only one or two records are needed, thus reducing the risk the box may be lost or not promptly returned to storage.

Amount Funded: \$3,600

Black Diamond, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The City of Black Diamond is seeking assistance in facilitating the long-term preservation of city records. The purpose of the project is to establish a program that will protect and preserve the historic, permanent, and essential records of the City, and address both short and long-term records management needs and requirements. Currently the City stores documents in many different areas of the City and it is hard to locate documents for public record requests and to also know what records the City has.

In 2009 the City applied for and was awarded a records grant for scanning and microfilming the City's original ordinances, resolutions, and minutes for both the City Council and Planning Commission. Since that time the City has kept up with that process of scanning those documents.

Following that project the City implemented a records management program and selected two departments (Finance and Clerk) to work with to get their records in order. To date, both departments continue to be on regular schedule for inventorying, applying retention schedules, and destruction. With the program in place for those departments it has lessened the amount of storage needed and has allowed for easy retrieval of documents for public records request.

Over the last several years the amount of record requests the City receives has increased tremendously. As an example, in the past we typically received approximately 47 requests and in the last three years we have received over 150 each year. Currently most of the City's record requests are for land use documents. Staff has tried to inventory what records the Community Development department has, however it has been challenging with the small staff in that department. There are approximately 110 boxes of documents that need to be inventoried and retention schedules applied to. This grant would further our records management program in the Community Development department and would provide easy retrieval and access for record requests as we would know where

and what documents the City has. The end result is to have an organized file room that can be easily managed by current and future staff.

What is your basic plan/project schedule to complete the work by May 31, 2019?

4th Quarter 2018

Planning meetings, hire temporary staff, training of regular staff who will work on the project.

1st and 2nd Quarter 2019

Active records: eliminate duplicates, inventory, identify retention schedules, and method of purging.

Inactive records: inventory, evaluate, re-box, label, disposition planned. Preparation of permanent/essential records for transfer to archives.

Evaluation of project and follow-up training meetings with staff.

What is the cost-breakdown/budget (including quotes) for your project?

Temporary Staff

320 hours @ \$18.54 per hour - \$5,933

Social Security - \$ 368

Medicare - \$ 86

Unemployment - \$ 12

Labor and Industries - \$ 37

Total \$6,436

Shredding Services - Approximately \$1,100

100 Archival Boxes @ \$2.97 each - Approximately \$300

5 shelving units - Edsal 72 in. H x 77 in, W x 24 in. D 3-Wire Shelf Steel Storage Rack in Black

\$163.47 each x 5 = 895.82 x 9.2% (tax) = \$892.55

Summary of Estimated Costs (rounding up):

Temporary Staff \$6,500

Shredding Services \$1,100

Archival Boxes \$ 300

Shelving Unites \$ 900

TOTAL \$8,800

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Shelving:

Five shelving units will need to be purchased to establish additional records storage in the records room located in the Fire Department building. Records that are inactive, yet within their retention lifespan are stored there.

Archive boxes:

100 boxes

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

State Archives personnel and temporary staff support for the purpose of releasing and aiding City staff for training, project development, and implementation will be needed. Temporary staff will be used to remove duplicates, inventory, re-box, label, and identify boxes for destruction.

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

There are a large number of inactive records in Community Development waiting to be disposed of properly and/or organized to where they can be identified and retrieved as needed. With these records being identified it will allow staff to easily locate, retrieve and make the documents available to the public in a timelier manner, which in turn will decrease staff time spent on searching many boxes of documents.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The reduction in storage costs I expect will be to utilize the shelving units more efficiently. This would be done by destroying and transferring records past their retention and would free up space and make our records room organized.

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

Our goal is to secure these grant funds to address the critical need to protect the historic/vital records through releasing to the Regional Archives. Complete an inventory of the Community Development department records and to provide for adequate storage space. Training for continued adherence to retention schedules and proper disposition annually.

Amount Funded: \$8,800

City of Camas

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The majority of the City's records are stored in eight, various-sized basement rooms of City Hall, which was built in 1967 (4 of 42 pictures attached, can provide the remainder if requested). These records are most susceptible to the most water damage from any flood, fire or earthquake disaster. These rooms are near capacity and additional storage is being created throughout various locations of City Hall. Departments are purchasing more file cabinets on a regular basis to store the growing number of records (see photo), but, eventually, there will be no more room onsite and the City will be forced to contract with an offsite records storage service. The only "inventory" at this time is "institutional knowledge" by specific groups of staff. The Clerk's Office is reliant on those staff to locate records based on the fact that they're the only ones who know where specific files are and how they're organized.

The City is very concerned about the safety of all its records. The City purchased Laserfiche to help address some records management issues, and continues to send staff to Records Management classes, but it simply does not have the staff time to inventory, assign the appropriate DANs, organize and properly dispose the sheer volume of records the City has amassed since 1906.

The City just completed a Level of Service study (can email image if requested), per Council's request so they may prioritize where to hire a few more staff. Unfortunately, there is no budget to fill all the shortage holes. Of course this creates a "catch 22," because the "file room" continues to grow at a pace, which moves the goal of inventoried and organized records further out of reach with each passing day. Most records are being kept beyond their required retention and Washington State Archives does not have the records they should have (some City staff think they're "archivists"). Being able to identify the records that are past retention, then destroying or transferring those records, will help us reduce the volume significantly, while regaining valuable storage space. There are approximately 63 cubic feet of records that, upon inventorying, would likely result in the majority being transferred to the Washington State Archives, or being destroyed.

Additionally, the City is not able to provide the records in a timely fashion. Our current public records response rate in the last year averaged 8.8 days (see attached report graphic). While that may be acceptable to some, we know that we can reduce that to less than 5 days easily once this grants purpose has been realized.

This grant program offers a glimmer of hope to the City that we can get on track to more quickly achieve all our Records Management goals.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The grant money would assist us by hiring temporary staff to work with administrative staff to inventory records. There are approximately 63 cubic feet of records that, upon inventorying, would likely result in the majority being

transferred to the Washington State Archives or destroyed. Temporary staff could assist with pulling records that have been identified for destruction. The Clerk's Office would also utilize temporary staff in locating all the "permanent / essential" records in order to flag them for future digitization.

The ultimate goal for this project will be having and maintaining an organized and inventoried paper records structure.

* Hire and train temp staff by November 15, 2018 (or within a month of award) –We'd utilize the help of the Archives staff and their years of experience and knowledge to meet with the Admin staff and strategize the most efficient way to go through the boxes and files that will result in an organized and efficient outcome; -Department-specific admin staff will work alongside temporary staff for those departments records; The records are somewhat organized as similar records are boxed, or in file cabinets, with some labeling/identifiers.

* Temp, along with permanent staff, will begin dispositioning records through February 28, 2019; -Admin staff will work alongside temp staff to begin categorizing records for: archiving, destruction, and permanent records that may be good candidates for future scanning.

* Staff will organize records for archivist by March 29, 2019; - This will include any records that staff are unsure of and need to review with the archivist; - The records will be organized in order to be reviewed as quickly as possible by the archivist.

* Schedule archivist pickup by April 19, 2019, and finally, schedule the shredding to be completed by May 1, 2019.

What is the cost-breakdown/budget (including quotes) for your project?

Temporary Staff = 640 Hours (4 months @ 40 hours/week) @ \$21/hour = \$13,440

Destruction Services = 4 Shredding bins per month (\$36/65-gallon bin) x 4 months = \$576

Miscellaneous Materials = Inventory supplies (pens, notepads, files, clips, etc.) = \$150

Boxes from Archives for transferring records (Archives staff have already delivered some and we'll ask for more when it appears we're running low)

TOTAL GRANT AMOUNT REQUESTED - \$14,166

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

Shelving removed: This will result in the majority of the storage materials being able to be removed and surplus. Ideally, it could be used by other agencies in need of shelving, filing and storage materials.

Boxes & Labels: We anticipate this being our largest supply need and the fact that Archives offers these free of charge for transferring is a HUGE savings!

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

* Training meeting with archives staff; training of temporary staff

* Monitoring by Clerk's office and a couple check-ins with Archives staff

* Organizing the records into the categories of essential/permanent, ship to archives and destroy

* Meetings at least once per month to confirm that we're on schedule and to address any issues or concerns to address internally or with the help of Archives staff

* Boxing and labeling records that are to be shipped to the Archives

* Boxing and labeling the records that are essential and are to be later scanned into the repository and stored for safekeeping

* Shredding services will be scheduled

* Cleaning the spaces that records were once stored and prepare items for surplus

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

* Records that are inventoried and organized will be easier and faster to locate and won't be reliant upon staff's institutional knowledge any longer

- * Since there will be less records to go through, this will save the most time in responding to records requests
- * Identification of permanent and public records will help so we can make them available on our website, cutting down on the need to make a request in the first place

What reduction in storage costs is expected from destroying/transferring records past their retention period?

- * Majority of the savings will be in staff time not having to search and search through boxes, shelves and cabinets
- * Space will be freed up so that other items being currently stored in staff work spaces (and are not needed in those spaces) can be moved to the former file cabinet locations
- * This will result in more “office” space, we have many staff in very small cubicles, which results in decreased productivity due to numerous interruptions
- * This will save the City in having to look into leasing more office space or records storage space

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

- * We have an Admin Services Team who have already been meeting to create two records management days per year for all departments
- * This team is meeting with each department to teach them how to identify their permanent, archival and records to be destroyed
- * This team is providing each department an at-a-glance “cheat sheet” with the DAN numbers specific to their records to make the records management days easier and more efficient
- * City management is in support of having these records management days and closing the office from 3-5p twice per year to complete this effort and will chip in towards a pizza party
- * The City has setup the Laserfiche repository according the WA State retention schedules and has assigned Records Managers who will be notified about records approaching retention/action
- * All new staff meet with the Clerk’s Office to discuss the importance of handling public records and what the expectation is on records management days

In summary, the City of Camas has been working consistently over the past 4 years improving its Records Management program. The City purchased Laserfiche using the WA State Contract with the intention of improving our electronic records management and organizing and maintaining our records as we move forward. Before we can truly implement this software to its full potential, we need to complete this project. This grant will help us inventory, organize and dispose of our paper records, supporting access and retrieval of our records.

Thank you for your consideration.

Amount Funded: \$14,200

Clallam Transit System

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Responding to Public Records Requests:

As a small, rural, transit system, Clallam Transit System does not receive a large number of public records requests. When we do receive a request, we are required to search all records pertinent to the request, even those records that have not been properly dispositioned per established CORE and Transit Authority retention schedules. CTS does not have sufficient staff to inventory and purge older paper records. These historical records go back to 1982.

In the last 12 months, CTS responded to 11 public records requests. The records search for these requests required over 75 man hours, including two requests that required over 58 hours. Of those man hours, we estimate that at least 19 man hours (about 25% of the hours) were spent searching records that exceeded their retention schedules and should have been transferred or purged.

At present staffing levels, new paper records are organized and dispositioned properly per our Records Management Policies and Procedures. We intend to use this grant funding in part to increase the hours of a part-time assistant who is already familiar with our records management procedures. The additional staff time will be used to inventory, organize, and complete the disposition of historical paper records.

Protecting Records from Damage:

Many of our Vehicle Records are stored in low-quality boxes not intended for paper records storage. They are stacked one on top of the other, up to six boxes high, in an attic in our Maintenance building (see Figure 1, attached). They are exposed to airborne pollutants such as brake dust and diesel fumes and to substantial changes in temperature and humidity. These conditions degrade the boxes and damage the records. We plan to re-box these records in WSA acid-free archive boxes and move them to a protected area after completing the records purge phase of this project.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Basic Plan:

CTS has a two-phase plan. The first phase focuses on inventorying and dispositioning general historical records, not including vehicle records, dating back to 1982. Any records not properly boxed will be re-boxed in WSA-approved acid-free boxes. Records to be purged or transferred will be dispositioned appropriately, thereby opening up additional protected space.

The second phase focuses on vehicle records. Many of these records are stored in an unprotected attic in non-WSA boxes. The purge of general records in phase one will open up additional protected space for improved storage of vehicle records after they have been sorted and re-boxed in WSA-approved acid-free boxes.

Project Schedule:

Sep 2018 through Jan 2019, Inventory & Disposition (i.e., store in-office, purge, or transfer) Historical Non-Vehicle Records.

Feb 2019 through Mar 2019, Sort, Classify, Re-Box and Move to Protected Storage Historical Vehicle Records.

What is the cost-breakdown/budget (including quotes) for your project?

1. Temporary Staff (\$16,317.60)

Records Clerk, 20hrs/wk for 6 months, \$15.69/hr, 1,040 hrs

2. Shelving and Boxes (\$3,142.00)

WSA Acid-Free Archive Boxes: Qty 100, \$2.97ea, \$297.00

ULINE H-5378 69x30x84" Records Rack (80 box capacity): Qty 5, \$275.00ea, \$1,375.00

ULINE H-3594 Locking Cabinet(18 box capacity): Qty 2, \$735.00ea, \$1,470.00

3. Total Project Cost: \$19,459.60

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

After expected reduction of records from destruction/transfer:

Qty 100 WSA Acid-Free Archive Boxes

Qty 5 ULINE H-5378 69x30x84" Records Rack (80 box capacity)

Qty 2 ULINE H-3594 Locking Cabinet (18 box capacity)

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

CTS anticipates needing only agency staff to complete this project. We plan to increase the hours of one temporary staff member by 20 hours per week for six months. This staff member is already familiar with CTS records management policies and procedures. Under the supervision of the CTS Records Manager, the additional hours will be used for Records Clerk activities including inventorying of records, records purge and transfer preparation, re-boxing as required, and relocation of unprotected records to a more secure area on-site.

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

CTS expects to reduce the response time to public records requests by 25%, at minimum, by eliminating the need to search through records that are past their retention period and by better organizing hardcopy records.

Protection of public records will be improved by moving historical records from an unprotected attic space and by transferring all records to WSA-approved acid-free boxes.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

All historical records to be addressed by this grant are stored in-office. There are no storage costs associated with these records.

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

No new procedures/training are needed at this time. CTS has in place both a Records Management Policies and Procedures document and an established CORE and Transit Authority Records Retention Schedule. At current staffing levels, all new records are properly managed. The challenge at CTS is to bring our historical records into compliance with state and local requirements.

Amount Funded: \$19,500

Clarkston, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Currently the City of Clarkston has records in three different buildings within the City. On the City Campus, we have records in closets at City Hall, across the street in the basement of the Police Department, and a storage unit that the City rents on a monthly basis that is across town. Having records in these locations makes it difficult to have an adequate indexing system, and could potentially mean that all three locations would need to be searched to locate records. By not having the records properly indexed and in a central location, it is very time-consuming and costly to facilitate timely records requests.

The storage unit is an outside unit that has no climate control or regular security. Many of the shelves are home-made out of plywood and 2x4's that are barely adequate to support the weight of the records. We have had some of the shelving fail, and have had to strengthen the existing to keep them operational. This has resulted in boxes of records being stored without shelving, directly on the floor. Continuing to operate in these conditions may cause damage to the records being stored.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The City of Clarkston has a project timeline to facilitate all work being completed by May 31, 2019. Phase 1 will entail preparing the area at the Police Station to house the records. Shelving will be installed to hold the records. Records currently in this area will be sorted to determine what needs to be retained. Phase 2 will involve emptying the Storage Unit, sorting for retention, and transferring to the Police Station. Phase 3 will collect the remaining records from City Hall, sort the records for retention and transfer to the Police Department for storage. Phase 4 will consist of final sorting for retention, transferring to the State Archives, and shredding all non-essential or records past their retention period.

What is the cost-breakdown/budget (including quotes) for your project?

Labor/wages: \$10,000

Utilize two existing part time summer-hire laborers to assemble shelving, transfer records to City Campus, and separate records for shredding/destruction. We anticipate that this will involve 40 hours of work for two part time employees. We will also utilize a 3/4 time secretary to sort, organize and index the remaining records. We anticipate that this will take no more than 320 hours, between the time the grant would be awarded and May of 2019.

Shelving: \$1942.00

Purchase of 12 Whelan brand metal shelving units from Costco. These are approximately 6 foot tall, 6 foot wide, and 2 foot deep. These units can be purchased for \$162 each.

Boxes: \$297.00

Purchase 50 boxes from the State Archive for storage, and potential transfer to the State.

File Cabinets: \$1100.00

Purchase 4 legal size, 4 drawer cabinets from Staples to house current records.

Shredding: \$440.00

Local Vendor, Lewis Clark Recycling will shred up to twenty 64 gallon totes of paper on site, for this fee.

Total Cost of Project: \$13,927.50

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

We anticipate that we can use some existing shelving and boxes. However, wooden shelving will have to be replaced as well as some older boxes. In addition to our current shelving and boxes, we anticipate that we will need 12 additional shelves installed, and approximately 50 State Archive boxes (some to send to the State, and some to retain long term at the City.) We will also purchase four, 4 drawer legal size filing cabinets to house current records.

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

The City will utilize two existing part time summer-hire laborers to assemble shelving, clean out Storage Unit, transfer records to City Campus, and separate records for shredding/destruction. We anticipate that this will involve 40 hours of work in Phase 1-3 for two part time employees.

We will also utilize a 3/4 time secretary to sort, organize and index the remaining records. We anticipate that this will take no more than 320 hours, at no more than 10 hours additional, non-overtime hours per week. This employee will perform this work through all 4 Phases, between the time the grant would be awarded and May of 2019. This employee is a long-time City employee that has familiarity with the records, retention schedules, and will be able to ensure efficiency, accuracy and timely completion.

Local vendor Lewis Clark Recycling, has a mobile shredding truck. They will come to the City Campus and shred documents on site so that the City maintains control and security of the documents prior to shredding. The cost is \$22.00 per 64 gallon tote of paper. We will have 20 or less total totes of paper to shred.

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

By having all City records in one location, on the City Campus, we will be able to easily access the records. Having the records indexed will allow for a more timely response. A thorough review of the files, better file organization, labeling, indexing and removal (shredding) of non-essential files will facilitate a more timely response to records requests.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The City currently pays \$70 per month for the off-site storage. We will be able to save \$840 per year. Also, we will not have to expend fuel and time to travel to the off-campus storage. We also anticipate that we will save personnel hours in being able to respond quicker to requests.

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

The City plans to implement a comprehensive policy on records management. We will also utilize State sponsored records management and retention training, both webinars and in-person classes. We will also implement a records management program, so that all personnel will be advised regularly of records management, retention and archiving protocol.

Amount Funded: \$14,000

Clarkston, Port of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

We have un-inventoried paper records in more than 100 boxes and three filing cabinets, as well as various stacked shelves. These are located in three different storage locations (corner office, temporary storage, old garage), so we're not quite sure where to find what we need. Many of these records need to be purged to be consistent with our records retention policy. However, they are not coded to facilitate purging. Those stored in temporary storage near our office are hard to get to, given that packages for cruise boats are generally stacked in front of them. Those stored in the old shop are in boxes and labeled, but exposed to dust (because the door is open during work hours), diesel and other equipment releases from lawnmowers and other equipment stored there; also, the roof leaked at one time, so some of the boxes and papers within were damaged. The third location is our office, but corners with files have not been organized because a system for records retention is only now being created. None of the records have been inventoried.

We have an opportunity to consolidate paper records in new, clean space but staff time is needed to inventory, consolidate, and purge records. In addition to temporary staff help, we need assistance with tools like metal shelving, boxes and training to make sure we do this right.

We get about three requests for public records per month. The second to last request (last week) took six hours to address. With an organized file room, we could have accomplished it in fewer than 2 hours.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Within 4 weeks of award: address award administration details, place order for boxes with Archives office, finalize purchase of shelving using Archives staff recommendations. (Port Manager to be lead staff person)

Within 2 months of award: Complete "train the trainer" education on proper records management for permanent staff doing project oversight and begin rolling that out to all staff plus Commissioners, as appropriate. (Port Manager to be lead staff person.) (We discussed what training assistance could be obtained from Archives with Lee Pierce and believe what is available online and through more general trainings will work. We are not expecting one-on-one training.)

Within 2.5 months of award: Hire temporary staff, train them and have them begin sorting records, coding and inventorying with supervision by permanent project management staff. (Port Manager most likely in this role, although Economic Development Assistant will also help supervise.) (Temporary staff may be students from Walla Walla Community College--Clarkston campus.)

Within 8 months of award: Conclude physical organization of paper records.

Within 9 months of award: Complete Records Management Procedures manual and make sure all staff are trained, particularly on timing for purging records and how the coding will assist with that. (Because we have so few staff, the Port Manager will have as her personal job duty the responsibility of assuring that new records conform to the same inventory and coding system as the system created, should we receive this award.)

What is the cost-breakdown/budget (including quotes) for your project?

The cost breakdown or budget will roughly be 1/2 staff time, as follows:

Temporary staff = 90 hours X \$15/hour for \$1,380

Econ. Development Assistant to oversee the temporary person: 11 hours X \$25/hour for \$275

Port Manager for training, oversight and Records Management Procedures Manual: 9 hours X \$35/hour for \$315.

Total staff: \$1,970

The remaining costs will be:

Metal shelving (5 units with 4 shelves each): \$280 each or \$1,400 total
Boxes purchased from archives (75 boxes at \$3 each): \$225
Cost to purge old records: \$280
Shipping boxes to Archives: \$75
Total request: \$3,950

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

As shown in the budget above, we anticipate needed 5 metal shelf units with 4 shelves each.

In addition, we anticipate needing 75 boxes, many of which will replace worn or damaged boxes. Others will be used to transmit the archival records to Archives for permanent storage. (Shipping costs is included within budget.)

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

We are hopeful that Archives staff will assist with advising and training us. Perhaps, they can even assist by providing a sample Records Management Procedures manual that we could adopt for consistent application going forward.

The Port Manager will have the ultimate responsibility to assure that this project gets completed, and that it is well done. Also, she will assure that the new procedures are consistently applied going forward.

Other Port staff, primarily the Economic Development Assistant, will supervise temporary staff.

Temporary staff will carry out the physical work, under supervision of others. We anticipate this might be a college student, as stated above.

No vendors or consultants are expected to be needed.

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

The expected results are:

- 1) find records quicker in response to public records requests and for general use to assure better and more efficient use of staff time, since we have so few staff (thereby saving money);
- 2) allow records that need to be accessed more often to be closer (i.e., in the office and not off-site storage) thus making staff time more efficient;
- 3) free up space by a) purging records that were not intended to be retained in perpetuity, or b) transmitting to Archives those eligible for permanent archival;
- 4) allow room for other uses within freed-up space; and,
- 5) obtain a broader understanding of records management so that policies can be consistently implemented/

What reduction in storage costs is expected from destroying/transferring records past their retention period?

By consolidating our records into new, clean space, we are freeing up old space (in the old garage) for other, more appropriate use. There is no real storage cost savings, as we were not paying out of pocket for that. However, there is a reduction of risk from the public records request perspective by having and consistently implementing the records retention policy. Having a coding system for our records will assure regular purging, so that consistent responses can be provided to all requesters.

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

All the staff will be trained and a Records Management policy manual will be created as a reference tool, when there is staff turnover. An inventory system will be created (and maintained). Also, a coding system will be implemented so that as records approach the end of their retention period, they can be easily extracted from storage and purged.

In addition, the performance of the person designated for the lead on managing the records will have as a specific performance evaluation criteria whether that assignment of responsibilities is being performed well.

Amount Funded: \$3,575

Entiat, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Our public records are not labeled, inventoried or stored in any semblance of order. When we receive a public records request, it would necessitate pulling all boxes from our storage area to read the handwritten labels to see if anything in that particular box was relevant to the request. Some boxes are not labeled at all and contain many different types of records. In this case, we would have to sort through the whole box to see if anything in these boxes pertained to the records requested. This lack of organization adds hours to the time frame necessary to reply to records requests and will impact our ability to answer in a timely manner. This disorganization could also cause us to miss items that are requested in a records request, which in turn could lead to fines for the city.

What is your basic plan/project schedule to complete the work by May 31, 2019?

November and December 2018

Identify which records meet destruction criteria and can be destroyed per SOS retention schedules.

Inventory and destroy those boxes

Create standard labels which include box contents, destroy date, box number etc. for all remaining boxes

Create a spreadsheet to track boxes and their contents and destroy dates

January and February 2019

Go through remaining catch-all boxes and file items into like boxes, add labels and add to inventory

March 2019

Purchase and assemble new metal shelving units.

Arrange boxes according to schematic diagram and inventory

April and May 2019

Create record retention policies and procedures

Train employees on record retention and records requests

What is the cost-breakdown/budget (including quotes) for your project?

Shelving - \$1,375.00 (see attached, includes shipping and Washington State Sales Tax)

Boxes - \$ 450.00 (150 boxes at \$3.00/box - SOS Archival boxes)

Labels \$ 45.00 (1 box with 200, 1 box already purchased therefore no charge)

Total \$1,870.00

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

1 shelf 36X18X54

6 shelves 48X18X54

1 shelf 60X18X54

150 boxes (SOS archival boxes)

300 labels (one front of box and one for inside cover)

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

In preparation for this project, we met with Scott Sackett from Washington State Archives to discuss what is needed to improve our request for grant funds. The City Clerk/Treasurer visited the City of Cashmere to see their records storage system and spoke with Kay Jones their City Clerk-Treasurer about what works best for them. The City Clerk/Treasurer also attended NW Clerks Institute PD1 in June of this year, which included a session on records management presented by Kyle Stannert, Assistant City Manager, City of Bellevue.

Staff will begin working on the records storage area in November of 2018. The workload slows during the winter months, so we do not anticipate the need to hire temporary staff to backfill while they work on the records organization.

1. We will create a diagram of the records storage area which allows us to store boxes in an organized manner. We will also create an excel spreadsheet that lists by box number all the information on the label with a short list of contents. We already have a destroy log, so will continue to use this going forward.

Fillable Pdfs for labels have already been created that list:

Box Number, From Date, To Date, Destroy Date, Filed By, Box contents

2. Staff will be identifying which records can be destroyed and recording these items in the destroy log.

3. Staff will be identifying items that must be kept in perpetuity and transferring these items to new archive boxes, labeling the boxes and putting them in the area of storage earmarked for long term storage.

4. Staff will also identify items that can be destroyed in the future, transfer these items to archive boxes, label the boxes, and list them on the record schematic so that they can be easily identified for records requests and when the time comes to destroy.

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

Currently it would take us weeks to reply to a records request. Upon completion of this project, we should be able to quickly identify where the requested records are stored so that any time spent replying to the request is spent copying or scanning documents, not finding those documents. This will also decrease the possibility of fines for missing records and not being able to meet the request deadlines.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We are storing all records on site and do not pay for storage, so we will see no reduction in storage costs.

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

We will be writing procedures as we go and discover what works best for us. Once the project is finished and procedures are formalized, we will train employees. Our Deputy Clerk will be in charge of keeping the excel spreadsheet current, organizing the timely destruction of records and assisting other employees with boxing and labeling future items for storage.

Amount Funded: \$1,900

Garfield County Sheriff's Office

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Garfield County Sheriff's Office has fallen behind on properly managing and disposing of its records. This was due to being short staffed and a change in Records Officer. In our records storage room, there are many boxes that are sitting on the floor, stacked up, and it has become much unorganized. The room has become so full that it is difficult to maneuver around in the room.

This situation makes looking for records very time-consuming because the boxes need to be individually moved and reviewed. The boxes are also not labeled well and no retention or destruction time period marked so it makes it more time consuming to search for records.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Our plan is to inventory the records in our records storage room, destroy or transfer those records that have met their retention, and develop a filing structure to better organize and manage records going forward. In addition, we plan to purchase and install filing cabinets and shelving so that the records can be more securely protected and better organized.

There will be at least two full time employees working together to catch up the record filing and destruction. This will cause us to have a need for a part time person to cover dispatch so these two full time employees are free to

work in the records room. The grant would help pay for the part time person's wages so the two full time employees can work directly on the records room.

What is the cost-breakdown/budget (including quotes) for your project?

Quill Hirsh Heavy Duty 5 Shelf Metal Shelving Storage Unit Item # 901-15949QQ Model # 17313

3 Heavy-Duty shelves - \$199.99 each x 3 = \$599.97 plus \$47.40 tax = \$647.37 (S&H Free)

Quill Basic Duty Storage Boxes with Lift-Off Lid, Letter/Legal 12/ ct (00456)

4 Cartons (12 in each carton) records boxes - \$31.99 x 4 = \$127.96 plus 10.11 tax = \$138.07 (S&H Free)

Quill 4 Drawer Vertical File Cabinet, Letter-Size, Putty, 22" Deep (17786)

4 4-drawer vertical file cabinet - \$229.99 x 4 = \$919.96 plus tax \$72.68 = \$992.64 (S&H Free)

Pay for part time employee to work 80 hours @ \$18.18 per hour = \$1454.40 + \$120.00 for benefits = \$1574.40

Total Estimated need: \$3352.48

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

I anticipate we will need 3 metal shelving units, 4 filing cabinets, 48 record boxes, and 80 hours for part time dispatch to help. See the break down of costs listed above.

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

1. Part time employee(s) to cover dispatch.
2. Two full time 2 employees will work together to get the records room organized; shelving units put together and up against the wall.
3. Two full time employees will clean the Records Room; sweeping, wiping things down, throwing garbage items away, recycling, etc.
4. Two full time employees will review the records, placing them in the appropriate folders/boxes/ file cabinets.
5. Record destruction/transfer per current records retention schedules. The destruction is done by our staff and the shred vendor will come on their normal scheduled time.
6. Archives staff will be consulted as needed for any retention questions and other guidance.

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

By having the Records Room organized, this will enable the Records Officer to go directly to the records that are being requested. This saves time and money to the requestor and agency. This also alleviates a potential for a lawsuit payout or fines.

We anticipate an improvement in search time of at least 15-20% from the improved organization and storage. Having the records off the floor will protect the documents and files from the elements (dust, water, cobwebs, bugs, etc.)

What reduction in storage costs is expected from destroying/transferring records past their retention period?

Given that the storage room is on agency property, there are no costs associated with storage. However, the improved organization and storage conditions that will result from this project will increase our capacity to safely retain records throughout their retention periods, and to easily identify those records that need to be destroyed or transferred to the Archives.

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

There is a change in employees so there will be a newly trained Records Officer. There will also be assistance from the past Records Officer to assist and oversee to ensure there is no longer a backup on the records.

Amount Funded: \$3,400

Grays Harbor Transit

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The primary Grays Harbor Transit facility is 44 years old and has a limited amount space for records organization. Four years ago, we undertook the challenge to get organized and create space. We literally had records everywhere with little or no organization. Many file were stored on top of each other, not even in boxes and without identifying labels. The file room was so full that we had to begin at the door just to enter the room. Fortunately, we hadn't had records requests for anything older than three or four years.

We recognized the need to learn what it takes to purge the non-essential records and protect the very essential and even historical records. To date, we have been able to purge 40 years of accumulation and we have sent 11 boxes to the Washington State Archivist office for historical preservation.

While this work has been truly gratifying it has not met our greater need for a companywide system of records management. We continue to have to search through boxes and file cabinets to fill most records requests.

In order to meet the future and avoid the costly litigations of a mismanaged records system we must continue the process throughout the entire agency.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Locate, identify and purge documents in the Administration, Operations, and Maintenance departments according to the retention schedule. Receiving this grant from the State Archives will allow Grays Harbor Transit Authority to organize, index, and archive essential records.

Grays Harbor Transit Authority will then be able to move on to the next phase of digital archiving. All of the files will be centralized allowing for the ease of locating records and also the preservation of records. This will save the staff numerous hours of searching for responsive records when responding to public records request. It will also mitigate the risk involved with missing responsive records when filling a public records request.

When a public records request comes into Grays Harbor Transit Authority now, it can take weeks or months to fill a request. Staff just does not know what records they have or where they are kept. By having records indexed and organized there will be fewer records to locate and review when a public records request is submitted.

Locate and Identify - 2 months

Sort and file - 8 months

Dispose - 2 months

What is the cost-breakdown/budget (including quotes) for your project?

Shelving - 6 at \$265ea - \$1,590.00

Boxes - 50 @ \$2.50 = \$125.00

Destruction Services - LeMay Shredding Services - 100 banker boxes at \$800.00

Water Protection Tarps - 8 @ \$2,000.00

Temporary Staff - 500 hours \$7,500.00

Bar coding and labeler and scanner - 1 @ \$900.00

Total Estimate - \$12,915.00

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Shelving - 6

Boxes - 50

Water Protection Tarps - 8

List the type of work to be carried out by agency staff, temporary staff, vendors, consultants and Archives staff.
Locate, identify, purge, and destroy documents.

What improvement in response time to public records requests and protection of public records is expected?
We anticipate a potential increase in response time by 60% and a significant improvement in the records protection.

What reduction in storage costs is expected from destroying/transferring records past their retention period?
The major costs reduction would be in staff time processing request as all storage is current in-house.

What new procedures/training will be in place to prevent the file room from becoming disorganized again?
As part of this project we will be incorporating bar coding of the documents and storage boxes to allow for rapid identification of requested items.

Amount Funded: \$ 12,915

Island County Government Services Administration

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Inconsistencies, poor descriptions and labeling, omissions of vital data and outright errors in Island County's current records database make locating responsive records, records for use in county business, and records ready for disposal, difficult, when those records can be located at all. It is not unusual, in the current state, for finding records to require a considerable amount of detective work and often a physical search of boxes in storage in hopes of locating necessary records.

Our systems as they currently exist do not track response or research time. Anecdotally, searches for records can take anywhere from 5 to 25 minutes per record to track down likely candidates in our present records database and the same amount of time on-site to locate the records or ascertain that they are not available. With improved systems - implementation of which is made possible by the completion of this project - we foresee the potential to reduce response time by 5 to 40 minutes per record.

What is your basic plan/project schedule to complete the work by May 31, 2019?

We anticipate roughly 11 weeks of work, by two employees, to complete a physical inventory of roughly 6,000 records boxes and their contents. In addition, we anticipate approximately 11 weeks of data reconciliation and follow-up work. One of those employees will be a full-time, permanent employee. The other, a temporary, full-time employee hired on for a 6-month term.

What is the cost-breakdown/budget (including quotes) for your project?

We project the cost of hiring one (1) temporary, full-time position for 6 months, at \$15/hour to be \$17,292. In addition, in order to cover any potential overtime, we would like to request an additional \$1,800 (80 hours at time-and-a-half) for a grand total of \$19,092.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

None.

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

A. The temporary employee will assist the permanent staff member in performing the physical inventory:

- i. Removing and replacing boxes from shelves
- ii. Inspecting the contents of records boxes
- iii. Scanning box lists

- iv. Recording inventory data in the Records Management database.
 - v. Affix barcoded location labels to the storage spaces
 - vi. Affix barcoded Record ID labels to existing records
- B. The temporary employee will assist permanent agency staff in reconciling obsolete records management database entries with new database entries populated through the inventory process
- C. The temporary employee will assist permanent agency staff in populating and configuring the Retention Schedule and Disposition database tables

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

- A. We expect to eliminate 99% of all “detective” work in fulfilling requests for records in storage after the inventory, thanks to having an accurate, detailed picture of our stored records inventory. Knowing what we have and where it is will eliminate the need to interpret inconsistent or cryptic database entries for clues or search the aisles, hoping to find a clue on the box labels leading us to a record that may, or may not, even exist.
- B. We also suspect there are many Essential records that are currently held in less-than-safe storage locations. Once we have identified those records, we can shift them to more secure locations in our storage facilities to protect them in case of disaster.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

None, as our storage costs are fixed and our awareness of the volume of records past their disposition dates is poor, at present. However, the reduction in potential liability could be significant. In addition, as our new database tools come online, the ability to track record volumes and use of storage space will allow us to better forecast future trends and needs, budget for those needs, and expand (or reduce) capacity in an intelligent, data-driven way.

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

The inventory project for which we are seeking grant funding is one piece of a much larger Records Management Rehabilitation project here at Island County. Establishing a real and true picture of our current records inventory is the first step. Along with the inventory, we are designing a new database for recording and reporting on that (and future) records management data. Those reporting tools will greatly improve efficiency in transferring and retrieving records to and from storage. Along with those data management tools we are developing procedures and standards of nomenclature to regularize and make uniform the identification, classification, and labeling of records being transferred to storage. Use of barcode labels will help to prevent misfiling, and increase the efficiency of records location, retrieval and replacement.

In addition to the rehabilitation of records tracking systems themselves, we are developing systems and standards to maintain good records discipline into the future. This includes things like: Establishing a regular Records Management calendar to schedule destructions and training, and adhering to it; developing uniform standards for naming, labeling and classification to eliminate the hodgepodge of conflicting and confusing differences in terminology used between departments and/or employees; establishing a regular training regimen from new-employee orientation to handling Public Records to refresher training.

Amount Funded: \$17,000

Kelso School District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Not having our paper records in order makes responding to a public records request very difficult. In the past, it does not appear that the retention schedule was followed. Currently, we have boxes of paper in our file room that we don't even know what is inside of them. Very few of these boxes have destruction dates on them. The few boxes with a destruction date on them have a destruction date of 2015. We also have hundreds of personnel files that were never purged. This is where it becomes difficult. If we ever had a public records request we would have to spend

many hours if not days going through each box to figure out what was inside of them and if we needed to submit those paper records.

Not having our records in order also makes it difficult to respond to verifications of employment and sexual misconduct inquiries. We often have to look in multiple places including personnel files, payroll files, boxes, binders, and legal files in order to compile all of the information that we need.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The first part of our plan is to go through all of the boxes and determine what we need to keep based off of the retention schedule. Once we get the boxes cleaned out and more organized, we will rearrange our file room. Putting boxes with longer retention schedules near the back and boxes with shorter retention schedules toward the front. We will also write destruction dates on all boxes. Anything that we have determined can be purged will be shredded. We will be making labels for each areas in our file room. This will help us know where certain items are located easier and faster.

Once we get our locked file room cleaned out, we will tackle all of the personnel files. Currently, all of these files are on rolling files. First, we will go through each file one by one to determine if there is any legal documentation that needs to be kept. We will also take each blue file out of their personnel file (this file holds their contracts) and anything else that has a longer retention time and move this information to a new area in our rolling files. All legal and medical documentation will come back up to our HR office and kept in a secure location. Once we pull out all legal documentation and their blue files any file that is older than 6 years will be purged.

Currently, HR and Payroll files are housed in the same area of our rolling files. We will separate the personnel files from the payroll files in the rolling files because of payroll's much longer retention rates than HR. We will keep HR documents that have longer retention (i.e. contracts) stored with the long retention payroll files in order to streamline the destruction process.

Lastly, we will bring in a shredder truck.

What is the cost-breakdown/budget (including quotes) for your project?

Shred Northwest - \$550 - up to 100 boxes
80 Boxes - WA State Archives - \$237.60
12 Rolls Packaging Tape - \$47.00
Brother Label Maker and Labels - \$85-\$100 (for organizing file room)
File Cabinets - 5 drawer - Steel - \$544 per cabinet
Sub Employee - \$3000

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Boxes - 80
File Cabinet - 1
Packaging Tape - 12
Label Maker & Labels - 1

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

Our Human Resources Manager and Human Resources Specialist will be reviewing records, sorting them and assigning DAN's. We will also bring in a sub to do file shifting in our vault and organizing. We will also be in touch with Washington State Archives to receive training and guidance on scheduling records, destruction, and transferring records to the archives. We will have the Shred Northwest help us with shredding all of our documents.

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

The biggest improvement will be knowing what exactly is in our file room and exactly where it is located. It will cut our response time down tremendously. Removing the bulk of our records that are ready for destitution/transfer will greatly increase available storage space and make it easier to search through documents when they are requested. It will also make it easier to find records because we will have identified what we have and implanted, new and improved filing practices.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We are currently at a point where we are completely out of room at our offsite vault. By destroying old personnel files and other items that do not need to be held on to, we will eliminate the need to buy more rolling files and find another room in the district to house them.

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

All of our employees will learn about the retention schedule and follow it. Before any box goes down to the file room it will be written on with a destruction date and a title. We will shred documents right away and not allow things to stack up. We will shred documents as soon as they are eligible. We will plan for annual destruction and create a filing plan from this project that will help our department continue to keep records organized.

Amount Funded: \$6,700

Kent, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

From July 23, 2017 to December 31, 2017 1400 public records requests were received. Each request required approximately two hours of staff time. The total estimated staff time spent was 3,151 hours. Extrapolating this data for the entirety of 2017, we needed 3.64 full-time equivalents (at 2080 working hours per year) to fulfill 7,560 hours of requests. At an average of \$60/hour, including the cost of benefits. A conservative estimate of \$453,600 was spent fulfilling requests in 2017. Moreover, the state of our document retention provides us with an egregious legal expenditure. Since 2013, the City of Kent has paid out \$504,076 in claims related to the public records act, not including current litigation. These estimated costs do not include legal fees accrued throughout the duration of each law suit. Hiring additional full-time staff specifically for this purpose has been cost-prohibitive given the loss of tax revenue Kent has experienced since 2009, when the State shifted sales tax from point of origin to point of sale. Kent has lost, since then, an estimated \$32,500,000 in revenue adjusted for state compensation. Our municipality is perpetually short-staffed, and even so continues to face cuts in personnel and services. Finding external sources of funding is essential for maintaining our basic responsibilities regarding compliance of records retention in light of our increased population (up to 127,100 in 2017 from 86,980 in 2008) and dramatically decreased tax revenue per capita, which is down to \$492 in 2017 from \$732 in 2008.

Many of the requests that come through this department relate to projects that have been implemented between 2015 and now, as well requests we call "due diligence," related to real estate transactions. These require an array of searches from several staff members. These searches send staff to multiple floors and departments and require accessing a multitude of network and online locations. Due to a lack of available on-site storage space, boxes of documents are in some cases stacked on top of each other from the floor to head-height. In other places, there is a mix of documents that are closed out, and in use. Sometimes boxes of documents are scanned, indexed and labeled. Other times, similar boxes are not scanned, indexed or labeled. While organizing these boxes is of the highest priority, our department experiences a bottleneck due to an accumulation of historic documents dating back to 1960. These boxes are not in demand of the public. The nature of the documents within them is uncertain and frequently contain a mix of records that contradict the label each box is assigned. Historic documents reside in full metal drawers and on full metal shelving which would be better utilized by housing documents that are both in high public demand and require in-house retention. The level of protection required for essential documents is prevented due to the space that historic documents occupy. Without additional staff dedicated to identifying, indexing, and organizing

the contents of these older files and boxes, we cannot send them to archives or prepare them for destruction; a necessary step to ensure that our current documents become organized and protected so as to streamline the ability of staff to both prepare documents for public records requests, and refer to them for the progression of current projects. The removal or relocation of a minimum of 51 boxes, and a maximum of 299 boxes of historic documents will create enough storage space to accommodate all documents in our building that require on-site retention. This includes current records and all expected new records obtained after this grant cycle. New retention software is being implemented this year and will take up to two years to fully integrate. This year's work will guarantee the best practices for document protections are met and provide a platform by which we can then streamline our public records services and retention practices going forward.

What is your basic plan/project schedule to complete the work by May 31, 2019?

- a. Our current records manager is retiring in August. We are in the hiring process for a new records manager, and upon hiring will be reviewing our retention policies to ensure that our department is compliant with the nine remaining leading practices for records management and retention. Hiring a records manager is not related to funding provided by this grant.
- b. We will spend one week training our temporary staff to learn how to identify the proper retention schedules for the various contents belonging to the variety of boxes that exist in our department, and how comply with the Public Records Act. Ongoing training and assistance is always available but will not be considered as a cost in relation to this application.
- c. It takes about one hour to inventory and organize a single box. Converting directly to hours, we would have our temporary employee work 16 hours per week for 26 weeks to index and sort our existing boxes of documents. Time allotted for temporary staff may vary depending on whether the project takes less or more time than predicted.
- d. Current, full time staff will use normal and overtime hours to then scan and record documents in Oracle, our digital retention system. Which files we scan are dependent on the nature of the files found by temporary staff. We understand that regular and overtime staff hours are not related to our ask in this grant application, and those costs are the burden of our municipality to bear. If it appears a significant digital backlog will remain after May 29, 2019, we will apply for a Digitizing Paper Records grand for the third grant cycle next year. Boxes located on floors and in hallways are priority for archival or destruction. Documents in drawers, cabinets and shelves will be removed shortly after, as their risk for being damaged is lower.
- e. Permit Center, Planning Services, and Development Engineering Staff will be indexing all incoming documents upon genesis or arrival such that new materials will not be added to the backlog of indexing that our temporary employee will be working on. As old documents are indexed and prepared for archival/destruction, current documents will inhabit newly created space, allowing staff to control and organize the flow of incoming documents while also consolidating the documents to areas where they will be easy to find for public records requests. File cabinets and shelving will be properly labeled allowing staff to locate documents quickly for any reason, and files will be scanned and maintained by current staff until it is their turn for archival or destruction.
- f. Staff supervisors will review and approve any boxes prepared by staff for archival and destruction before sending those documents to our retention manager for final approval. Those documents will then be handled as our manager deems appropriate according to the retention schedule of each box.

What is the cost-breakdown/budget (including quotes) for your project?

Costs Associated with indexing and preparing documents for archival/destruction (not including digitization): \$6,300

- a. 420 Boxes, \$15/hour

Costs Associated with destruction/archival: \$910

- a. Document shredding services: \$210
- b. 200 new retention boxes at \$3.50/box: \$700

Other Costs: \$2,000

- a. Onboarding for temporary staff (interviews, advertising, orientation): \$1,000
- b. Training for temporary staff: \$1,000

Total ask: \$9,210

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

We estimate that through the careful consideration and organization of documents throughout the ECDC department's file rooms and shelving, we can fully accommodate all essential documents without need for additional storage shelving or off-site storage. We estimate half the documents will need to be retained or archived, thus our department may require a conservatively estimated 200 retention boxes, as most of the documents are in hanging folders in metal drawers, folders crammed on to metal shelves, or are in boxes with no lids that are decaying from decades of use.

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

- a. Temporary staff will identify the contents of our historic documents located in boxes, shelves, and drawers. Documents of similar retention schedules will be stored together in an order to be determined by our new City of Kent records manager in cooperation with our departmental supervisors.
- b. Permanent staff will prepare all of the documents organized and indexed by temporary staff for archival or destruction according to their retention schedules. This includes any necessary scanning of historic documents that require permanent on-site retention. When room has been made for current documents, separating documents related to completed projects from documents that are still in use will be the next priority. Boxes of current documents will be indexed, scanned, and stored in the newly available space on the same floor where staff resides. This way, documents are made readily available for all records requests and can be found in the same area of a single floor in our building.
- c. Our administrative supervisor, and departmental director verify and sign off on the archival/destruction forms that are filled out by permanent staff depending on which form is used for each set of boxed documents.
- d. Our public records manager reviews each box for the final word on if the documents have been appropriately handled, and then those boxes will either be sent for archival or approved for destruction.
- e. Boxes of items that staff are unfamiliar with will trigger outreach to State Archives for guidance.

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

The City expects a significant increase in efficiency with the organization of our various file rooms after this grant cycle closes. Multiple staff are required for each request; and each aspect of a request demands a search. By hiring a temporary employee dedicated to the identification, indexing, and organization of our haphazardly placed files, our department can finally consolidate all files necessary to fulfil public records requests in a way that maximizes our ability to protect, locate, and provide our documents to any requestor at any time. For public records requests received by our department, there is potential to cut our search time by 50%, and dramatically decrease our risk of being unable to locate documents that we are required to provide. Additionally, our City's only wide-format scanner/copier is located on the floor where our records fulfillment staff resides. Thus, by consolidating all documents to the same floor as staff and the scanner, electronic retention becomes swift and efficient. While these numbers to future savings are not directly quantifiable, protection from legal expenditures for failure to provide documents to the public are significant, as stated in question one.

The protection of public records is enhanced by removing documents from floors and surfaces made of materials other than metal. Essential documents will be identified and moved to an offsite facility where our other essential documents reside. New boxes will better protect records from weathering, and accidental physical damage. Awareness and organization mitigates prevents potential loss of documents by way of being unable to locate a record.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

While there are no current quantifiable storage costs to reduce, the reduction of space taken by documents that will be sent to archives or destroyed prevents the accrual of storage costs that would otherwise be necessary to organize and protect our records in the future.

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

We have mid to long-range solutions for the problems we face regarding the volume of documents that pass through the City of Kent. The City is adopting two new technologies that serve two distinct, yet related purposes. First, the adoption of BlueBeam Revu will streamline our department's document intake and review processes. BlueBeam allows full review of large plans and permits electronically. We anticipate that by reviewing large plans and permits electronically through BlueBeam, there will be a dramatic decrease in paper documents to retain on site. Turning off the metaphorical tap and reducing the influx of paper products diminishes the spatial burden our department currently faces.

The Second program the city is adopting is Laserfiche. Laserfiche will communicate with all our permitting software and document review systems, and will be a comprehensive, high-resolution solution to managing permanent records. Our current software, Oracle, does not achieve image resolutions high enough to allow us to scan and shred, further increasing our spatial burden. Laserfiche will absorb all documents currently housed by Oracle, maximizing their resolution and allowing us to begin the destruction backlog for decade's worth of large development and building plans. It is also superior to Oracle in every way regarding organization and indexing, allowing for streamlined public records request responses.

By changing our procedures to require scanning of all paper documents upon intake, we will reduce the number of places staff needs to search for records from a maximum of 10 distinct locations, to a maximum of four. Once we catch up with our backlog and fully implement these systems, it is likely we can reduce that number even further.

Amount Funded: \$9,100

King Conservation District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Prior to 2018, The King Conservation District (KCD) had almost no records management system in place and the agency's policy was to retain all documents, forever. Files were not organized and records management was decentralized. Important documents were stored with individual employees and the method for tracking any file included relying on the memory of the individuals involved and searching both KCD's office and KCD's four storage units (which contain a mixture of files from various dates and programs).

In February of 2018, KCD began a records management project with the goal of complying with the Ten Leading Practices recommended by WA State Archives. While significant strides have been made, additional resources are required to complete the project and allow KCD to create a stable, consistent system of records management. The infrastructure necessary for alignment with the Ten Leading Practices and policies to support implementation of the project are in place. KCD has completed an inventory and assessment of the files within its office and is ready to apply these concepts to the four records-related storage units it currently rents. The four storage units contain a mixture of records and program supplies. This does not allow documents to be easily accessed or located when needed. The inclusion of program supplies within the storage units has also presented a problem with pest management.

KCD has not experienced a public records request with which it was unable to comply. Despite this, KCD's current decentralized manner of records management would leave the District vulnerable to liabilities should a request be made. In addition to reducing the liability associated with a public records request, this records management project will bring KCD into tighter alignment with the WA State Archives' Ten Leading Practices of Records Management.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Prior to applying for this grant, KCD began implementing a records management project on its office files and has created the infrastructure necessary to implement the organization of storage unit files through the same process.

To achieve this, the records coordinator met with KCD's program representatives and determined what records they have in the office, what years those records were created, and identified files eligible for transfer to WA Archives or destruction. As KCD finishes this process, KCD requests funds from the Local Records Grant Program to complete the records inventory on the files within its storage units (leading practice #7) and final disposition (leading practice #9) on all files.

After completing our records inventory in spring of 2018, KCD now understands that it has over 180 boxes of inactive records from within the office which will be organized, labeled, logged, and stored in the records room in KCD's office. Currently, KCD has inventoried these files and sorted all programmatic, inactive files into DANs by year. Each box will be appropriately labeled and inventoried in KCD's records database.

KCD requests temporary labor for organization and secure shredding services to implement the remainder of the records management plan. This will enable KCD's program staff, who have already completed the bulk of the inventory and sorting, to complete their regular tasks while temporary labor standardizes file organization.

Using the attached estimated schedule, temporary labor will finalize the inventory of in-office files (creating consistent labels and dividers, pruning files for their final disposition action) and for the organization of KCD's storage unit files. Temporary staff will work on the project part-time so that the records coordinator can dedicate the appropriate supervisory time to the project. The standardization process would include consistent labeling of each file, logging of detailed information about each box and file type and assisting with the disposition actions as necessary. Secure shredding will be used to dispose of files as appropriate.

Finally, KCD requests assistance with the costs of secure shredding and recycling to properly dispose of files with expired retention schedules. This work would be completed by a local shredding company.

By investing in the final phases of this process, WA State Archives will ensure that the records system KCD enacts can be maintained for years to come and that all organization is completed in a consistent manner.

What is the cost-breakdown/budget (including quotes) for your project?

KCD requests funds for temporary labor to label, organize, and enact final fate on the inactive files within its office. KCD estimates that each box will take approximately 0.75 hours to complete this work (including necessary training time), allowing KCD to determine that the project will need approximately 135 work hours to complete this portion of the project. KCD works with temp agencies and engages with them at an average rate of \$27.00 per hour (see attached invoice from Office Team for similar administrative assistant work).

Additionally, KCD requests funds for temporary labor to assist with the organization of storage units. The organization process will take approximately 1.5 hours to complete per box and KCD has approximately 150 boxes in storage. Therefore, this portion of the project would take approximately 225 hours to complete. These two items represent approximately \$9,720.00 in labor costs.

KCD has the tools necessary to complete the inventory on these files but lacks the staff time to support the project; the addition of temporary labor is a critical factor in bringing these files into KCD's records management system.

KCD also requests secure shredding services, which will be required for the final disposition of records with expired retention schedules. KCD still needs to determine exactly how many boxes of records it will shred (this is dependent on external factors and staff need). Using the nest estimates of what KCD has in the office and within the storage units, KCD estimates there will be approximately 60 boxes to shred. Using the attached quote from Pacific Northwest Shredding, that would incur a cost of approximately \$264.00 (plus tax).

Overall, KCD requests funds not to exceed \$10,500.00 to support the entire project; this request is modestly above the anticipated cost of the project to accommodate unforeseen delays or complex problems which require investment of more temporary labor. Please see the attached quotes and budget estimates for additional details.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

KCD has committed to funding its own records shelving and storage within the new office space. The finalization of the inventory process needs to occur before records storage needs can be properly determined.

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

Agency staff (including the records coordinator) will supervise the completion of the records inventory. KCD's records coordinator will provide resources and training to the temporary staff to allow them to identify DANs which are common throughout KCD's work and within individual programs. These lists were created by the records coordinator and KCD's program staff to support the implementation of KCD's records management program. Agency staff will log each box in the Records Database and complete a quality control check on the completed boxes.

Temporary staff will organize backlogged storage unit files into DANs by year, label boxes, and check existing inventoried boxes for accuracy and consistency.

Vendors will complete the secure shredding process on the files identified for destruction.

WA Archives staff will work with agency staff to assist with the classification of selective retention files and offer technical advice when needed.

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

The funds from this grant opportunity will help KCD achieve closer alignment with the Ten Leading Practices of records management recommended by the WA Archives. Specifically, they will support Leading Practice #7 and #9, allowing KCD to establish a permanent records management program within the agency and opens the door for additional improvements.

KCD has already significantly invested in its records management program and has made strides toward implementation of all Ten Leading Practices of records management. The funds from this grant opportunity would allow KCD to finalize its records management system and efficiently dispose of unneeded records with expired retention times. Those actions would greatly reduce KCD's liability should the public make a records request and allow KCD to produce documentation about the location and status of records.

The records coordinator has also created a database that will log KCD's records material and allow KCD to locate files by DAN, program, and year. This will save KCD staff time and allow employees to locate the exact file that they need for a project or request without sifting through boxes of files. Instead, the file requested will be identified as contained within a box and the location will be transmitted to the requestor. This efficiency will reduce costs associated with records requests made by the public and internal records requests.

Furthermore, the funds would create a records management process integrated into KCD's operations procedures to ensure the continuation of records management in the future. By completing this inventory process for both the in office files and the storage unit files, KCD will establish a resilient records management system.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

KCD's storage units have never been organized with attention to records management. After undergoing an inventory and sorting process, KCD anticipates that it will be able to reduce the number and size of the storage units which it currently rents.

KCD currently has four storage units in both Tukwila and Renton which incur charges totaling \$1088/month (totaling \$13,056 annually); this is an annual expenditure of \$13,056. By completing this inventory and disposition process on the files within the storage units, KCD could eliminate one or more of these storage units. If achieved, this would mean savings of between \$189 per month (smallest unit eliminated) and \$492 per month (two smallest units eliminated). If two units are eliminated, KCD could realize savings of up to \$6,000 per year.

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

As part of the records management project which KCD has already completed, KCD's records coordinator created a records management tool kit that can be shared with other KCD employees. Some sections of this toolkit are used for training with other KCD staff and other sections are used to support the policies and procedures of the records program and ensure the continuation of records management at KCD.

KCD has trained a records project lead from each program on the proper records management techniques for their projects and programs. This training included information about identifying transitory records, a hand out on the records types (DANs) that their program currently creates and collects, a briefing on the lifecycle of public information, and how to transfer inactive files to KCD's records coordinator. No program like this has existed at the District in the past, and these trainings will provide an important foundation for continuing records management at KCD. Additionally, KCD has provided all staff with a basic level of records management training at a mandatory all staff meeting.

Finally, KCD's records coordinator has created an Access database to track the boxes inventoried during this process. Boxes are logged according to their DAN, date of files, and the program at KCD which created the records. This allows KCD to search for files based off these factors and return the location of the box containing them. The records coordinator is also striving to automate the disposition alert process so that the same database can provide information annually on which boxes contain files eligible for destruction or transfer.

Amount Funded: \$10,500

Kingston, Port of**How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?**

Port of Kingston's records have not been inventoried in over ten years, if ever. There has never been a standardized or conventional naming system instituted, which means that file names from past years are unrecognizable to current staff. Port staff are also lacking institutional knowledge which compounds the problem when I (both the Records Management Officer and Public Records Officer) attempt to make a search for records, it can take me anywhere from a full eight hour day to several weeks to find a requested document, depending on how lucky I get in my search. The current inventory consists of an excel spreadsheet that might or might not list the contents of the box, and those files might or might not actually be stored in the box.

Most of the records are stored at an offsite storage unit in a disorganized manner. The boxes are not in numbered order, many are sitting on the floor getting crushed, and space is becoming more limited (pictures attached). A smaller number of records are stored in a closet in the upstairs administrative offices, both in boxes and in filing cabinets (pictures attached). Of the records stored in various filing cabinets and the office closet, many of them are not even named, and I might find a multitude of documents in the same file folder, ranging from an election boundary document to an invoice on a construction project.

In the last three years, the Port has had an average of about 70 PRR's per year. While this might not seem like a lot, it is important to note that the Port of Kingston is a small agency, where the Public Records Officer is also the Records Management Officer, Executive Assistant to the Executive Director and the three Port Commissioners, is back up to the Port Controller, and in the summer months, helps out in the Marina Office. In 2017 and 2018 the Port paid out a total of \$418,416.15 in litigation costs for two PRR cases. This has been a wakeup call for the Port and I was hired to completely restructure/reorganize the records management situation. I was hired in January 2018, and I have already taken many steps to correct the Port's records management problems.

Already, I have set up and received a consultation with Washington State Archives Jaime Ganzel, regarding the plan

and steps I have begun to set into motion. Jaime is very supportive and encouraging of both the work I have already completed, and the plan I am working on implementing. She told me to say that she wished every agency had a Lacey Gray. In July I secured a more conveniently located, 8x15 storage unit, which will allow for better set up and accessibility of our records. The Executive Director is fully supportive of my training and work in records management and I have created a records retention worksheet for each department, as well as revised and written new policy for records retention, and am in the process of updating the public records request, and records management procedures.

At this point in time I have begun to inventory and organize Port records, sorting for destruction, transfer and storage, and have implemented a standardized naming system for files in each department. Due to the fact that the Port just paid out a tremendous amount of money in PRR litigation, we could really use the assistance of a state grant.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The Plan

- * Review Record Retention Schedules - Completed April 2018
- * Create Record Retention Schedule Worksheets for each Department - Completed May 2018
- * Train Staff on Record Retention Schedule Worksheets and Records Retention Policy - Completed May 2018
- * Acquire/Move to a more accessible, better sized storage unit - Completed July 2018
- * Update/Write Record Retention, Record Management, Public Record Request, and Disaster Preparedness Policies - In Progress, complete all by August 31, 2018.
- * Review PRR and Disaster Preparedness Policies with staff - Complete by September 30, 2018
- * Create Standardized File Naming Conventions - In Progress throughout entire project - running list
- * Order boxes and file folders/shelving/other supplies - order in October after finding out about grant
- * Organize/inventory all files in office/closet, sorting for storage, filing, transfer, destruction - in progress, complete by October 31, 2018
- * Organize/inventory all files in storage unit, re-boxing, labeling, sorting for transfer, storage or destroy - 50% complete by January 31, 2018, 100% complete by April 30, 2018.
- * Tie up loose ends, meet with staff, conduct training on file naming conventions, destruction process, policies, etc. - complete by May 31, 2018

What is the cost-breakdown/budget (including quotes) for your project?

Metal Shelving - 5 at \$519 each from ULINE = \$2828.55 (with 9% tax included)

Record Storage Boxes - 200 at \$2.97 each from Washington State Archives = \$594

Multi-tabbed file folders - \$20.70 (I added 9% tax to the \$18.99 quote from Amazon) per each 10 pack - 12 packs (120 folders total) = \$248.40

File Folders - 1 pack at \$14.99 = \$16.34 (with 9% tax calculated)

Box Labels - 1 pack at \$15.99 = \$17.43 (with 9% tax calculated)

Post It File Tabs - 6 packs at \$9.88 = \$64.62 (with 9% tax calculated)

Destruction Services - Phone quote from All Shred - \$100 for first 10 boxes (1.874 cubic feet each), \$32 per each additional five boxes. If we destroy roughly 50 boxes (except for a couple files, records have never been destroyed here to date), = ballpark \$356.

Temporary Staff (Office)/back fill for project - 60 hours per month, total 180 hours for the months of Feb - April 2019 at \$12 per hour plus payroll taxes of 14.6% = \$2475.36

Temporary Staff (Outside)/back fill for project - 60 hours per month, total 180 hours for the months of Feb - April 2019 at \$12 per hour plus payroll taxes of 14.6% = \$2475.36

Total - \$9,076.06 (estimated)

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

The quantity is included in the section above (breakdown/budget). We will require 5 metal shelving units. We will need roughly 200 boxes to replace our old crushed boxes, and for the many records that have been stored around

the office and in closets and filing cabinets. I will be re-filing all of the records into a standardized filing/naming system, therefore I will need roughly 120 multi-tabbed file folders as well as a pack of 100 regular file folders. I require the Post It File Tabs to keep the files organized - around six packs should be sufficient. I will be inventorying the boxes - but keeping that information on an electronic document, and simply numbering each box with a label - one pack of box labels will be sufficient. As I organize and inventory I will be sorting for destruction and archival, and estimate there will be roughly 50 boxes worth of records we will be destroying. The Port has only ever destroyed a few boxes in all of the time they have been operating, therefore there is a huge backlog of records. We will require two part time temporary staff members, one to fill in for me (Record Management Officer/Public Records Officer/Executive Assistant) and for an outside Marina Attendant who will fill in for the Lead Maintenance employee who will be working with me on putting in shelves, pulling boxes, organizing, moving for destroy, etc. The two of us will be doing all of the work on this project.

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

Agency Staff (2 Perm Employees) - Writing/updating policy; training; inventorying, organizing, filing, storing, moving files/boxes - all duties related to project.

Temporary Staff (2 Temp Employees) - Answering phones; backup in Marina Office; other misc. office duties; fuel dock; landscaping duties; cleaning bathrooms, emptying garbage's on park grounds; patrolling parking lots - fill in for the two staff members while they are working on the project.

Vendors - All Shred will be destroying those records set aside for destruction on site.

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

Problem	Solution
Wasted staff time searching for files -----	quick/efficient use of staff time in pulling organized files
Missing or misplaced files-----	Files organized, orderly, in proper place
Violating PRR laws due to disorganization-----	Upholding PRR laws
Disservice to the public-----	Serving the public faithfully and properly
Potential danger to records-----	Safety of records/following disaster preparedness plan

What reduction in storage costs is expected from destroying/transferring records past their retention period?

This is just a first step in the long term plan for records management for the Port. As the files are organized, they will be prepared to the best of my ability for future scanning. This means staples removed and organized in a systematic manner. While this project will improve the Port's records situation tenfold, a discussion and plan is being worked on for how the Port would like to handle their records in the future. Research is being done on what will be the most efficient/cost effective way, however nothing can be started until the records are inventoried, organized, and filed properly. The policies and naming conventions put in place during this project will insure that these practices continue. The Port has also recently enacted an annual destruction week for each department, which will ensure that there will not be a back log of files created, which will in turn open up much needed space for other necessary items needing storage on Port property.

The savings the Port will see immediately will be in no longer having wasted staff time searching for misplace/missing records, and costs associated with storing necessary items far away because that space on Port property is taken up by miscellaneous records. The Storage facility cost will not increase, because the retention/destruction policies will be regularly followed. Litigation and attorney fees will be saved because the Port will be faithfully upholding the OPMA and PRA laws.

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

As stated, training has recently taken place on new records retention policy. Annual training will be enacted to review all record management and public record policies. Annual destruction of records will be instituted for each department. File naming conventions/procedures will be put into place, to be followed for all future storage of records.

As a side note, all current electronic records are also being sorted, organized and renamed to match the paper file

naming conventions, and staff will be training on properly maintaining their electronic records, including email. While this is not necessarily a part of the project we are requesting grant money for, I wanted you to be aware that it is something that is being worked on simultaneously, in connection with many of the paper records.

Amount Funded: \$9,100

City of Langley

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The city lacks any enterprise-level records management system and has only 3.6 FTE administrative/finance staff who also support utility billing, permitting, licensing and legislative functions. This is a lower staffing level than in 2008, with a much larger workload. We have a very engaged community and now have eight standing citizen commissions and two ad-hoc committees. This large number of commissions and high level of services increases the number of records and, with such low staffing capacity, elevates the City's risk level for liability due to poor management of these records, as well as creating process inefficiencies.

For a small municipality we receive a burdensome amount of public disclosure requests. In 2017 the city received 42 requests. Some of the larger requests took up to 10 hours of staff time to conduct a complete search. Because there is no enterprise system, this requires all relevant staff to review their files, and for the records officer to sift through the multiple iterations of records. Because of staff turnover we cannot be sure that all the relevant records have been retained appropriately.

The City settled a lawsuit last year due to the improper disposal of records by a former mayor. This cost the City \$10,000 in direct costs; indirect costs are estimated at approximately \$20,000. This may have been preventable had an agency-level system been in place. The city has subsequently become a target for requests by persons who submit requests with the expectation of future settlements.

Each department organizes its own files, there is no one standard. Some department's files are well organized and labelled, but not all. None of the files identify a destruction date. Some of the boxes have seen their contents removed and moved elsewhere. Most of the Public Works records reside offsite with a contracted Engineering firm, and there is no guarantee they are managed correctly, in addition to not being readily accessible to staff.

The Clerk-Treasurer (C-T) of 23 years is retiring in 2020. Due to her large work load and limited resources, many of the records accumulated over her tenure are not organized in a manner that would be practicable for others' use. These records, including Council documents, ordinances and contracts, asset and financial records must be reviewed, organized and/or disposed of before she leaves. She is the public records officer, and the staff assisting her in that role are also slated to retire in 2020; therefore organizing all the City's records prior to transitioning that role is a necessity, while organizing the Clerk-Treasurer's records is the first priority of this project.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Phase I (Oct - Dec)

Prepare database

Begin cataloging Clerk's files.

Review other local governments' policy and procedures manual and begin creating a framework for the City.

Phase II (Jan - March 2019)

Continued cataloging of the Clerk's records.

Complete records inventory worksheets for C-T records

Complete the framework for the manual

Phase III (April - May)

Cont. completion of records inventory worksheets for C-T records

Complete draft policies and procedures manual and present to Council for ratification

Take action on records to destroy, identify those to be digitized, and transfer to the State Archives or City archives.

What is the cost-breakdown/budget (including quotes) for your project?

\$13,000: Part time staff - 15 hours/week X 8 months = 65 hr/month @ 25\$/hr

\$500: Shredding 50+ boxes (Global Document Destruction quote attached)

\$2,120: Shelving - Uline H-5378 69 X 30 X 84 (80 box capacity) 8 sets of shelves @ \$265/set

\$630: Boxes - WA State Archives \$3.15/box @ 200 boxes

\$0: Project coordination - 2 staff @ 5 hours/week X 8 months contribution by City

\$16,250 = Total Budget

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Shelving - Uline H-5378 69 X 30 X 84 (80 box capacity) 8 sets of shelves @ \$265/set;

Boxes - WA State Archives \$3.15/box @ 200 boxes

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

The focus of this project is on managing the records related to the Clerk-Treasurer's position made between 2008 to 2017. The two project coordinators (Planning Director Brigid Reynolds and Assistant Clerk-Treasurer Rose Hughes) have outlined the framework to begin the process, and they will be coordinating / driving the process toward deliverables. A grant award will allow for additional hours for existing part-time staff Bob Herzberg -- the semi-retired police chief of 32 years, whose current position includes assisting with large public disclosure requests until his full retirement in 2020. The grant would also contribute funds for bringing on an entry level staff person dedicated to assist with the records organization project and transition into permanent records management responsibilities. Collaboratively, they will complete the following:

1. Create a database (or modify one from another local government) to organize the information in an accessible format and that can cross-reference information in the inventory worksheets and the record location. (Rose Hughes, in consultation with Bob Herzberg and Debbie Mahler)
2. Create draft policy and procedure documents for the City that includes annual schedule of records review, roles and responsibilities, naming conventions, destruction protocols, identifies the City's retention requirements relative to State requirements, training requirements. To be conducted by project coordinators in consultation with Clerk-Treasurer.
3. Complete an inventory of records related to the Clerk-Treasurer's position in all locations that includes:
 - a. Completing SAO inventory worksheets for each records series and for all locations and add to the data base. (New staff)
 - b. Identifying and categorizing records by their type: immediately destroy, transfer to the records center, essential records and confidential records, digitize. (Bob Herzberg)
 - c. Based on the type of record, take action to destroy, transfer, digitize or relocate to the City archives. (Rose Hughes, Bob Herzberg)

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

The long-term plan to ensure sustainability of the records management program:

Creating and implementing a records management policy and procedures document that has been developed with involvement of all departments will ensure an organization wide application of the processes.

Each department has an identified staff person responsible for their assisting with the management of their departments records.

Training staff and Council on the processes and reviewing the policy and procedures document.

New hires and newly elected officials are to be trained on this program as part of their initiation process.

Establish an annual budget item for records management

Implementing a records management program will reduce the City's exposure to legal claims, while also increasing staff efficiency generally. Better organizational systems will transcend changes in staff and elected officials. Once the City's records are organized and staff use the new system, time compiling records requests can be reduced by about 30 percent at minimum, taking into account the coming retirement of current relevant staff in 2020, and loss of that institutional knowledge.

In addition, mission-critical files will be identified and stored for accessibility in accordance with emergency preparedness plans.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The city does not currently have direct storage costs because we own both storage locations that are climate-conditioned for other functions as well; however, the destruction of records will free up that long-term storage space and allow for clearing of staff offices which currently serve as over-flow file storage (e.g. photo #7.)

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

In preparing this grant application coordinators have consulted with the State Archives to discuss the City's current records management situation and how to conduct a successful project. They have also participated in webinar training and attended the Building Records Management training. Staff from all departments have been consulted about this initiative and agree that this is a necessary project. Staff persons from each department have been identified to assist with this project and will also be responsible for the ongoing management of records for their department. Council has also been informed of this initiative and will be kept informed as we proceed.

Part of this project includes creating a policy and procedures manual related to records management. Staff will be required to complete training and compliance on the new system as part of their performance evaluations. Part of the new policy will be to create a standing committee to do an annual review of the record catalog, and formally review/approve of destruction of records upon retention period end. Efforts are already underway to educate elected officials about the level of staffing necessary to adequately fulfill the workload of public records requests and statutory obligations, and the need to dedicate budget dollars and staff time starting in 2019 for ongoing support of those functions. Additionally, a similar project related to electronic records, already underway, will help staff feel comfortable reducing paper records generally.

Amount Funded: \$16,250

Lewis County Twin Transit

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Twin Transit's current records room and filing system is in desperate need of updating. Our agency's current Records Management system does not allow us to promptly find documents or respond to Public Records Requests in a smooth and timely manner. Twin Transit has been storing documents since 1976 but has just recently developed a Records Management Policy. We are committed to building a full and functioning program but are in desperate need of funding in order to make that goal occur. As a small agency, we are looking to utilize the Local Records Grant Program to proactively set up our Records Management Program for potential future growth.

Current State- Twin Transit does have a central filing room that contains all the more "recent" files. The central filing is in the agency's conference room, that also houses the office supplies, server, and serves as a hallway to the Human Resources office. Please see attached photos.

Twin Transit also has an area dedicated to storing our long-term records, although it is currently not fit for efficient use, easy access, or sound security. The long-term records area is located up a steep set of stairs to the attic. It shares

space currently with maintenance and bus repair supplies. Our current area has one shelf with 29 boxes, which do not all fit on the shelving (many boxes located on the floor). This area is not secured by any door or lock. There is a small file cabinet that has a lock for files that require it, but it is outside of the actual records room. Please see attached photos.

Overall, there is not any type of official filing plan or mapping for our Records Management Program. Twin Transit desperately needs the funding to establish this program.

Anticipated Need- Twin Transit anticipates a major increase in employee count within the next two years. In Fall 2018, a referendum will be placed on the ballot to expand the service area to the entire county (currently we service two small towns of Centralia and Chehalis). The increase in service and overall employee count will increase our file load and storage needs substantially. It is anticipated our file storage needs will double over the next few years with this anticipated growth. We would like to be proactive and establish our Records Management Program now, to set up ourselves up successfully for the future. As we are a small agency with limited funds (our tax is only 2/10 of a percent), we would not otherwise be able to afford establishing an effective program that can withstand upcoming growth.

Furthermore, Twin Transit has a separate initiative in place to build it's first Transit Center. The Transit Center has plans of a central filing room (450 square feet). We plan to utilize any benefits received from this grant to ensure our transition to the new file room is smooth and establishes a system that is transferable.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Twin Transit's plan to complete this project will be centered around completing a records inventory, and ensuring we are consistent with the organization of files. We also will strive to ensure the correct retention schedules are being applied to the documents within the files. Hiring a temporary, part-time employee will be essential to this effort as Twin Transit currently does not have the staffing to pull employees towards contributing to this project.

Once the files are inventoried and organized, the temporary employee will partner with the HR Manger to build a new filing plan. Once the plan is established, the temporary employee will organize the file room and carry out the new processes and procedures.

Another essential piece will be training all Management and Administrative employees on the new Records Management program. We would like to utilize an outside resource for training, through Janean Parker, who specializes in Records Retention Training.

Twin Transit's proposed project schedule is outlined below:

Date	Action Item
Nov 1, 2018	-Create and post part time job description.
Dec 1, 2018	-Interview and select temporary position.
Jan 1, 2019	-Under the supervision of the Human Resources Manager, the temporary employee will begin assisting with inventory project.
Feb 1, 2019	-HR Manager leads project to create inventory guide, processes, and procedures. Temporary employee will provide support services.
Mar 1- Apr 31, 2019	-Temporary employee organizes file room following plan laid out by Human Resources Manager.
April 31- May 29, 2019	-Management and employees go through Records Management training.

What is the cost-breakdown/budget (including quotes) for your project?

Twin Transit's cost break down for the Organizing the File Room Project is as follows:

1) File Room Supplies

-Unit Price: Please see next section for itemized unit price.

-Units: Please see next section for itemized units.

-Total: \$3,680.89

-Additional Information/Quote: Please see next section for itemized break down.

2) Part Time Employee(68 hrs/ month, January-May):

-Unit Price:

\$19.91/hr

68 hr/month for 5 months= 340 hrs total

Gross Wages= \$6,769.40

Social Security Tax= \$419.70

Medicare Tax= \$98.16

L&I= \$113.59

-Units: 5 months

-Total: \$7,400.85

3)Total Project Cost: \$11,081.74

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

Items

1) Sets of metal shelving

-Quantity:3

-Price Per Unit:\$189.00

-Gross Total: \$567.00

-Tax \$44.23

-Total: \$611.23

-Additional Information/Quote

2) Boxes

-Quantity:20

-Price per Unit: \$2.97 per box

-Gross Total: \$59.40

-Tax \$4.63

-Total: \$64.03

-Additional Information/Quote: Order through Washington State Archives

3) Locking Metal Filing Cabinets

-Quantity: 10

-Price per Unit: \$240.00

-Gross Total: \$2,400.00

-Tax: \$203.00

-Shipping: \$75.64

-Total: \$2,678.64

-Additional Information/Quote

4) Wire Hanging File Holders

-Quantity: 10 boxes (50 hangers per box)

-Price per Unit: \$19.19 per box

-Gross total: \$191.90

-Tax: \$14.97

-Total: \$206.87

-Additional Information/Quote

5) Filing Folders

-Quantity: 4 boxes (100 per box)

-Price per Unit: \$8.79 per box

-Gross Total: \$35.16

-Tax: \$3.06

-Total: \$38.22

-Additional Information/Quote

6) Label Maker

-Quantity: 1

-Price per Unit: \$39.99

-Gross Total: \$39.99

-Tax: \$3.12

-Total: \$43.11

-Additional Information/Quote

7) Label Tape

-Quantity: 2

-Price per Unit: \$17.99

-Gross Total: \$35.98

-Tax: \$2.81

-Total: \$38.79

-Additional Information/Quote

Total \$3,680.89

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

Human Resources Manager- The Human Resources Manager will work to review, plan, and manage the building of Twin Transit's Record Management Program. They will be responsible for ensuring the temporary employee is following through the action plan and ensuring training occurs after the file room is inventoried and organized. They will ensure consistency with the implementation of the program and use of new resources.

Temporary Employee- This employee will be assigned to provide support services throughout inventory, being instructed and advised on what records will be set aside for retention, what can be transferred to the Archives, and what is ready for destruction. They will assist the Human Resources Manager with developing a file plan and map for employees to follow in order to find documents effectively. Lastly, the employee will organize the records room and be a liaison and resource to employees as they are training on the program.

Training Consultant- Twin Transit will bring in a Records Consultant from the Washington State Archives who provide training and guidance on records retention. They will review our system and train all employees that will have direct responsibility for filing and storing records as one of their primary job functions.

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

Major improvement will be expected in response time for any public records request. Currently, there are limited staff members who are knowledgeable about where files are located and stored. There is not an efficient and organized process currently. Therefore we expect that future record requests will be processed expeditiously while saving a tremendous amount of time and money to the agency.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

At this time, it is difficult to anticipate how many files will need to be destroyed until the records inventory is completed. We have factored into the project timeline that the temporary employee will have one month (68 hours) to help complete the records inventory which would include any destruction of files that is needed.

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

We anticipate on utilizing a Records Consultant from the Washington State Archives to provide 15 hours of training to ensure all individuals will be updated on the new policy, processes and procedures for records management. We believe overall education and training will prevent the central file room and long term records room from being disorganized again.

Amount Funded: \$11,100

Lincoln County Conservation District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The bulk of Lincoln County Conservation District's (LCCD) backlogged records are housed in a storage unit rented from Stow Away Storage in Davenport, WA for \$130 per month. There are 20 plastic storage bins about the size of 24x12x10 - banker boxes and three standard, 6-drawer filing cabinets of records.

This storage unit is intended to store LCCD field-work equipment. These boxes and cabinets take up approximately half the space of the unit, and consequently half the cost of the unit. Therefore, up to \$65 per month (\$780 per year) is inefficiently and inappropriately being spent to house these records.

A minimal inventory of these records found documents and materials from the 1950's to present. The bins have paper, DVD, VHS, photographs, newspaper clippings, and projector slide records. While most of the bins are sealed, there are a few boxes open and exposed to the air, which increases record material deterioration.

It is unknown what records are stored in the unit without a thorough organization and inventory process. Retention period lengths may include minimal time frames for transitory records that are no longer needed for agency business and must be destroyed, such as copies of Agency-Generated Forms and Publications (GS50-02-02 Rev.) and various grant project Contact Information documents (GS2016-003 Rev. 0).

Other records may be included in this backlog that need to be preserved for the life of the organization. Records with these longer retention periods may include, but are not limited to, those related to the transfer records to the Washington State Archives in the past (GS2010-021 Rev. 0) and records specific to Conservation Districts that may have a variable retention timeline, such as Agreements with landowners in which the conservation district is a signing party (CD50-01-56). These latter agreement schedules may include Conservation Plans which can be decades old.

There are also historic and current records that must be archived by the Washington State Archives, so the Conservation District can resume specific activities in case of emergency, such as flood damage, fire, extensive power outage. These records include agency insurance policy certificates (GS50-06C-04 Rev. 0) and LCCD Adopted Charter and Bylaws (GS50-50A-01 Rev. 1) and Jurisdictional Boundary documentation (GS50-16-09 Rev. 1). Agency-provided Trainings and Certifications (GS2011-180 Rev. 1) such as CPR and first aid certifications, and specifically Incident Qualification Card Red card credentials for staff participation in local firefighting efforts are especially important in the event of one of these emergencies.

Other materials and records with variable retention timelines may be included as well but are inaccessible without rearranging required LCCD field work equipment (water tanks, shovels, rakes, buckets, event signs, etc.) in the storage unit. This arrangement limits access to these records and increases the time required to fulfill public records requests. It also puts these records at risk of damage from reorganizing equipment and additional record containers within a small storage space. Additionally, more in-office space is taken by field equipment and records do not fit in the rented storage unit.

Throughout the collection of this record repository, no formal procedure has been adopted or implemented as retention was not prioritized over other conservation district activities. The small size of the organization has limited the annual backlog capacity, but over time the amount of records has gradually increased, creating this backlog.

What is your basic plan/project schedule to complete the work by May 31, 2019?

LCCD is adopting the Washington Secretary of State's 10 Leading Practices for Records Management and Retention in its project plan and schedule. This grant award will enable the work to be completed for Leading Practice No. 6, record organization and inventory. The step-by-step plan and expected dates of completion are as follows:

1. Responsibility Assigned: We have recently assigned a Records Officer and notified the Washington State Archives

of this action by contacting the Archives staff and registering on the agency's listserv system.

2. Policies and Procedures Exist: LCCD has written policies and procedures for managing and maintaining records. The official Public Records Policy and Procedure was approved by the Conservation District's Board of Supervisors on July 11, 2018. Position-specific procedures for records retention will be developed and implemented by September 2018.

3. Tools available: LCCD has the required storage supplies (waterproof bins, shelves, file cabinets) to house records with minimal and long-term retention schedules. Electronic logs for transfer and destruction have been created in Microsoft Excel.

4. Staff Trained: The Records Officer has reviewed the web-based Open Government Training videos. The Lincoln County Conservation District staff of 4.5 FTE will be trained on the general and specific procedures (see Practice No. 5 below) of the newly approved records management policy. The general training will include the purpose of records retention and consistent naming conventions, transitory records, and the CORE and Conservation District records retention schedules. This training will be completed by September 2018.

5. Retention Requirements Understood: Each of the five staff members (four full-time and one part-time) will also receive information specific to records related to their own roles and program areas: District Manager, Soil and Water Resource Technician, Project Manager, Communication Coordinator, and Financial Administrator. This position-specific resource information and the general policy information from Practice No. 4 above, will be included in training packets prepared for future employees hired on at the District. Adequate in-office space and supplies will be provided to each employee to organize their physical records. These resource packets will be distributed and the records retention infrastructure will be implemented by September 2018.

6. Records are Inventoried: LCCD will use grant funds to hire a temporary employee to inventory the backlog of records. This employee will be employed between November 2018 and January 2019 for approximately 10 weeks of work. The schedule of work inventorying the records will be:

- a. Receive training on records management by SOS staff and/or LCCD staff (1 week)
- b. Sort items by category based on the record's original function, such as financial, management, outreach, etc. (1.5 weeks)
- c. Assign record series chapters and DAN numbers to record groups (3.5 weeks)
- d. Triage records into what should be saved and protected, transferred to archives or destroyed (2 weeks)
- e. Arrange transport of records to archives and appropriate destruction of records (1 week)
- f. Assist in preparing and installing record retention bins to eliminate future problems (1 week)

7. Records are Organized: This grant-funded project will organize LCCD's backlog of information. Staff members will be trained on records retention procedures in accordance with the organization's Records Management policy. There will be an ongoing and annual process of archiving, transferring, or destroying LCCD records beginning in February 2019.

8. Records are Kept for Required Time Period: After training on retention schedules, individual staff members will be required to keep records with minimal retention at their work-space. Labelled bins will be used to house records with longer retention time frames in rented storage unit. These bins will be installed in January 2019. There will be an ongoing and annual process of archiving, transferring, or destroying LCCD records. The Records Officer will supervise and log the transfer or destruction of records during the annual records retention process to prevent an accidental or deliberate destruction of records.

9. Records are Destroyed or Transferred: The Records Officer will keep and maintain Excel spreadsheet records to log the destruction of Non-Archival records and the transfer of Archival records to the Washington State Archives at the end of the minimum retention periods. Records approved for destruction will be shredded using an in-house shredder and remains taken to local recycling center. This process will be completed at the end of the proposed project in January 2019 and annually thereafter.

10. Disaster Preparedness: During the inventory process of this backlog of records, specific records will be withheld if they are essential to the critical operations of the District either by the action required by the Secretary of State's retention schedule, by the judgment of the LCCD staff, or both. These records will be copied, scanned, and stored in both hard-copy and digital formats to ensure the organization can resume operations in the event of a disaster. This step will be completed by February 2019.

What is the cost-breakdown/budget (including quotes) for your project?

LCCD plans to hire a temporary records assistant for 10 weeks (400 hours) to inventory, organize, and assist in installing the appropriate infrastructure for future records retention purposes.

The Washington State minimum hourly wage is \$11.50 per hour according to the Office of Labor and Industries. The temporary employee will be paid \$12.50 per hour to attract a skilled and experienced employee for this role. The total base rate for this temporary employee is \$5,000.

Appropriate Employer Paid Benefits will also be included in this position.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Given the amount of records housed in the file cabinets and plastic boxes, and the expectation that many of these records will be destroyed or transferred to the Washington State Archives, LCCD will have enough space, metal shelves, and sealable storage boxes to adequately house the records that need to be saved at the organization. We also expect there will be adequate in-office space for record retention purposes going forward.

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

LCCD staff will hire and train a Temporary Records Assistant employee and assist the employee in determining the records series, DAN numbers, and the "final fates" of saving and protecting, transferring to the archives, or destruction of the records.

The Temporary Records Assistant will receive training on records management by Archives and LCCD staff. This employee will sort items by material type and record series, assign DAN numbers, and triage records into what is to be saved and protected, transferred to Archives, or destroyed. This staff member will assist in arranging transport of records to Archives or in arranging the appropriate destruction process of records. He or she will also prepare and install record retention bins to establish records retention process going forward.

The Archives' consultants and staff will be asked to advise on the establishment of a process to organize documents by type, assigning records series and DAN numbers. Staff will be asked to help LCCD develop a record retention process for records that need to be retained and protected on location (Destruction of Public Records GS50-09-06 Rev. 1 or Transfer of Legal Custody records GS2010-021 Rev. 0 if applicable) or transferred to the Archives for appraisal and preservation. LCCD will also inquire on the Best Practices associated with maintaining a destruction log and confirm the appropriate procedure for disposing of record remains.

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

At the end of this project, all the records that remain in the storage unit will be inventoried and organized. All records that need to be stored at the organization will be in a sealed, waterproof plastic boxes. These boxes will be adequately labelled with information regarding the contents retention schedule. Hard copy and electronic backups of essential records will also be saved so LCCD can resume critical activities in the event of a natural disaster.

The expected space required to house these records is estimated to be cut to ¼ the space currently obligated. This reduction in space will protect these records from the equipment housed in the same storage unit as both the records and equipment will be more accessible.

Additionally, there will be a process in place to efficiently and accurately fill a public records request at the organization, or justification and documentation for record destruction or transfer to the Washington State Archives.

If a public records request is activated, the time required to complete this request will be significantly reduced. The staff will know where specific records are in the office and fewer boxes will allow easier access to these records in the detached storage unit.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

LCCD pays \$130 per month to rent the storage unit from Stow-Away. The records take up approximately half the space of the storage unit. This is costing the Lincoln County Conservation District \$65 per month, which amounts to

\$780 spent to house potentially unnecessary retained records.

While some space may be needed to house records after this project is completed, the space obligated will be significantly reduced to approximately ¼ the space already taken or less. This calculates to a savings of \$48.75 per month (\$585 per year) or more.

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

Between August and September 2018, the Records Officer and LCCD staff will implement the recently approved Public Record Policy and Procedure. The LCCD staff will be trained on the general information and position-specific practices of records management. Appropriate infrastructure will be established for each employee to easily manage the records he or she produces, and ongoing training will be provided to new and current employees to maintain the records retention process. The Records Officer will supervise an annual records management process in the spring of each year to ensure the records are destroyed, stored, or transferred to the WA State Archives as needed. This officer will also maintain Excel spreadsheets to log the destruction and transfer of these records in compliance with the Public Records Act.

Amount Funded: \$5,500

Mossyrock, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Being a small entity with minimal staff, we have a multitude of projects that go on day to day and can be overwhelming when a request for public records comes into the equation. The City of Mossyrock has a total of two full-time staff. Both are new at the City of Mossyrock and were not given very much training in the positions they currently hold.

The issue for the staff at present is the lack of knowledge and information to find the correct documents beyond the indexes for the City Ordinances and Resolutions. There are boxes upon boxes of material stored and sitting around everywhere and file cabinets that hold files containing material from over 10 years ago and more.

The office itself is a reconditioned vehicle equipment shed with inadequate heating and cooling, poor lighting and insufficient space to store everything in a manner which adequately presents itself for research. Request for records can be time consuming if we have no idea what we need, where to find it, or if we even have the records. Having recently gone through an embezzlement by a prior staff member, finding the proper documentation has not been easy. This in turn is like a domino effect as to what is needed and what is not and how to store it properly.

We also have quite a few older binders with minutes, ordinances and resolutions from when the city began and these need to be transferred to Washington State Archives and stored so as not to lose the important data and information they hold. Having all of our records stored properly in an accessible area and in the right kind of boxes will keep them from being damaged or lost and will give us a better opportunity to find what we need in a timely and efficient manner.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Should we be fortunate enough to receive the grant, we would like to set up some dates within the first month to have a records consultant from the State Archives come and go through some of our files to give us an idea of what needs to be retained and what must be destroyed. Also, within the first month, we would like to have an area set up to store all the boxes we will be keeping on the premises. We will be installing metal shelving so that we can access any stored boxes easily.

During the next six months, using local people and or a temp agency, we would take one area at a time to clean up

and review what is in the boxes we already have. Regional archivists will be brought in from time to time, maybe once every two weeks or once a month to review what we have gone through so that arrangements can be made to archive documents with the state or shredded.

Also, during the six months, depending on our daily work load, we would have some assistance in our office to help us facilitate the review of our documents. Either by hiring locally or through a temp agency, our cost per month for this would be approximately \$414.00 to \$687.60. For the six months it would be approximately \$2,484.00 to \$4,125.60.

By April of 2019, we should have been able to go through most of our documents, assign the appropriate DANs, and have documents past their retention ready to shred or transfer to WSA. In contacting the local shredding company, they suggested that we have a shred event in April which would also give us the opportunity to have the community involved for those who need documents shredded as well.

Our goal and aim is to have most if not all of our documents sorted and filed properly so that when we have a documents request, we can provide these in a speedy and efficient manner.

What is the cost-breakdown/budget (including quotes) for your project?

Cost Breakdown and Budget:

Metal Shelving \$3,983.25

Office help for six months 4,125.60

Shredding Event (April) 750.00

Storage Boxes (60) 180.00

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

Besides what we have on hand, I would estimate approximately an additional 50 to 60 archive boxes. We have quite a few totes that were used as storage boxes so we would like to have those replaced with the more standard storage boxes.

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

The staff of the City of Mossyrock will be the primary individuals that will be handling most of the work as well as any temporary staff that will be needed for the process. We plan to consult with WSA staff throughout the project to obtain proper training and guidance. Since we are going to be the ones taking care of the documents, we should be the ones doing most of the hands-on work with advice and help from Archives as needed.

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

The completion of this project should give us the ability to handle any questions or inquiries for public documents as needed. We will have a system for the storage of our documents that should provide ease of accessibility in this respect so when documents are requested, or we have an audit, we can locate any needed documents in a timely and efficient manner. Clearing out all the excess clutter will give us the room as well to have all current documents within an accessible area to work.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

I would say that the reduction in storage cost and destroying or transferring records will be at least 25 to 50 percent. This is because we have documents from almost 10 years or more that should have been taken care of sooner. This will allow us to better manage what we have and know where everything should be for future staff.

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

We will have one person, either the City Treasurer or City Clerk, responsible for keeping a record of where all documents are stored. Current city policies will be reviewed and will be updated to specify how this will take place and in what time frame it will be completed.

We intend to use Washington State Archives and their resources to help us determine what our needs are and to use any training they have available through seminars, workshops or even online information. This in turn should help us to learn how long documents are to be kept, how they should be inventoried and organized. Also, with the information we receive from the WSA, we will have learned what the required time of retention is and whether they need to be transferred or destroyed. We also want to be prepared in case of a natural disaster or any other kind of calamity that may damage the records we hold.

New procedures will be developed as we move forward, and staff will be continually trained through information from the WSA, AWC, MRSC and other online training entities. An internal review will be done at least twice a year and we can request a review of our procedures from the State Archives at least once a year and more if necessary.

Amount Funded: \$9,100

Northport School District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Myself and my office staff have only been employed in our positions for a couple of years. There was a lot of turnover in the past in our office and record organization was not a priority. We have a small need for shelving in our records room, but the larger problem is that many of the boxes are not labeled, not organized, have mixed records in each box and numerous boxes (about 40 boxes) of records will likely need to be destroyed after the room is organized. This has caused delays and insufficient use of employee time when we receive a records request. My HR person recently spent a majority of a day looking for a requested student record and found it in a mislabeled box, this is not a rare occurrence. The disorganized nature of the room and lack of proper labeling means many of our records are hard to find and not safe.

What is your basic plan/project schedule to complete the work by May 31, 2019?

I would like to hire a temporary person to go to the records room and work with my HR person during her regular shift. We would empty the shelves of all boxes and temporarily place them in the hallway outside of the records room. Our HR person would move the shelving around and add two new shelving units. She would organize the room differently and have the records grouped together (student files, payroll, etc.) in a more logical manner. She would then reorganize and label the boxes with the help of the temporary employee. New boxes would be needed so that different records are not consolidated into the same boxes (like we have now). During this process, we would use the record retention documentation to set aside records that need to be destroyed. We would then contract with a record destruction company to securely restore the old records.

What is the cost-breakdown/budget (including quotes) for your project?

The estimate would be \$569 for the records being securely destroyed. \$1400 for a temporary employee to be hired to assist our HR person, this would be for two 40 hour weeks. 2 metal shelving units at \$300 each (\$600 total) and 48 bankers storage boxes (packs of 4 are \$31.99) for a total of \$383.88.

Sub Total \$2952.88

Taxes/Misc. \$224.42

Total \$3177.30

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

\$569 for the reduction and \$983.88 for 48 boxes and two shelving units.

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

The temporary staff would assist our reorganization plan by working for the HR person in our district already employed. The work would include reorganizing the files files, separating the reduction materials and assisting the HR staff with lifting, etc. The HR staff would be accountable for a new organization system including complete labeling with destruction dates, a waiting to be filled desk so the only one in the future storing files is the HR person.

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

We expect a large difference in the time it takes to find records and the safety of those records. Right now we often have missing records and ones that take an inordinate amount of time to locate. A school our size, with an organized record room would cut these times to almost nothing and the safety and integrity of our records would vastly improve.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

If we are able to catch up with the large amount of destruction of files, the yearly cost to reduce our small amount of files would be very reasonable. The added savings is we would not have to construct or find more storage facilities because at this point our records room is over capacity.

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

Our HR person would train all staff on the new procedures for storing document when the entire staff is present for training in August.

Our HR person would re-train all staff on what records need to be saved and for how long. The HR person would then be the person to go to when you need records brought o storage. Once staff needed to store documents, our maintenance staff would bring the boxes or documents to the storage room and place them on the waiting table. The HR person would then go down each week to place the records in the correct place.

Amount Funded: \$3,100

Onion Creek School District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The Onion Creek School District is a very small district. Our district office consists of two singlewide trailers hooked together and our space is limited. The back half of the trailer is our Board Room along with our filing room. We currently have five filing cabinets in that area and they are crammed with files in a system I, and my current student registrar/secretary inherited, and cannot find much rhyme or reason to how things are filed. Responding to public records requests, with the files in the system they currently are in, is nearly impossible.

In addition, many of the historic records, and many that are not necessarily historic, but no longer fit in our limited space, are in a storage shed in Colville. Colville is 35 minutes from OCSD and going to the storage shed to retrieve files is quite awkward.

What is your basic plan/project schedule to complete the work by May 31, 2019?

My overall plan is to hire two local people, one the former OCSD business manager and another with business manager experience, and to give my student registrar/secretary some extra hours, to begin to organize the files in a way that makes sense (by category and alphabetically). They will also sort through out dated files using the state retention schedule and document those that will be destroyed by either recycling them or shredding them if there is sensitive information on them.

I also plan to contact the state archivists in Cheney, WA to archive several plastic totes of historic records that are in the storage shed.

I have currently purchased two additional file cabinets for the business office, both locking, and have preliminarily moved the personnel files into those. Our facilities director also found two more cabinets, one of them locking, and we are planning to rearrange the business office to make room for those cabinets as well (we think that will give us enough file space to manage the files once they are organized and culled).

The facilities director also found two areas that he is going to clean out so we can retrieve all the stored files etc. in the storage shed and house them (organized) on campus.

What is the cost-breakdown/budget (including quotes) for your project?

I would like to hire three people at \$13.71/hour (the current wage of our student registrar/secretary) for approximately 85 hours each, totaling approximately \$3,500 to organize the files and dispose of the ones we can according to the state retention schedule.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

With the two purchased and two found file cabinets, and the rearranging of the business office, and the extra space that will be cleaned out by our facilities director, I do not foresee having to purchase additional boxes etc. We have a recycle bin on site.

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

One staff member will be given extra hours; two local community members with filing experience will be hired as temporary staff to help our student registrar/secretary sort through and document and dispose of files appropriately; archivists will be asked to archive historic documents for preservation.

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

With all of our files on site and organized, responding to public records requests will be simplified greatly. The archivists will help us preserve historic files.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

Currently the storage shed is \$70/month. Although that doesn't seem like a lot, the \$840/year is a line item expense a district as small as Onion Creek finds onerous. Additionally, we can clean up our area and create more workable space by the destruction of outdated records.

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

Once the file room is organized by category and alphabetically, it will set a precedent for filing things in an orderly a common-sense fashion that will prevent the mess of the current file room.

Amount Funded: \$3,500

ORONDO SCHOOL DISTRICT

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

As a small school district, my employees and I have demanding and dual responsibilities. In fact, most of Orondo's employees work in multiple departments in various capacities. To be efficient, having time management is essential. With this in mind, having paper records increases the amount of time allocated to conduct employment verification, satisfy public records requests, or to provide employees or subordinates with requested information.

Additionally, our District is currently out of compliance regarding student records and also employee records. The room that is utilized for storing documentation does not have locking doors. Also, the majority of the file cabinets do

not have locking abilities. Boxes with files are located throughout the room and in the case of a flood, most of the records would be destroyed.

What is your basic plan/project schedule to complete the work by May 31, 2019?

If given this grant, we would employ one to two individuals to destroy, organize, and properly file all applicable information. These employees would be provided with a District Strategic Plan. The plan would outline the following:

1. Budget for the project
2. Goals of the project
3. Outlined Steps to take
4. Provide Timeframes for completion
5. Outline Progress Review Dates

The strategic plan of the district would ensure that the project is completed before the deadline of May 31, 2019.

What is the cost-breakdown/budget (including quotes) for your project?

The estimated employee cost has been based on current district pay scales and it makes the assumption of 8 hours per day (minimum of 6-7 months needed to organized-please see pictures).

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

District Employees: Organize, file, and dispose of all applicable documents.

Archives Staff: Provide orientation and training to District staff regarding document retention schedules and achievable documents.

Vendors: Provide information regarding file cabinets and storage options

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

The expected results are the following:

1. Improved efficiency in responding to public records requests
2. Ensure protection of important employee & student records.
3. Financial savings on personnel time to retrieve or store documents

What reduction in storage costs is expected from destroying/transferring records past their retention period?

Destroying/transferring records past their retention period will save the District about \$600 per year.

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

To prevent the issue from reoccurring, all employees handling paperwork will be provided with the following training:

1. Records Retention Schedules (as applicable to each department or individual)
2. Training on achievable versus non-achievable records.
3. The district approved procedures for storing documentation.

Amount Funded: \$7,500

Port Townsend, Port of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Records have only, very partially, ever been inventoried. Only in 2017 did the Port Administration Office create a file naming system.

All departments have stored their boxes over the years in two rat-infested storage rooms, located about 2 miles from our main office. These storage rooms are located at sea level in the same building that houses two restaurants, and rats are abundant. Many file boxes have a general name on the outside of the box-sometimes with the time period listed-sometimes not, and usually not listing the contents inside the boxes. Boxes have been haphazardly placed in

our storage rooms and some are smashed from heavier boxes placed on top of them. About a quarter of the boxes sit directly on the floor. Many of the boxes contain non-archival, non-essential records, which should have been shredded after its use instead of boxing and storing. When entering the room, staff wears an over-shoe bootie and gloves for minimal protection of rat feces/hair/mites.

We do have admin files from the past ten years or so stored in a climate controlled closet in our Admin Office. But they are in desperate need of indexing, archiving, scanning, shredding as well.

The Port of Port Townsend has received 45 PRRs, to date. This year, we have had many more than the past years. At this rate, we expect to see about 75 by years' end. It is getting more and more difficult to locate records, as in past years, staff has had various ways of naming files.

I have attended many classes on records retention/archiving/storage/scanning, etc. and am registered to take a class in September on teaching all staff to archive and learn the applicable retention schedule. I have met twice with staff from the WA State Archives office. We are currently waitlisted for a heated storage unit in town, which is estimated to be about a three-month wait. The storage unit is clean and we would be able to sort and store files in an orderly fashion, also allowing us to see what we have in our possession in this process. Staff is supportive, but being a part of a bare-bones staff, we have only one person to work on records storage, archiving, indexing, shredding and public records requests, and that is me, along with my other administrative and commission duties. I am in the process of editing retention schedules that would pertain to each of our departments.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Hire temporary staff to help with sorting of records in our two off-site units, (Port owned facilities) bagging of boxes, shredding; sorting, organizing, admin office back-up support.

Seal each file box in a garbage bag (to kill rate/mite germs) and store in the climate controlled storage unit for three months (per instructions from State Archives).

Sort through each box; shred all non-archival, non-essential documents. Index remaining files, using a standardized file naming system, and mark with applicable retention rules, and re-box in clean file boxes. Store boxes according to departments. Merge the older files that are stored in our clean administration closet with the others so they are mostly all kept in one unit, with the exception of our current files, which will be kept in our Admin Office.

Upon confirmation of storage unit (by October 2018), we will purchase steel shelving, new State Archive boxes, new clean file folders, label tape for the new files.

Share with staff, a layout of where to find departmental records. Train staff on new file naming and indexing system, their particular retention schedules and destruction process.

What is the cost-breakdown/budget (including quotes) for your project?

Annual Storage Unit Rental (\$120 per month) = \$1,440

275 Archive Record Storage Boxes (\$2.97 each) = \$816.75

Contractor Extra Thick Garbage Bags (500 bags) = \$261.60

Six Metal Shelving Units (\$250 each) = \$1,500

Miscellaneous Filing Supplies (file folders, tabs, labels) = \$500

Temporary Staff = \$5,705

Shredding Services (vendor) = \$350

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

In addition to metal shelving that we already have, and will continue to use, we will need an additional six shelving units.

We currently have 365 boxes plus binders and other loose documents. We anticipate a reduction of approximately 25% after shredding and record transfer to State Archives (resulting in approximately 275 boxes after destruction/transfer).

Due to the current condition of the records storage room (contamination from rats, feces, other rodents) the records must be disinfected prior to organizing. Each file box, binder, and loose files will be placed in sealed bags and stored for three months in a climate-controlled room.

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

Agency Staff:

Determine record destruction, transfer, and/or local storage maintenance based on Records Retention Schedule.

Moving records to new storage location

Updating records policy

Retention Training

Inventory

Organizing, filing

Temporary Staff:

Bag materials

Assists agency staff based on direction

Answering phones; provide support in Admin Office

Archives Staff:

Retention training

Archive consulting

Vendor:

Le May Shredding service @ \$35/can

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

With an indexing system and file plan, there will be a reduction in staff hours spent searching for records. Records that are beyond the retention schedule will have been archived or destroyed, so the search time for documents will be reduced and public records requests will be fulfilled more efficiently and timely.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

Although we do not anticipate any immediate cost reduction in regard to storage, we do anticipate reduction in storage space when we move to the next step "scanning and tossing."

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

Records retention schedules are currently being developed for each department.

Indexing will direct staff to proper placement of records.

Departmental staff will purge records based on an annual schedule.

Amount Funded: \$8,560

Prosser, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Currently files are stored in several areas within City Hall (i.e. locations known as the Clerk's File Room, Upstairs Clerk's File Room, Miscellaneous Upstairs Room, and the Old Vault); most are disorganized, with boxes of

miscellaneous files and no digital index of each box's contents. Some files are stored in old, deteriorating boxes with little to no organization or labeling; many boxes have been reused and labeling is incorrect; additionally, a number of files have been exposed to the elements. Our main City Hall office was previously the fire station. In 2000 the building was remodeled however only a portion (the vehicle bays) was modified. What was previously the firefighter's bathroom, was converted to the Miscellaneous Upstairs File Room, which now houses boxes of miscellaneous files from previous employees and departments. This room still contains a water heater and hole in the floor for toilet plumbing. Due to lack of upgraded wiring, the window is left cracked open to accommodate an extension cord to the roof of the building. Conditions in this room raise concerns of potential document damage and loss.

Because of the disorganization, staff members spend a large volume of time looking for records potentially responsive to requests for information; once the search is completed there is no assurance that all files have been located. At times, the staff has needed decades-old records relating to city property, leases, and agreements which could not be located due to lack of indexing. This time-intensive process increases the City's risk for potential litigation and lessens the chance that public records requests will be fulfilled in a quick and timely manner as required by the Public Records Act. The time required to sort through records dating back to 1919 that are not indexed reduces staff time available to make progress on daily tasks and maintenance of new/current files. In the past, this disorganization has cost the city hundreds of thousands of dollars in record requests lawsuit settlements. While we continually strive to make improvements especially with any newly created records, we lack the manpower to properly organize and label our older records.

What is your basic plan/project schedule to complete the work by May 31, 2019?

November 2018: Boxes Ordered

Temp. Position Advertised/Interviewed/Hired

December 2018: Position Start Date

December 2018: Training (Using recorded webinars from the Archives), Indexing of Files and Begin Applying Retention Schedule

January-April 2019: Finish Applying Retention Schedule, Preparing Items for Destruction/Transfer to Archives/Retention by City

We anticipate this portion of the project to require the most significant amount of time as files (potentially dating back to 1919) are identified for application of schedule.

April 2019: Files Destroyed/Transferred to Archives

May 2019: Grant Requirements Completed

What is the cost-breakdown/budget (including quotes) for your project?

Cost Breakdown:

BOXES: WA State Archives - 50 boxes (to replace damaged/used boxes) at \$2.50/box (cost provided by Archives)= \$125.00

DESTRUCTION SERVICES - CI Shred - Approx. \$31.50/64 gal. bin (contracted cost), estimate 6-8 bins (6 boxes per bin, estimate of 36-48 boxes of records that meet retention) = \$275.00

TEMPORARY STAFF (Part-Time) - 350 hours (approximately 4 months at 20 hours per week, anticipated cost provided by HR Director) at

\$12.50/hr = \$5,100

TOTAL PROJECT COST: \$5,500.00

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

We have an estimated 120 boxes of disorganized/unlabeled/miscellaneous files that we will be working through that are currently being stored in the Miscellaneous File Room, Clerks File Room, Upstairs Clerks File Room, and the Old Vault. We anticipate that a minimum of 30-50% of those boxes will meet retention requirements and will be

eligible for destruction, enough to fill approximately six to eight 64-gallon bins. The 50 boxes purchased from the archives will allow us to index, label, and store properly those files that will require further retention by the City. We also expect to transfer approximately 20 boxes of records (council packets/minutes/ resolutions/ordinances) to Archives. These files now take up space in our Upstairs Clerks File Room that could be used for other records (now being stored in other rooms) that have not met retention and need to be retained by City for a period of time.

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

This grant will allow us to hire a temporary staff person to complete an index of these records so we know what we have available and where items are located. This person will assist us by reviewing records, assigning DANs and determining if records meet retention. Records meeting retention, according to the approved retention schedule, will be securely destroyed by vendor CI Shred, which currently provides secure document destruction services for the City.

Records not meeting retention will be methodically filed by the temporary staff person in boxes, clearly labeled and digitally indexed for easier searching capabilities and accessibility for potential records request processing.

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

Once the project is completed, City records will be protected from exposure to outside elements and potential water damage. To prevent this exposure, the Miscellaneous Upstairs Room will no longer be used for records storage, as space will be available in the designated storage locations (Clerks File Room and Upstairs Clerks File Room) for all files not eligible for destruction or transfer. All similar/relevant documents for any records category/department will be stored in close proximity of one another and documents will be methodically catalogued so that they may be easily and quickly located in response to public records requests. Public records requests will be answered well within the required time period, and no further costs will be paid out for public requests settlements. Having files properly indexed and stored will provide staff with a good starting point to begin the process of digitizing records and making those available online to the public, potentially reducing the number of requests for records received.

By disposing of or transferring records that have met their retention we are mitigating our liability as it relates to Public Records Requests.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The City of Prosser does not pay storage costs, as all records are kept on site at City Hall.

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

The City of Prosser will have a shred bin on site that will be serviced quarterly (at minimum) for items that have met their retention and are eligible for destruction. This will be available to all departments. Annually, we will schedule a file maintenance day for all of City Hall, where departments will focus attention on organization and maintenance of file areas to maintain the order and accessibility achieved by the Records Grant Project. This will also allow for a review of files that have met retention after this project is complete. A training schedule will also be in place for all new employees to review the Public Records Act and Records Management best practices.

Amount Funded: \$5,500

Ritzville, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Currently files are being stored in a vault and a separate storage room. For the past ten years, the city has used the Quick Tab software system (located on one computer only) to organize contracts, agreements, and other office documents. The system is a basic program which produces a label for filing the documents in the vault. Depending on how staff labeled the file, determines how to locate the file. Since the system does not provide a word search to

easily locate documents, it is challenging to locate records in a timely manner. There are files such as ordinances, resolutions, and other financial information that are not located in the Quick Tab system or any other electronic system.

Due to the disorganization and lack of current technology, there are a large number of files that could and should have been destroyed several years ago. By having so many out of date files, it is also difficult and time consuming to find current files needed to process public records requests. On average public records requests are currently taking staff 1-5 hours to complete.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The city will hire staff to work alongside our Deputy Clerk Treasurer and Clerk-Treasurer to decide what information can be removed and shredded. This grant will help us to organize our storage room and prepare for future changes including scanning files into our Vision system to have quicker access to needed information when requested. In turn, this will help us to meet public records requests timelines quicker.

What is the cost-breakdown/budget (including quotes) for your project?

To accomplish organizing our public records files, the city will hire part time staff, purchase supplies, and pay for shredding services. Below is a breakdown of the budget.

Part Time Staff Wages: \$4,500 (250 hours at 18.90/per hour, including taxes)

Shredding: \$715 Devries Business Services (based on 75 boxes)

Archive Boxes: \$237.60 (80 boxes: \$2.97 each in flats of 10)

Shelves: Industrial 5-Tier Adjustable Storage from Office Depot \$300 each (5 at \$300= \$1,500)

Total: \$6,952.60

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

While the vault has several full shelves with boxes being stored in stacks on the floor. The addition of 5 shelf units will provide additional storage space to efficiently organize the public records. After cleaning out old files and reusing boxes, we are estimating the need for 80 boxes.

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

The temporary staff that will be hired will work with the Deputy Clerk Treasurer to go through the files in the vault to determine what needs to be kept and what can be shredded according to the retention schedules. The shred company will come on-site to shred the documents that are no longer needed.

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

We anticipate after the files are organized, scanned, and backed up in an electronic system the amount of time to search for records will be cut in half. All of the current files that meet retention guidelines will also be placed in one secured location.

We greatly look forward to having organized files for increased efficiency and address our needs to file public works documents before our director retires next year. The tendency is to stack items in the vault and random binders. This grant will be very timely and needed to accomplish organizing public works and all department documents.

The project will also include researching a software filing system that all clerk staff can use to search for files easily and locate them even quicker in the vault.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

At this point, the city does not rent additional storage space. Staff has researched options for additional storage over the years which have been cost prohibitive. Since there are no file storage options available within the city, the

services offered are vendors picking up the files and storing them off site 50 miles away. The city continues to work around the stacked boxes and documents stored in the vault and storage room.

By dispositioning records that are past their required retention and organizing the remaining records, we will open up considerable space in our records storage areas and minimize storage needs going forward.

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

The city's Deputy Clerk Treasurer and Clerk-Treasurer have received public records training every year but due to limited time to implement the proper procedures, staff continues to work with the Quick Tab system and follow procedures to their best abilities. If the city received this grant to provide additional staff and resources, it will launch our public records organization effort and prepare us for upgrading our outdated technology. The city has implemented new technology (new printer/copier machine) over the last year to assist in scanning and organizing the files but the key component of having dedicated staff time continues to halt the project. Additional staff will also assist in providing written procedures and instructions to maintain organization and efficiency.

Amount Funded:\$ 7,000

Royal Slope, Port of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Our records are stored in boxes and in several different file cabinets with very little order. We have 60 years' worth of records from when the Port was established in 1958. The Port adopted a Policy as required by RCW 42.56.100 giving the Executive Director the responsibility of managing and retaining records along with being the Public Records Officer. When there has been time, I've tried to get through a file drawer to record the DANs and destroy if permitted, or label as archival or permanent records, but often times I get interrupted which creates additional boxes of documents that are half organized. When we receive a records request for documents, a lot of time is spent searching through file cabinets and boxes trying to meet the records request deadline. As we are an office of one, everything else is put on hold to search for records for the record's request. At the Port Commission meetings, there are times the Commissioners ask for records that would help them make a decision about a project. I spend a lot of time going through files to find the information they want to have it for the next meeting. This slows our progress in moving forward. This is not efficient! The Executive director and the Port Commissioners are in compliance and have all completed the Open Government Training as stated in RCW 42.56.150 & 42.56.152. I have also attended classes put on by the Local Records Committee on retention schedules.

What is your basic plan/project schedule to complete the work by May 31, 2019?

If selected to receive the grant funding, we will purchase metal shelving and WSA boxes. We have already found two people that expressed interest in working temporarily. We would hire one of them, get them trained and provide them with the tools they need to start organizing records. They will identify, label and record the essential records and file them in a lateral file cabinet. They will identify and label the records to be archived. We will also have them organize and label records with the DAN number on them and the destroy date. All our boxes and file cabinets will be labeled so files are easy to find. The temporary staff will be allowed to work during the hours the Executive Director is at the office. We will be a little flexible on their available time schedule.

What is the cost-breakdown/budget (including quotes) for your project?

We are asking for a Local Records Grant of \$8,334.09

This is for: a: (1) HON 700 Model #794LP Series 42" Wide 4-drawer, Lateral file; from Costco; Item #227919 for \$849.99 with 7.9% tax of \$67.15 for a total of \$917.14 (no shipping charge)

b: (8) TRINITY 5-Tier Heavy Duty wire shelving from Costco; 60" x 24" x 72" Item #527591 for \$169.99 each which is \$1,359.92 for (8) and tax at 7.9% \$107.43 equals a total of \$1,467.35:

c: (2) Sandusky 5-drawer flat files from Staples Item #84535 Model #244876-09 @\$424.39 each with (2)

Sandusky File bases Item #84541; Model #244878-09 at \$183.99 each for a total of \$1,216.76; Handling \$5.98; Tax at 7.9% \$96.60 and no shipping charges for total of \$1,319.34

d: WSRC (70) Archive boxes @ \$2.97 each for a total of \$207.90

e: 240 hrs @17.00 per hour equals \$4,080.00 plus Employer Taxes of: FICA \$312.12; L & I \$30.24 for a total of \$4,422.36

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

We have records from purchasing and selling several parcels of land; developing our industrial park including doing three plats; building roads; drilling two different wells, installing over 5 miles of 12" water mains, building two pump houses with over seven pumps and two 100,000 gallon water reservoirs. We also own 26 miles of railroad, tracks and right of ways. Because of the many parts to this Port District, I estimate we need (8) metal shelves for storing boxes, (2) flat files to hold blueprints, 70 archive boxes and one large lateral file cabinet in which to put essential records. We have looked into acquiring surplus file cabinets. However, the items are mostly located in Olympia and Renton and it would be too costly to drive over to get them. We would definitely look at surplus items!

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

The Executive Director will help organize, plan and schedule the training for the temporary staff. She will order all the supplies needed and keep invoices for reimbursement. The temporary staff and I will work to organize the documents as per the requirements. Archive staff will help train the temporary staff and help answer any questions about documents.

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

Once all the documents have been reviewed, recorded with DANS, labeled, filed and indexed, and all the records that have met their retention requirements have been destroyed or transferred as appropriate, it will be much easier to find documents that are needed whether it is during a Commission meeting or for a records request. I anticipate the time saved in searching for responsive records will be reduced by 50% because we will know where the record is kept - in which file drawer or archive box, be able to locate the file quickly and find the actual document needed very fast as compared to how it is now; trying to find the right file cabinet or box and looking in several places, sorting through the box or file cabinet and struggling to find the document needed. This will free up hours of time to move forward with regular business.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We have a large storage area in our building so we can keep the boxes stored here. We will be organized and be able to find the documents quickly saving lots of time! Costs will be saved on the time that is spent looking through documents that should have been destroyed or transferred to the State Archives because they are past their retention period. We will be reducing the risk of incurring public records fines, legal fees, etc.

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

A new procedure will be in place that will make it mandatory to go through the files annually, to destroy the documents labeled to be destroyed and to make sure all the documents are properly labeled that have been created throughout the year.

Because of the time saved in searching for records; we will have additional time to start digitizing documents to transfer to the State Archives. It is important that we are in compliance with the Public Records Act!

Amount Funded: \$8,400

San Juan County Public Hospital District #1

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

San Juan County Public Hospital District #1 (SJCPHD #1) historically ran an EMS Department (SJIEMS) and a medical center (Inter Island Medical Center, "IIMC"). In late 2012 a critical access hospital was completed and the IIMC was shut down. We now pay a subsidy to the new facility, but it is privately run and independent of us. Employees of IIMC basically woke up one morning and went to work somewhere else, leaving behind large quantities of records, equipment, and office paraphernalia. That left the hospital district with one employee: the superintendent (Pamela Hutchins), and an EMS department with its own organization and work demands. Superintendent Hutchins was left on her own and had to clean up the IIMC mostly on her own.

Left on her own in 2015 there was really no way for the superintendent to manage the voluminous records left at the IIMC. While still doing her Superintendent duties she attempted to carve out time to clean up the old facility, which still has not sold, and all of the records are in a large pile in a secure room. Some of the records were transferred out into a storage facility while others have been brought to the business offices of SJCPHD #1. The storage facility can only be considered a short-term solution without attention given it to ensure proper storage.

A certain portion of these records are likely ready to be retired, but many will require long term storage because they are medical records. Not only must they be categorized, but they must all be properly stored on shelving and organized.

SJCPHD #1 does not have sufficient staff to complete this project in a timely manner despite taking on a ¾ time employee in April 2018. The demands on our time as a result of SJCPHD #1 business have been substantial in the wake of several local issues that have consumed resources and effort such as the closure of the local long-term care facility, merger discussions between SJIEMS and the local fire district, resignations of commissioners, pending offers on the IIMC facility (and requisite cleaning/surplus of equipment beyond records management), health issues for the superintendent, and an overall increase in the employee workload.

A single public records request for documents in that pile of boxes would cost us many hours just to locate the appropriate documents and would make it a challenge to complete our other work obligations. As a very small agency with two employees (representing under 10,000 people) we do not have room to absorb the expense in hours and resources. Besides that, the risk for error is high since the boxes really aren't categorized or sorted. It would be very easy to overlook necessary records during a public records request, which could be a deeply costly problem. Due to our size we only receive a few records requests each year, but each one significantly impacts us and we must nearly always set long time periods.

This problem is made more urgent by renewed interest in the IIMC following revaluation and lowering of its price. The district dearly needs to sell the facility due to the expense in maintaining it, and need the revenue to pay down bond obligations. The financial situation of SJCPHD #1 (which is responsible for SJIEMS as well) can be described as strained with many capital purchases needed and a facility balloon payment due within the next couple years. Sale of the IIMC would require relocation of records, and to have any hope of making use of those records will require substantial work in sorting, cataloguing, and destroying of records with expired retention schedule dates.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Accomplishing the task of organizing the district's records will require the purchase of new boxes of high quality, new shelving, and a temporary increase in labor. The process of purchasing new shelving and boxes is a straightforward question of determining the number of file boxes that are likely to be retained. It is addressed in a subsequent question.

Our plan is to expand the hours of our current staff. The district has two employees, the full-time superintendent,

and another employee who currently works 32 hours per week. The district cannot afford to hire him at full time. He serves as the Board Recording Secretary, Public Records Officer, and Executive Assistant to Superintendent Hutchins, all of which keep him busy. If he is hired for an additional 8 hours a week, that would allow us to use a fully trained employee who already understands records retention schedules and the Public Records Act. Alternately, we could hire an external short-term hire.

The total amount of labor is approximately 63 hours, or 8 weeks at an additional 8 hours a week.

The employee who ultimately does the work will sort through the records in each location, catalogue and label each box with records retention DANs and the date for destruction and logging and destroy/log (or transfer for archival) each box of records which has met the retention requirement. New shelving will be installed to store boxes, which should be more space efficient than file cabinets.

Superintendent Hutchins is nearing retirement and is the only employee who has any familiarity with the records. It is crucial that this project be completed in the next year or two. We should be done well in advance of May 2019.

What is the cost-breakdown/budget (including quotes) for your project?

- (a) We estimate 140 boxes need destroyed, which is approximately 440 gallons of documents. A-1 Shredding will charge \$1445.00 for this service. It will take approximately 0.10 hours labor per box to prepare for destruction, or 23 hours, at \$23/hour, or \$529. Total cost for document destruction: \$1,974. Of that there are 23 hours of labor.
- (b) We estimate 20-25 boxes that need saved for retention. WA State Archives Records center quoted \$2.97 for 12 x 13 standard records box. We estimate $\$2.97 \times 25 = \74.25 for boxes. We estimate 0.75 hours per box for sorting, retention, and storage at \$23/hour. Labor cost for sorting: $25 \text{ boxes} \times 0.75 \text{ (hours)} \times \$23 \text{ (hours)} = \$430$. Total cost for retention is \$504.25. Of that total there are 17.25 hours of labor.
- (c) Another 15 boxes are totally unsorted and will require more time and effort. We estimate 1.5 hours per box for sorting, retention, destruction and/or storage at \$23/hour. $\$23 \text{ (per hour)} \times 1.5 \text{ (hours/box)} \times 15 \text{ (boxes)} = \517.50 . Of that, there are 22.5 hours of labor.
- (d) Metal Shelves -- \$99.95 + tax/shipping (based on Colfax), two to three are needed, or \$299.85 for shelving. The total combined cost of (a) \$529 + (b) \$504.25 + (c) \$517.50 + (d) \$299.85 = \$1850.60.

List the type of work to be carried out by agency staff, vendors, consultants, and archives staff:

We will pay our $\frac{3}{4}$ time employee to work an additional 8 hours a week for a total of 63 hours, or about 8 weeks. We will pay an outside contractor for the destruction services as described above, and the Washington State archives for 25 boxes.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

- From the above answer. We estimate 20-25 boxes that need saved for retention. WA State Archives Records center quoted \$2.97 for 12 x 13 standard records box. We estimate $\$2.97 \times 25 = \74.25 for boxes. We estimate 0.75 hours per box for sorting, retention, and storage at \$23/hour. Labor cost for sorting: $25 \text{ boxes} \times 0.75 \text{ (hours)} \times \$23 \text{ (hours)} = \$430$. Total cost for retention is \$504.25. Of that total there are 17.25 hours of labor.
- (c) Another 15 boxes are totally unsorted and will require more time and effort. We estimate 1.5 hours per box for sorting, retention, destruction and/or storage at \$23/hour. $\$23 \text{ (per hour)} \times 1.5 \text{ (hours/box)} \times 15 \text{ (boxes)} = \517.50 . Of that, there are 22.5 hours of labor.
- (d) Metal Shelves -- \$99.95 + tax/shipping (based on Colfax), two to three are needed, or \$299.85 for shelving. The total combined cost of (a) \$529 + (b) \$504.25 + (c) \$517.50 + (d) \$299.85 = \$1850.60.

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

We will pay our $\frac{3}{4}$ time employee to work an additional 8 hours a week for a total of 63 hours, or about 8 weeks.

We will pay an outside contractor for the destruction services as described above, and the Washington State archives for 25 boxes.

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

Many of the boxes are clearly labeled and can be assigned a DAN with corresponding records retention date (and many of the dates are already exceeded). Some are not. The concern we have is that we may miss necessary documents if we receive a public records request. We do not receive frequent requests, but they always cause significant disruption when they do. We regard this as an institutional weakness.

We also need to ensure that all the records are stored properly in solidly constructed WA State archives boxes.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We have approximately 10 boxes in a storage facility, 130 in the old Inter Island Medical Center (IIMC) which is expected to sell this summer (we are on our 3rd offer this summer), and another 50 at our offices. If the IIMC sells, our storage costs will go up dramatically as we must transfer those records. The cost would be an additional \$104 a month at Sound Storage in Friday Harbor.

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

This was a unique dilemma created because of closing down a facility. We do not anticipate that this problem will occur again. However, we do need to mark our boxes of records better than we have created since late 2012 (and the Medical Center's closure) with DAN numbers and date of destruction. We are working to become more sophisticated in our records retention and destruction.

Amount Funded \$ 1,900

San Juan County Public Works

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Paper records are kept in several different locations and formats (i.e. file cabinet's, banker's boxes, bookshelves, flat files, rolled files, binders, etc.). These records are not indexed, nor is there a records management database, making filing and retrieval difficult. Documents are sometimes returned to the wrong file or simply not re-filed at all, leaving documents out and vulnerable to loss or damage. Additionally, paper records wear, tear, and fade over time.

In the case of public records requests, we are never truly certain we are locating all of the responsive records for each request. We always feel we need to place a caveat statement such as, "to our knowledge" or "to the best of our ability" on every public records response, leaving us vulnerable to legal issues.

For the above reasons, our response time for researching a public records request takes several hours, sometimes days, longer than necessary. Our goal is to be able to respond to typical public records requests in less than one hour. We know this is possible because we can achieve this with our recently created files that are only stored electronically.

Having all documents organized and stored electronically will ensure we are accurately and completely fulfilling 100% of the public records requests we receive. It will also prevent loss of valuable information.

What is your basic plan/project schedule to complete the work by May 31, 2019?

In anticipation of the grant award, we have prepared a spreadsheet timeline (attached). We have allotted hours for each task and will closely monitor to change the schedule as needed. We anticipate some duties will take less/more time than allotted, so the spreadsheet will serve as a guide for the remainder of the project. Immediately upon receiving notice of the grant award, a temporary employee will be hired. Hiring a temporary employee to focus on

this project without interruption will provide the needed momentum to complete this task by the end of the schedule. We have already developed a process to move the project forward; however, we do not have staff time available to implement it. First, we will identify and organize existing files and re-file any loose documents. We will then create an inventory of all records. Once that is completed, a filing index will be generated for easy record location. Once this database is in place, we can locate non-archival records to prepare to scan and toss. Records that have not met their retention dates can be recorded and marked with a destruction date. With funding from this grant, we are confident that we will have records ready to be either scanned, tossed, and/or archived by May 31, 2019.

What is the cost-breakdown/budget (including quotes) for your project?

Local 1849 payscale, (Administrative Specialist II- Temp \$20.18/hr) @6months= \$21,350.44.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Do not need shelving or boxes at this time for organization.

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

Our strategy to organize the file room is to model it after the Secretary of State's ten leading practices for records management. We have designated an employee with training on records retention, as well as a full understanding of retention schedules and DAN #'s to oversee and train the temporary employee we plan to hire with the grant funds. The temporary employee will learn the current policies and procedures and create a policies file folder for records retention in accordanced with the purposes of RCW 40.14.026(5)(a). Once the temporary employee has an adequate understanding of retention requirements, they will begin to inventory records. First, records will be organized into three categories: non-archival that have met retention; archival; and non-archival still under retention (scan and toss records). Once records are organized, they will be labeled and moved to one of the three designated staging locations according to record type. This will make it easier to do a complete inventory. A coherent and searchable database to inventory and index all files will be created.

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

With documents compiled in three locations, organized, and indexed, any employee should be able to search for needed documentation with ease. Therefore, employees will spend less time on public records requests, lessening the burden in completing regular day-to-day activities and projects. Responding to public records requests will be much more efficient on all fronts and we will have confidence we are supplying all of the requested records. Once the grant cycle is complete, we can scan all backlogged files, many of which have historical value to San Juan County. This will ensure the protection and preservation of documents.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We currently rent a storage facility for \$165.00 per month, with an annual fee of \$1,980.00(invoice attached). This reduction in cost will not take effect until after the project is complete and we can consolidate down to one central records location. Files left in the storage facility during the grant cycle will be prepared for shredding or archiving. Once completed we can cancel our storage rental. Not purchasing file folders and boxes will further reduce annual storage costs by approximately \$200.00 per year. Re-locating records to a central location will cut down on staff time out of office. Furthermore, we hope to see a reduction in the future production and retention of paper files, further decreasing potential supply and storage expenditure.

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

Staff will be trained in best practices for records management and retention. Office policy and procedures for records retention will be available for easy reference. Structured file plans and naming conventions will be set up. Records will be centrally located and organized in such a way to ensure preservation and protection during a disaster event. Moving forward, all new records will be scanned and digitally filed by the employee who generates them. In April 2018 we purchased a Contex Quattro Scan Station (invoice attached) to expand our efforts and enable scanning of large documents such as maps and plans. New scanning procedures, equipment, indexing, and cross referencing

will create a more efficient means of collecting documents related to public records requests and locating documents needed for day-to-day tasks. Public records response time by staff will be cut down. Indexing will eliminate loss and misplacement of records. Having a strong database in place will enable us to keep accurate inventory of records. The database will list the retention schedule for each record so that the process does not halt, and all records are archived or destroyed and documented properly. Only employees who have received training from the office of the Secretary of State for records retention and compliance with Chapter 40.14 RCW will handle records. This will ensure that we keep in compliance and properly store and retrieve files. A records inventory will be done by a designated employee on an annual basis. All files with historical value to San Juan County will be sent to the State Archives in Bellingham, Washington.

Amount Funded: \$20,000

City of Selah

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

In 2016, the City of Selah saw a vast change to the public records environment and a substantial increase in requests for disclosure of public records including overly broad and complex requests. Examples of some of those requests included every email from every City employee for a year and any and all records (including emails) for a planned development. These were only a few of the complex and broad requests submitted to the City within a very short amount of time. At times, backlogs of as many as 11 requests existed.

The duties of fulfilling record requests had primarily been accomplished by the Executive Assistant to the Mayor and City Administrator. This employee had received little training regarding Public Records Requests, especially in the area of complex requests. Handling these requests not only interfered with other essential duties of the Assistant but also put the City at risk of litigation regarding potential violations of the Public Records Act. With this backlog, it became apparent to the City that the Executive Assistant alone could no longer fulfill the requests.

In August of 2016, in an effort to maintain compliance with the Public Records Act and RCW 42.56, the City Council authorized hiring a full time City-wide Public Records Officer (PRO) and Records Management (RM) Specialist, responsible for overhauling the City's records management and managing public disclosure requests.

The first 6 months of my tenure in this position was spent processing the backlog of public disclosure requests. With no index and boxes marked with little to no information, searching for responsive records was very cumbersome and time consuming. Once I had processed the backlog of record requests, I then focused my attention on records management and putting in place policies and procedures to bring the City's records into compliance.

Prior to the creation of the PRO/RM Specialist position, there wasn't a records policy or a position dedicated to maintaining and/or the disposition of City-wide records. Each department was responsible for its own records, and in some cases departments had records all the way back to the 1940's.

City Hall has 2 main storage areas and a vault where records are kept:

The vault contains permanent, archival records such as ordinances, resolutions contracts, proclamations, meeting minutes, etc. At this time the vault is completely full.

The City also uses a large walkway area, on the main floor for records storage that has two access points. Approximately 80 boxes containing City financial and utility records are currently being held in a temporary unsecured holding area between the council chambers and the City employee break-room due to space limitation and disorganization in the basement. While financial records are somewhat organized and certain records are being destroyed annually, there is no index and boxes are inconsistently labeled, and no records destruction logs were being created to verify the minimum retention schedule had been met.

Payroll, retirement, personnel files, prosecutor and court records are located in the basement along with additional financial and City Council agenda packet records. There are over 240 boxes of records in the basement with many of them in old deteriorating boxes with little to no organization. We also a large number of randomly stacked records on shelves (not in boxes) that will need to be reviewed, destroyed and/or boxed and indexed. While some boxes are labeled, there is no consistency in the labeling, so it takes extra staff time to examine and sift through boxes for responsive records. This exposes the City to possible litigation for a Public Record Act violation.

The Selah Municipal Court records are also held in a separate room in the basement. These records are maintained by the City's Municipal Court and governed in accordance with GR31, GR31.1 and GR46. This room is controlled by the administrative court clerk and the judge.

Additionally, the records in the basement currently contain personal information including Social Security numbers and criminal history records. These records are not secure and can be accessed by unauthorized personnel who have in their possession a key to the City Hall employee exit/entrance entry door as that key also opens the door to the basement.

The City has records that can be destroyed because they are past their minimum retention requirement, records that can be transferred to the Washington State Archives, and other records that would benefit from being scanned for long-term retention.

Many of these records are difficult to identify and locate because of shelving and storage challenges, as well as the lack of an index. Some record boxes sit directly on the floor, exposing them to potential water damage, and are stacked haphazardly, damaging the boxes and the records contained therein.

What is your basic plan/project schedule to complete the work by May 31, 2019?

In March of 2017, I arranged for Scott Sackett, Professional Records Management Consultant with the Washington State Archives, to host a City-wide workshop. The purpose of the workshop was to familiarize staff with the retention schedule, understand applicable RCW's and how they apply to the public disclosure act and to discuss best practices for maintaining and dispositioning records.

To date I have utilized the services of the Central Region Branch Archives through email communications and have had 2 brief consultations on-site with Brigid Clift and a more recent in-depth on-site records consultation with Scott Sackett. Scott provided me with valuable input to assist me in resubmitting a proposal for grant money to organize the City records.

The City has been working diligently to bring its records into compliance. The following is a synopsis of accomplishments and on-going projects:

In 2016, the City created a policy for processing public records.

I became a member of the Washington Association of Public Record Officers (WAPRO).

The City adopted the Public Records Act-Model Rules Chapter 44-14 WAC (recently revised) as the standard for processing record requests.

I have attended several seminars and training sessions (webinars) as well as viewed past training sessions still available on YouTube to educate myself on the best management practices for records.

I continue to attend yearly WAPRO conferences as well as other training and seminars available through MRSC (webinars) and other government entities as well as follow case law outcomes to ensure the City remains in compliance with RCW 42.56.

I have been training staff in the public works department on setting up new files according to the disposition number and not landfill files that make it extremely time consuming to maintain and disposition records when they have met their minimum retention schedule. Assisting in their efforts to update and add additional information to the index currently in use to allow for more efficient records disposition moving forward.

In the process with the fire department to disposition their fire incident reports and EMT reports that were long past their 6 and 8 year destruction date. When this process is complete, it will greatly decrease the time it takes to fill

public record requests involving fire department records.

In the process of digitizing the City's resolutions, ordinances, meeting minutes, etc. from the beginning of its incorporation in 1919. Once complete the digital records will be uploaded to the digital archives and the paper records including agenda packets will be transferred to Ellensburg for permanent storage.

In 2017, the City adopted the default fees set forth in HB1595.

Provided a training session to the new incoming council members and gave them direction and information on public records requests and record retention as it pertains to their official role and duties as a council member. This included the use of social media sites.

In 2018, I created a document search checklist which is now used City-wide, which protects the City and verifies that a "reasonable" search was completed.

Working in coordination with Human Resources to review personnel records for possible disposition of certain records held within those files and destroy the non-hire applications files that have met their minimum retention schedule. This will decrease the amount of records the City has and help with storage problems as well with public record requests.

Recently completed the disposition, labeling and indexing of the prosecutor files. These records will be placed in the same room as the court records and securely stored.

I recently presented the City with a draft Records Management policy and hope to have it approved. I have incorporated the 10 leading practices suggested by the Washington State Archives for records management and the City has adopted these guidelines.

The next step in the City's plan with the assistance of grant money would allow The City to purchase open shelving to place in the basement to allow us to continue to store and inventory our records so that we know which records are stored in which boxes. The records will be stored on shelves in new boxes off the floor, which will mitigate damage to boxes due to moisture issues in the basement. We will continue to destroy or transfer records that have met retention, which will make the room easily accessible to employees and also make public disclosure request searches less cumbersome and records easily identifiable.

The City also uses a large walkway area, on the main floor for records storage that has two access points. It sits between the employee break room and the City Council Chambers. The grant would allow the City to purchase locked file cabinets. The personnel and payroll records that are currently stored in the basement would be brought up from the basement and placed in locked cabinets to ensure confidentiality, while still allowing access for foot traffic to the council chambers.

What is the cost-breakdown/budget (including quotes) for your project?

The City will use current staff to complete this project, and is only requesting funding for equipment and miscellaneous supplies, see the breakdown/budget below.

Storage:

(4) 5-Drawer Lateral Locked File Cabinet-\$3,200.00

(4) Record Storage Rack=\$799.00

Estimated Shipping: \$329.00

Estimated Tax @ 8.2%: \$356.00

Estimated Total: \$4,684.99

WA State Archive Boxes:

(4-Pack of 10) Archive Storage Boxes=\$297.00

Estimated Tax @ 8.2%: \$25.00

Estimated Total: \$322.00

Miscellaneous:

(4) Extra-Capacity Box-Bottom Hanging Folders, 2" Expansion, Letter Size (box of 25) =\$125.00
(4) Hanging File Folders, Letter Size (Pack of 25) =\$60.00
(4) File Folders, 1/3 Tab Cut, Assorted Position, Letter Size, Manilla (Pack of 100) =\$45.00
(2) File Folder Labels 8366, White (Pack of 750) =\$20.00
Estimated Tax @8.2%=\$21.00
Estimated Total: \$271.00
Grand Total/Cost: \$5,277.99

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

Based on my assessment of our current records the list of shelving, cabinets, boxes and miscellaneous supplies are listed below:

(4) 5-Drawer locked file cabinets for records that require secure storage. Keys to those locked file cabinets would only be issued to the appropriate staff who would need access to those records.

4) All-metal storage racks for remaining records in the basement would allow us to get the boxes of the floor and to organize the records to be easily accessible from multiple angles.

40 Archive boxes to re-box records that are in old deteriorating to new boxes, box records that are sitting randomly on shelves and re-box records in odd shaped non-archived boxes to allow for better storage and organization of the records.

Miscellaneous supplies including hanging file folders, including expansion bottomed folders, file folder and file labels to organize the files that will be located in the locked file cabinets and to label boxes.

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

The majority of the work to be completed will be done by the public records officer. Public Works utility workers will assist in the cleanup and organization of the 2 storage areas as well as the setup of the shelves in the basement and placement of the locked file cabinets. I will continue to work with Scott Sackett and Brigid Clift and seek guidance as needed to complete the project.

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

By destroying/transferring records that have met their minimum retention and with the remaining records indexed, labeled and stored in an organized manner, public record disclosure searches will be handled with reduced staff time. We anticipate that average time spent addressing public records request will be reduced by 35%.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

Destroying records that have met minimum retention and transferring permanent retention records to the archives will keep us from needing to find extra storage space or pay for the storage of records off-site of City property.

This will create an even bigger savings to the City coming from reduced staff time spent searching for records, as well as reduce the risk of public disclosure fines, legal costs and adverse judgments in the case of possible litigation against the City.

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

Currently the administration/legal counsel is reviewing the draft records management policy and I hope to have comments and or revisions soon.

As I move through the project of inventorying and organizing I will create an index/filing structure for all records at City Hall and set up a semi-annual destruction schedule to keep the records in compliance, this includes electronic records. I will also continue working with and provide training to the various department liaison's to ensure they are also maintaining and preserving the records in compliance with the Local Government Common Records Retention Schedule and other applicable retention schedules.

Amount Funded: \$5,100

Sequim School District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Our storeroom lacks adequate shelving to accommodate the number of boxes that contain the records that need to be retained. We have a small additional room that is available to expand our storage space; however, we have no shelving for that room. Due to the lack of space, the records are unorganized and scattered. It is extremely hard to find what we are looking for. It is always time consuming when we have a record request. We have to move boxes piled up on the floor so we can access the boxes behind them that are on the shelf.

The storeroom is in the basement of our old High School and frequently has wet floors in the winter. Water and dampness are a threat of damage to the boxes on the floor. Having so many boxes on the floor and stacked precariously along the walls is a danger to people who are trying to navigate the storeroom while looking for the information that they need.

We don't have locking cabinets to lock personnel records in so therefore they are stored in boxes right along with the rest of the boxes in our storeroom. This is of high concern because even though the record room is locked our custodians and technology staff have keys and are frequently in the storeroom for maintenance of the server that is also located there.

Sequim School District Public Records Request Officer receives on average 10-15 requests in a school year. Our payroll staff on average receives around 15-20 requests from the Department of Retirement Systems or Unions. The condition of our storeroom right now creates a severe hardship on the staff who are responsible for handling these requests. Not only are the records stored in a manner that is not safe from keeping them protected from flooding, there are also confidential records that are easily accessible to the many staff who must frequent the store room, and the records are terribly unorganized. The records are stacked haphazardly and piled two rows deep in areas and block the aisle ways. It is dangerous to move boxes when trying to find the box needed during a record request because stacks of boxes have fallen over. Many of the boxes are heavy. Most boxes have aged over the years because the retention period for their contents is 60 plus years as they contain payroll/retirement information or personnel related contents. Continually moving and rearranging them causes damage to the boxes or can injure one of our employees.

The unorganized manner that our record room is currently in make public records requests take more time than necessary. The type of requests that we get from DRS require us to search for and review several documents over a very large time span. A request from the Department of Retirement Systems can currently take up to two weeks or longer depending on how many years and the information requested. Having an organized storeroom with boxes that are neatly stored on shelves, properly marked, and in chronological order would reduce the time for requests from DRS in half or possibly even more.

What is your basic plan/project schedule to complete the work by May 31, 2019?

We have identified a Records Officer who will be responsible for the supervision and guidance of this project. The Records Officer has developed a project schedule as follows:

- a. The development of a formal written policy and procedures for managing and retaining records. This policy will be finished and dispersed to staff in the early Fall of 2018 when all staff have returned for the 2018-2019 school year.
- b. Schedule with Washington State Archives to have one of their specialists come to evaluate our records room so we can utilize their knowledge to establish a cost-efficient plan. By using the Archives' expertise, we will save money. This meeting will be scheduled hopefully in November or December if the Archives have someone available then to meet with us then.
- c. Order the shelving needed to accommodate the space that will be used to store the records in a safe and secure environment. The larger locking cabinet will take at least a month to ship according to the quote we received from the company that we determined had the best pricing for what we needed. The goal is to have all our shelving on site and assembled by November or December when the Archives' expert will be on site to help evaluate our records

room and work with and educate the part time staff who will assisting with the project.

d. Bring in the part time staff who met with the Archives' experts to work an additional two hours a day in January, February and possibly March of 2019 to help organize the current records and determine if any need to be destroyed. Once the records have been organized and purged they will then be placed and inventoried on the new shelving that will have been installed by December 2018.

If we stay on this schedule or close to it, we will have our project of organizing the File room by May 31, 2019 complete. Once the project is complete the response time to public records requests will easily be reduced in half. Requests from the Department of Retirement Systems will be much easier and faster to complete in a timely manner once all boxes are organized on the shelves and inventoried and clearly marked.

What is the cost-breakdown/budget (including quotes) for your project?

Five heavy duty shelves - with estimated tax and shipping \$300 a piece for a total of \$1500.00.

One heavy duty locking storage shelf for personnel files - with estimated tax and shipping \$3500.00.

Salary for part time staff who will be assisting - \$10,000.00

WSA compliant Record boxes - \$200.00

Records destruction - \$500.00

New entry door handle with lock - \$50.00

Miscellaneous dollars for any unexpected cost overruns - \$500.00

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

We will need at least 5 heavy duty storage shelves and one heavy duty locking storage unit for the personnel files. Even though we will be reducing some of our records with destruction and transfer, we will be expanding our storage space in an additional room connected to our current file room. For future files and the files that have not yet been moved into storage due to lack the of space, we will need the shelving for this room.

Even with the destruction and transfer of records we anticipate the need for at least 25 boxes for additional files that have not yet been moved to the file room due to the lack of space.

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

The Records Officer will be supervising and assisting throughout the project by developing the schedule, hiring the most qualified part time staff, working with vendors who will be destroying records, working with State Archive experts that will help consult and advise on a plan.

The part time staff will meet with the Records Officer and the State Archive expert at the beginning of the project to learn what our needs are, learn the plan and their duties. The part time staff will be inventorying the boxes, assisting with removing the records that have met their retention limit, document the destruction of records that qualify, assisting with organizing and labeling the records appropriately so they can be easily identified. Once the records are purged, organized and inventoried, the part time staff will then be responsible for placing the boxes on the new shelves in a neat and chronological order so the boxes are safely stored and protected and the files will be easily accessible and identifiable for staff who have records requests.

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

We expect to see a vast improvement in response time to public requests due to our records being organized, filed in chronological order, appropriately labeled, and each box will have it's own place on the shelf and not have to be stacked on the floor or two deep on a shelf. When a records request is received the information requested will be faster and easier to find so the request can be responded to right away.

Currently our records are not protected from flooding because we have several boxes directly placed on the floor or our storeroom. This project will drastically increase the protection of public records from damage. The records will

also be more secure because we will be able to lock sensitive files in their own cabinet and limit the access to them to only authorized personnel.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

Our storage costs will be reduced from destroying and transferring records that have met their retention period because we will be on an organized destruction schedule. This schedule will allow us to not have to pay additional destruction costs to vendors because records will be destroyed in a timely fashion and not accumulate to large amounts. By destroying or transferring records and following the formal and written policy for retaining records that the Records Office will disperse to staff, we will not incur additional costs with the need to expand our file room, the need for more shelving or help from temporary staff.

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

We will have appointed a Records Officer who will limit the access to the file room so the storage of records can be monitored more closely. The Records Officer will develop a formal written policy and procedures for managing and retaining records that all staff will receive. The staff who will be appointed to assisting with the storage of records in the future will receive training from a State Archives expert so records will be organized and be protected and stored properly.

Amount Funded: \$15,000

Snohomish, City of

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

For the past twenty years, the process at Snohomish City Hall has been for employees to gather and box up any and all of their dated documents, place the documents in various boxes in no particular order or date format, and relocate the boxes to the basement at City Hall never to be seen again. Occasionally, the boxes are placed near the department's designated storage area, although this is not always the case. When a public records request is received for paper records, the search involves rummaging through countless boxes in hopes the requested document(s) can be located. I have found discarded office supplies and other debris within boxes marked as project files, and have located various documents stored within incorrectly labeled boxes. Following what is typically a time intensive search, I then ask (plead) with staff to see if they can help locate the requested paper documents either at or around their work areas or see if they can try and determine which box in the basement it may have been filed in. The search invariably evolves into a miserable scavenger hunt, which is costly in time to staff and to the City's taxpayers. More often than not, the five-day turnaround time to respond to PR requests turns into many weeks. I am seldom confident once documents have been located that I have provided the requestor with all the records they have requested. This affects the City's credibility and transparency - especially when the requestor has personal knowledge of a document I was not able to provide. It truly is unprofessional and embarrassing. Requestors should feel confident they have received all responsive documents after a diligent and competent search has been made. Currently, this is not the case.

What is your basic plan/project schedule to complete the work by May 31, 2019?

- Develop processes and procedures for departments to transfer and document records in the basement storage area and provide training to designated department record coordinators on the new policies and procedures.
- Work with designated department record coordinators from Planning, Parks and Facilities, Clerks Office, Engineering and Finance to identify and document paper records currently in basement storage for onsite retention, destruction or transfer to the State for storage. Additionally identify where electronic copies of records exist that could be used for reference eliminating the need to retain paper copies of records or allow paper copies to be transferred to the State for long term or archival storage.
- Work with the State to document and transfer records to the State for long term and archival storage.

- Records coordinators will have the ongoing responsibility for completing their department's inventory list and for identifying all records prior to relocating records into the basement storage area.
- Along with creating an inventory all records, a storage area map will be developed to easily locate records.

What is the cost-breakdown/budget (including quotes) for your project?

Temporary staff/consultant/staffing: \$35,000
Shelving: \$3,000
Boxes: \$2,500
Total: \$42,000

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

- Approximately twenty Heavy Duty Shelves 36"W x 24"D x 72"H with 4 Shelves
- 150 storage boxes

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

Staff:

- Work with each department to identify all records and determine retention or transfer of existing records stored in basement.
- Move boxes to specific areas labeled for destruction, continuing review and transfer
- The Records Coordinators will have the ongoing responsibility for completing their department's Excel spreadsheets
- identifying all records prior to transferring those records into the basement storage area

Staff/Consultant:

- Develop processes and procedures for departments to transfer and document records in basement storage and provide training to designated department record coordinators on new policies and procedures.
- Work with designated department record coordinators from Planning, Clerks Office, Parks and Facilities, Engineering and Finance to identify and document paper records currently in basement storage for onsite retention, destruction or transfer to the State for storage.
- Work with the State to document and transfer records to the State for long term and archival storage.
- Develop and implement a New Citywide written Records Management Program, with Employee Training materials.

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

Implementing written processes and procedures for transferring, storing and locating thousands of documents within the basement storage area will improve PRR response times exponentially. I expect a two week search can be expedited to two days in most cases.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

None. We store the City records on-site.

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

The Records Coordinators will have the ongoing responsibility for completing their department's Excel spreadsheets - identifying all records prior to transferring those records into the basement storage area. I will have a master inventory sheet and will monitor and oversee/approve the transfer and storage of documents and ensure that retention schedules are met for regular destruction of paper records.

Amount Funded: \$8,300

Snohomish County Department of Parks, Recreation and Tourism

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The Snohomish County Department of Parks, Recreation and Tourism has been in existence as a department since 1963, but holds property dating back to the early 1900's. The department has moved offices 7 times since its establishment, allowing the planning section and its records to grow without being well organized. The Planning Section of the department has a 55 year backlog of records that are in need of reorganization.

Poor organization and lack of an index or filing system has led to long response time of several days to weeks when trying to locate old paper records. In addition, many of the old capital projects records are made of materials such as blueprints or other paper types that are vulnerable to degradation from, mold, paper mites, rodents, light bleaching etc. and should be scanned and permanently archived. Finally, planning and maintenance staff have often had difficulty locating needed records in a timely manner.

Between 2013 and 2018, public records requests have increased significantly. Public records specialist staff time spent on processing requests and searching for records increased from a few hours per month to greater than 30% of total work time. The total number of Parks Department public records requests where responsive records were found varied from 39 - 187 between 2013 and 2018.

Organizing records by park facility, indexing and establishing a space to safely store and process records prior to long term archiving or conversion to digital form at a later time is a high priority.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The proposed project scope of work and schedule are listed below. The set of standard size records and oversized records to be organized, indexed and processed include:

1. Approximately 3,269 plan sets, drawings and other large format files of various sizes and materials
2. Approximately 446 bank boxes of mixed records

Scope of Work

1. Develop records management system for capital projects related records. System shall be based on applicable records series from Washington State Records Retention Schedule and department business practices.
2. Organize records by park facility, records type & records retention DAN.
3. Identify duplicate records, records beyond retention and records that have no business or historic value. Prepare destruction logs for these records and send them to be shredded at Snohomish County records center.
4. Index records to be kept based on retention, business needs, and historic/archival needs.
5. Prepare records for archiving at Snohomish County archives.
6. Prepare archival records that are no longer needed by the Parks Department that have enduring historic value (GS50-06F-02) to transfer to the Washington State Archives.

Schedule

October Advertise temporary project position, screen candidates, and hire project position.

November Complete hiring process (approximately 45 days)

December (1) Develop proposed records management system for planning section capital projects records and seek approval from planning staff,

(2) Implement system and begin organizing records by park facility and by Washington State Retention Schedule.

(3) Begin indexing records to be retained,

(4) Begin identifying records past retention to be destroyed,

(5) Begin flagging records to be sent to Washington State Archives or Snohomish County Central Archives.

January (1) Continue December (1-3) tasks,

(2) Begin work on training and procedures for planning staff so that new capital projects are correctly archived upon completion and transfer.

February Continue work.

March Continue work.

April (1) Begin to send records indexed for future scanning to County Archives for storage,

(2) Begin sending records flagged for destruction to County Records Center for shredding,

(3) Schedule evaluation by State Archive Staff of records flagged as being of enduring historic or archival value and begin evaluation,

(4) Submit draft of planning staff training and checklist for approval by management, edit as needed, and schedule training of staff.

May (1) Complete tasks and wrap up,

(2) Write short summary of accomplishments, lessons learned and any tasks left undone,

(3) Complete grant survey and documentation for reimbursement.

What is the cost-breakdown/budget (including quotes) for your project?

October through May =

October - If grant funding awarded, start 45 day hiring process

November - 8 pay days, 2 holidays

December - 19 pay days, 2 holidays

January - 22 pay days, 1 holiday

February - 19 pay days, 1 holiday

March - 21 pay days

April - 22 pay days

May - 22 pay days, 1 holiday

$8+19 + 22+19+21+22+22=133$ days

$(133 \text{ days})(8\text{hrs/day}) = 1,064$ hours

Temporary, full time project position - 1,064 hours at \$17.14 per hour = \$18,237 plus benefits (20%) paid by Snohomish Count.

Benefits Match - $(\$18,237)(0.20) = \$3,648$

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

The Parks Department already has the shelving, cabinets, boxes, etc. that will be needed. Cabinets for standard and flat files have been acquired and the Parks Department has on-site storage for records that are frequently used. Snohomish County has its own central archive for storage of long term records prior to either destruction or transfer to the Washington State Archives.

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

The work to be completed is broken out by category below.

Month Task Staff Type

October Advertise temporary project position, screen candidates, and hire project position. Parks Department Staff

November Complete hiring process (approximately 45 days) Parks Department Staff

December (1) Develop proposed records management system for planning section capital projects records and seek approval from planning staff, Project Position, Parks Department Staff, County Archives Staff

(2) Implement system and begin organizing records by park facility and by Washington State Retention Schedule, Project Position, Parks Department Staff

(3) Begin indexing records to be retained, Project Position, Parks Department Staff, County Archives Staff

(4) Begin identifying records to be destroyed, Project Position, Parks Department Staff, County Archives Staff

(5) Begin flagging records to be sent to Washington State Archives or Snohomish County Central Archives. Project Position, Parks Department Staff, County Archives Staff, Washing State Archives Staff

January (1) Continue December (1-3) tasks, Project Position, Parks Department Staff, County Archives Staff, Washing State Archives Staff

(2) Begin work on training and procedures for planning staff so that new capital projects are correctly archived upon completion and transfer. Project Position, Parks Department Staff

February Continue work. Project Position, Parks Department Staff, County Archives Staff, Washing State Archives Staff

March Continue work. Project Position, Parks Department Staff, County Archives Staff, Washing State Archives Staff

April (1) Begin to send records indexed for future scanning to County Archives for storage, Project Position, Parks Department Staff, County Archives Staff

(2) Begin sending records flagged for destruction to County Records Center for shredding, Project Position, Parks

Department Staff, County Archives Staff

(3) Schedule evaluation by State Archive Staff of records flagged as being of enduring historic or archival value and begin evaluation, Project Position, Parks Department Staff, County Archives Staff, Washing State Archives Staff

(4) Submit draft of planning staff training and checklist for approval by management, edit as needed, and schedule training of staff. Project Position, Parks Department Staff & Management

May (1) Complete tasks and wrap up, Project Position, Parks Department Staff

(2) Write short summary of accomplishments, lessons learned and any tasks left undone, Project Position, Parks Department Staff

(3) Complete grant survey and documentation for reimbursement. Parks Department Staff

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

The public records requests that are assigned to the Parks Department can be divided into two groups; general county wide requests where the department has few records, and requests that mostly relate to the Parks Department. For public records requests that relate directly to Parks Department capital projects, response time to locate and produce non-redacted records currently takes approximately 30 - 90 days depending on the complexity of the request and staff workload. After the Parks Department completes the process of organizing and indexing its capital projects records, the response time could be reduced to as little as 5 days or less, depending on overall staff work load. If this goal can be achieved, it would be an important improvement in efficiency because relevant records could be provided within the five day window of response required by the Public Records Act.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The Parks Department currently stores all of its physical records onsite in three office locations where it is the custodial agent of each site. There are no direct costs associated with the storage of physical records. The space currently used for storage of paper records could be better used for other purposes.

Area of Planning Section is approximately 1,400 square feet. Approximately 20% of that space is used for physical records storage.

$$(1,400\text{sf})(0.20) = 280\text{sf}$$

Area of the Admin Storage building is approximately 1,398 square feet. Approximately 30% is used for physical records storage.

$$(1398\text{sf})(0.30) = 420\text{sf}$$

$$280 + 420 = 700\text{sf}$$

$$(700\text{sf})(\$12.00/\text{sf}) = \$8,400.00$$

Archiving some records in the County archives, destroying records that are not needed for business purposes and also past retention and storing records digitally could potentially save approximately \$8,400 dollars per year. Cost savings also can also be achieved by not storing records that are born as digital records in paper form.

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

The following training and procedures will be developed and refined in more detail by the new project position and implemented by planning staff after approval by management:

1. A checklist will be developed for the steps to be taken when new planning files are added to the archives. The checklist will cover both paper and digital records and guide planning staff through the process of organizing records to be kept and or destroyed based on the retention schedule and business needs.
2. The existing indexing system used for drawings and plan-sets will be expanded and refined to include all capital project planning related records to be archived.
3. A filing system based on (1) park facility, (2) records type, and (3) retention schedule will be developed by the project position and planning staff and implemented by planning staff.
4. A check-out/check-in system will be developed by the project position and planning staff and implemented by planning staff for records to be checked out for business needs so that these records are returned and refiled correctly.
5. Records that should be retained longer than the life of a capital project shall be converted to digital form where

possible and the paper originals either transferred to the archives or destroyed per current state law and county policy.

6. A training program and guide will be drafted by the project position and planning staff and implemented by planning staff.

Amount Funded: \$18,300

South Whidbey School District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Our District Office storage room (that is roughly taking a third of our total work space in the district office) is filled with binders and boxes of records that need to be reviewed and organized. Worse yet, above these records is a 10,000 gallon water tank. We must protect the records. All of the boxes and binders need to be reviewed to determine what we need to keep and protect in case of disaster. We need to identify the essential records. We need to determine what is archival and can be sent to Washington State Archives, then send them to Archives. We have shelves and boxes of pension-retirement records that have been kept over the years. There are so many records and some are duplicates. We need to determine which of these records must be retained to satisfy the Records Retention Schedules and which are duplicated or unnecessary. The benefits specialists have changed over the years and different programs, record keeping and retention were used. We need to go through each of these binders and determine what can be destroyed and then organize, and prepare for digitalization, the records that can be scanned so that we can eventually scan and toss. We need to get the boxes off of the ground to avoid moisture issues and disasters.

Each time our payroll and benefits specialist receives an inquiry (which come at least 2-3 times a month) for past employee benefits records, she is searching for five to twenty-four hours and more trying to find the information she needs. This single benefits specialist is our payroll specialist as well. Being a small district, we only have one person who monthly manages timesheets, prepares, executes and distributes monthly payroll, manages and administers the complete district benefit program, reconciles the appropriate payment of all payroll relating to vendors, manages and implements the new employee orientation of payroll, retirement and benefits information, manages all leave programs, manages and monitors all employee accident reports and claims, prepares and submits accurate and timely payment of federal payroll taxes and reporting, manages the district COBRA, researches the existing and new legislation to enforce District adherence to the requirements and coordinates updated benefits between the different programs. As such her time is limited and the five to twenty-four hours needed to find the records is difficult to find in her valuable time. Sometimes it takes going onto a ladder and risking her safety. Sometimes as she leans in to grab one binder, the boxes piled in the center go tumbling. Employee benefits records for retirement and pension verification must be retained for sixty (60) years after separation for the agency or one hundred (100) years after employee's date of birth (DAN GS 2017-009 Rev 0). We have at least a dozen shelves of payroll and benefits records that were kept by multiple employees that held this position. Over the years the records have changed (type of reports) and the method of printing and binding the records have changed (see photos for examples), yet they are all piled on our limited shelves. We need to focus this grant application on organizing these records that have a very long retention period and are often requested.

Over the last five years, The South Whidbey School District was plagued by the constant requestor who costed the district approximately \$400,000 in legal fees and settlement costs. Often his request had staff searching for the single document that was known of but location not determined. These public records requests have led to hundreds of staff hours in search of documents, thousands of dollars in attorney's fees, battles in court cases, settlement fees and multiple issues of stress and strain. See attached statement from Sue Terhar and list of records requests.

We must gain control of retained current records, have a system for organizing these records. The goal is to reduce

the records to only those that need to be retained in the district. We must confirm that every kept record is marked with their DAN number and destruction date. Our future goal is to digitize those records that need to be kept long term and eventually purchase the ECM technology that will allow us to search through these records quickly, retain them and destroy them efficiently.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Prior to receiving notice of whether or not we receive the grant, we plan to look into the Payroll and Benefits records to determine which records we need to keep and which we can destroy due to duplicity in records keeping. Additionally, we archived school board minutes per DAN number GS50-05A-13 Rev.2. We have other departments going through their records that are in the file room to determine their DAN numbers, and mark them with their destruction dates.

Once we find out if we received the grant, we can purchase the items needed to organize the file room. This will include the file boxes, shelves and file cabinets. We can hire temporary staff to assist with the project. They will need to be trained on the process of pulling the records, marking them with DAN numbers and destruction dates. Then they can take the records that are needed for Payroll - Benefits and organize the more recent years in accessible filing cabinets marked with dates for easier access. The older records that we cannot fit into the cabinets and are less likely to be pulled for requests, can be boxed in and reshelved clearly marked with the years of the records, DAN numbers and destruction dates on the outside for ease of management and destruction.

The work will be managed by the public records coordinator with assistance of temporary help to focus on getting the project done by May 31, 2019.

We have attended the Archives Seminars on "How to Apply for a Local Grant, Records Management 101" and other webinars. Additionally, we have spoken with the Washington State Archives and have had Molly Rooney over to the South Whidbey School District to advise us on better records management. In addition, we have attended Enterprise Content Management webinars and vendor fairs. We have consulted with Leslie Turner who originally worked with the Washington Archives and now works for FreeDoc.

We have approximately 350 payroll binders and another 50 payroll bounded reports that are in boxes on the ground and double shelved on existing wooden shelves. It is essential that we determine from these binders and reports what is required for record keeping. We expect that much of it will need to be kept since they are different reports of the needed payroll and benefits documentation. Thus the records will need to be stored until such time that we can scan and toss the records. After much discernment, the best strategy will be store the more recent payroll records that are needed for verifications in locked file cabinets. With the locked cabinets, we can remove the files from the back room under the dangerous water tank. There is a space that can hold two rows of six filed cabinets at the researched size. The remaining records, that are less accessed, can then be boxed and shelved on the existing shelving and on roller racks. Upon shelving the boxes, they will be organized by year so that the Payroll-Benefits Specialist can easily find them. Once shelved, plastic sheeting will then be hung over the boxes to protect them from any possible water leakage.

What is the cost-breakdown/budget (including quotes) for your project?

See Attachments for quotes

Additional professional shred destruction services \$52/bin pick x 12 pick ups - \$624

Vertical 4 drawer file cabinets with locks - \$254.17ea plus tax = approx \$276.28/ea x 12 = \$3,315.36 (two rows of 6)

Bankers Boxes for Storage - Medium duty - 30 pack for \$74.99 plus tax = approximately \$81.51 x 7 packs for 210 boxes = \$570.57

Commercial heavy duty storage racks on wheels. The racks will be able to store up to 216 bankers boxes and be able to be rolled out if needed to do an emergency. - \$89.99 plus tax = approximately \$97.82/each x 12 racks = \$1,173.83

Waterproof plastic sheeting to protect the boxes under the water tank in the case of a leak - 10 x 25 = \$20.49 plus tax = approximately \$22 x 3 packages = \$66

Temporary staff at \$15.00 per hour at approximately 950 hours = \$14, 250.00

Total expenditure = approximately \$19,999.76

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

We have approximately 350 payroll binders and another 50 payroll bounded reports that are in boxes on the ground and double shelved on existing wooden shelves. It is essential that we determine from these binders and reports what is required for record keeping. We expect that much of it will need to be kept since they are different reports of the needed payroll and benefits documentation. Thus the records will need to be stored until such time that we can scan and toss the records. After much discernment, the best strategy will be store the more recent payroll records that are needed for verifications in locked file cabinets. With the locked cabinets, we can remove the files from the back room under the dangerous water tank. There is a space that can hold two rows of six filed cabinets at the researched size. The remaining records, that are less accessed, can then be boxed and shelved on the existing shelving and on roller racks. Upon shelving the boxes, they will be organized by year so that the Payroll-Benefits Specialist can easily find them. Once shelved, plastic sheeting will then be hung over the boxes to protect them from any possible water leakage.

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

The work will be managed by the public records coordinator with assistance of temporary help to focus on getting the project done by May 31, 2019. Staff are being trained to address and manage the records they have in their possession.

With this grant and proposed solution, the South Whidbey School District will be better able to follow the Washington Attorney General's model rules for public disclosure. Per WAC 44-14-03004 and RCW 42.56.100, the South Whidbey School District as a State Agency, must "protect public records from damage or disorganization." This solution will allow the district to organize, inventory and manage the existing records with great care so that they can be better available to the public in any public records request.

This proposed solution reflects the Washington Archives ten leading practices for records management. The South Whidbey School District has assigned the responsibility of managing and retaining their records to the Superintendent and her assistant Kristina Macarro. The district has SWSD Policy 4040 (linked here) in place for public access to district records. The district has purchased the adobe software for better redaction of records. The district hopes to someday purchase electronic content management software to allow for scanning and tossing of records with long retention periods and to better manage, retain and destroy records. The District understands the retention requirements and has provided training and tools for the district staff to use best practices in creating, maintaining, providing and destroying their records. Records retention, destruction and training documents are available for staff to use at their convenience. See PowerPoint training linked here. See SWSD storage labels linked here. See SWSD records destruction notice linked here.

This proposed solution will assist the District to better inventory and organize their records. It may only make a single dent, but by addressing the records that need to be kept the longest, it will make an important dent. The district keeps the state archival records retention schedules online for all staff to be able to locate and organize their records. We have seen more organization each year. School Board minutes have been transferred to the Washington State Archives. More and more records are being reviewed and destroyed as allowed by the schedules. The process is underway.

This proposal will assist with preparing for a disaster that we feel could be caused by water. Water is our biggest risk at this time. By getting these records out from under the water tank, in protective file cabinets and on rolling racks, there is a greater chance of protection.

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

By inventorying, organizing and reducing the numbers of records (through destruction), we will improve our response time to public records requests. Due to movement in the South Whidbey School District (closure of buildings due to decreased enrollment), the records have been moved from their place of origin without inventory and organization. The District did not have knowledge of the retention schedules and thus records were kept sometimes indefinitely.

Unfortunately, due to some challenging, taxing and expensive public records requests, the district has learned the necessity of following the retention schedules. This is a large priority for the district. With a declining enrollment, the budget precludes large investments toward records organization. This grant will jump start the district's organization and allow the district to continue the organization process started.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The South Whidbey School District has a limited amount of available storage space for District records that need to be kept confidential and retained for many years. By inventorying the records and transferring/destroying records that are past their retention period, the space is open to the better organization of the records that must be kept.

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

To prevent the file room from becoming disorganized again, all who use the room are trained to use the SWSD Record Box labels so that all can see what the box of records is, when it was created, when it can be destroyed and what the DAN number is for keeping record of the destruction. We have already seen the benefits of this process with the Accounts Payable, Special Education and Business files. We are continuing to train and remind our staff on the necessities of best practices in records management. This is a priority for the district. We do not want to have the same problems we have had in the past. We want to be able to answer our public records requests quickly and efficiently while maintaining accuracy. This proposal will assist with this goal.

Amount Funded: \$20,000

Spokane Police Department

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The Spokane Police Department has over 3,800 boxes stored off-site and additional boxes stored on-site in working areas (see photos of working area storage attached), many of which are past their retention. However, there has been no process in place to regularly purge these documents. While requests for records past their retention are more infrequent, they do make-up approximately 5% of requests each year. These requests also take longer to process as the records are not easily accessible. Using the information submitted for the JLARC audit, requests that are past their retention took approximately 146 days to fulfill, while other requests took an average of 57 days to fulfill. Getting our paper records in order would allow us to destroy those that are past retention and scan those that are archival for quicker access in the event of a public records request.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Phase 1: Clean-Up of Working Area (see photos)

Estimated time to complete: 1 month

We have recently implemented a "scan and toss" policy that is in line with the Washington State Archives' requirements (see attached City Policy and Spokane Police Department's policy, section 806.1.7).

Most of the boxes in this area have already been scanned, however, mixed into the boxes are archival items (homicide, sex crime and missing persons) that need to be set aside and properly indexed/stored. The bulk of the work in Phase 1 will consist of finding these documents. Other items, that are non-archival and have already been scanned, will be destroyed.

Phase 2: Clean-Up of Off-Site Inventory

Estimated time to complete: 7 months

Working in groups of 15-20 boxes, we will begin to bring back records that have been stored off-site. The majority of these records are past their retention and thus can be quite burdensome in the event of public records requests. The records past their retention will be logged and destroyed; the archival records will be scanned (for easier access in the event of a public records request) and then indexed/stored.

What is the cost-breakdown/budget (including quotes) for your project?

Cost Breakdown:

Temporary Staff: \$16.66/hour x 1,280 hours \$21,324.80

Shredding Bins: \$4.48/bin x 160 days \$716.80

Total Costs: \$22,041.60

To hire temporary staff, we will use the Police Records Specialist hiring list that was recently created by the City of Spokane's Civil Service Commission. Using this list will not only speed up the time it will take to hire temporary staff, but it also allows us to make a permanent hire should we have an opening when the project ends.

To destroy the records, we will use our existing shredding contract with DeVries. The cost is \$4.48 per bin. I have estimated our shredding needs during the eight months of the project to be one bin per working day.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Our total number of boxes will be reduced from this project, resulting in no new boxes needed.

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

During Phase 1 of the project, the temporary staff will be sorting through the boxes housed in Records North, looking for archival records. The archival records will then need to be properly indexed/stored. The other records have already been scanned and met the requirements of the "Scan & Toss" policy.

During Phase 2, the temporary staff will determine if the records have passed retention and will create destruction logs for items that are shredded. Again, archival items will be properly indexed/stored.

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

Using the information submitted for the JLARC audit, requests that are past their retention took approximately 146 days to fulfill, while other requests took an average of 57 days to fulfill. Getting rid of the backlog of records would not only save time for the citizens to receive their requests, but would also result in a staff time savings of approximately \$10,983.11.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

Spokane Police Department currently pays \$6,468 per year storing records off-site, many of which are past their retention period. Based on the boxes recently sorted, I would estimate the percentage of archival records we can expect to find in those boxes to be around 5%. This would result in a storage cost reduction of \$6,144.60 per year.

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

1. Scan & Toss Policy (please see attached). Using the State Archives requirements, the Spokane Police Department has implemented a "scan and toss" policy. Previously, we were generating a banker's box per week of scanned documents. With this new policy in place, the amount of physical records will be greatly reduced to only those items that have been designated as archival.
2. Scanning Procedure: At the time the Records are received, we will now be immediately designating them as archival and indexing/storing as such. This will eliminate the painful process of sorting records in the future.
3. Electronic Records: The items that have been scanned, will need to be purged once they hit their retention. We have recently set-up some automatic purge schedules (for example, our GovQA program in which public records are distributed holds those redacted requests for 2 years and then purges them). However, we are still working on a way to electronically designate the police cases that need to be retained due to archival status so that manual purging will no longer be needed. This portion is a longer term project for us. However, once we are able to get ahead of the paper records we will have more staff time available for electronic records destruction.

Amount Funded: \$20,000

Steilacoom Historical School District No. 1

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Our school district's paper records are stored in two separate buildings that are full of dilapidated shelves and partially broken filing cabinets. The shelving structures in our main warehouse are make-shift plywood shelves, and are piled high with unorganized boxes that are often inadequately labeled (or sometimes not labeled at all). The second building we use to store departmental files originally was used for district-level office space; these offices contain a few old filing cabinets that are used for some documents, but most records are stored in boxes that are piled on the floor sometimes 5-6 boxes high and 2 boxes deep. Additionally, as district staffing needs grow, we want to use those office spaces for their original purposes of housing staff, not boxes.

Because we have two locations in which we store our records, several departments have boxes piled in both locations. When a public records request comes in, it first takes some investigative work to determine which location has the relevant group of boxes, then it takes additional time to un-pile the boxes and/or dig through records to find the documents. Because many of the boxes are falling apart and very little is inventoried, searching for historical records adds additional challenges. To add to the frustration, neither of these locations have dedicated tables or workspaces; most often staff must sit on the floor to look through the boxes, or else transport them back to the District Office building across the street and a block away to search for relevant documents.

Additionally, our school buildings are currently housing the bulk of their own historical records; many of the administrative records have long-since met their retention periods, but the student files require longer storage. The schools are running out of room for these records, but they cannot send them to us because we don't have the capacity to store them or to properly identify them for destruction. Consequently, inactive student records are housed in 7 different locations, not one central location.

The district averages one public records request per month (not counting FERPA requests). The request content and number of records varies and each must be responded to. The lack of an effective and efficient records retention system has hindered the process of timely request responses. The Public Records Officer (PRO) is also the Superintendent's Executive Assistant and the district Public Information Officer. The PRO is responsible for responding to each records request, working with the department the records involve, and meeting the request in a timely manner. This person is responsible for the redaction and tracking of all public records requests. The staff time varies from 8 hours per month to 40 hours per month, depending on the request, and it is an unfunded mandate.

Finally, because of our district's long history (we are the oldest school district in the state with records and artifacts over 100 years old), we are incredibly concerned with ensuring the safety of our historical treasures; they need to either be properly stored or donated to local museums or the Washington State Archives. Unfortunately, we don't know really know what we have or where things are located. We are a small school district that, historically, has not had the funding to properly maintain our records.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The need to create a viable Records Retention program for our district, including cleaning out and organizing our current storage locations (the two buildings on District Office property plus the individual school sites), has been an acknowledged problem for the past 10 years; unfortunately, our district staff has not had the capacity to dedicate time or funding to this problem. Only in the last 2-1/2 years have we started making a concerted effort to create and establish long-term solutions. Our staff have visited the Washington State Archives and the North Thurston Archives & Records facility to learn more about best practices and see how a neighboring district manages their retention program. We are very excited to put those practices and organizational structures into place for our district!

In early 2016 one of our staff members was tasked with spending a couple hours a week to develop a plan for records retention and destruction; this was not a dedicated Records Management position, but instead additional duties to her existing job at the District Office. Nevertheless, since 2016 our District has established and started our Records Retention program, which includes identifying, documenting, and destroying records that have met their retention. Unfortunately, our backlog is so large and unorganized that one staff member spending a couple hours per week does not have the capacity to get caught up to a point where we can systematically care for our district records.

We submitted an application to the Local Records Grant Round 1 because we saw the perfect opportunity to ask for the funding that would allow us to hire additional help for the backlog and provide proper storage shelving and boxes for the continuation of our records management program. Although we were not awarded funding from Round 1, we invited Ms. Aly Brown from the Washington State Archives to visit with us in early June 2018 to help us prepare for the Round 2 application - after reviewing our initial grant application and taking a tour of our storage facilities, she provided advice for both our Round 2 application and for improvements to our records retention program.

Once our district has organized and destroyed our current backlog of records, we will be able to absorb the duties of maintaining our Records Retention program with our existing staff.

To complete our organizational plan by May 31, 2019, we have identified 3 phases through which we will accomplish our goals (Phases 1a-1d can be done concurrently). We have already started on Phases 1a-1d using district resources; we felt it necessary to get started now in order to stay on track for a May 2019 deadline. Receiving funding from the Local Records Grant will allow us to complete Phase 1, and move on to Phases 2 & 3.

PHASE 1a - Identify, verify, document & destroy boxes/records already marked for destruction in our main storage location/warehouse. This will clear out physical space to accomplish our other phases.

PHASE 1b - Identify, verify, document & destroy boxes/records that are not already marked for destruction but have met their retention schedule. This includes logging these records on our Retention Log and creating Records Labels for boxes for future retention/destruction purposes.

PHASE 1c - Identify and physically group district-level department records in assigned sections of the warehouse; create a map/legend of the warehouse. This will assist with locating records for Public Records Requests.

PHASE 1d - Identify records and artifacts that have met their retention but have intrinsic historical value; these can be documented and either sent to the Washington State Archives or (as appropriate) gifted to local museums or historical societies.

o Timeframe for Phase 1: July 2018 to November 2018

PHASE 2 - Purchase and install shelving, tables, chairs & bookcases in main storage warehouse. Physically re-locate boxes/records marked for retention that are currently stored in our second storage location and at school buildings. As these boxes are brought over to our newly-organized main storage warehouse, we will identify, verify, document & destroy those boxes/records that have met their retention schedule, and store those that have not met their retention on the new shelves.

o Timeframe for Phase 2: November 2018 to May 2019

PHASE 3 - Implement our established Records Retention system of identifying, logging, storing, rotating & destroying district and school records according to their retention schedules.

o Timeframe for Phase 3: Ongoing; will be fully-operational May 2019

What is the cost-breakdown/budget (including quotes) for your project?

Staffing:

Temporary Staff - (non-district employees) 512 hours @ \$12/hour (2 temporary staff persons @ 4 hrs/day, 8 days/month, for 8 months Oct-May) = \$6,150

Shredding:

Records Destruction Services - LeMay Mobile Shredding - 3 pallets @ \$320/pallet = \$960

Boxes, etc.:

Archival Boxes - Washington State Archives - 300 boxes @ \$3.27/ea = \$980

Bar Code Labels - 2 rolls (1000 per roll) @ \$350/ea = \$700 (plus tax)

Archive Box Labels - 2 pkgs @ \$37/pkg = \$80 (plus tax)

Furniture:

Metal Shelving - 30" x 69" x 84" (4 shelves/unit) - 16 units @ \$325/ea + shipping = \$8,000 (plus tax)

Work Table - 30 x 60 - 1 table @ \$580/ea + shipping = \$700 (plus tax)

Work Chairs - 2 padded folding chairs @ \$40/ea = \$80 (plus tax)

Metal Bookcase - 78 - 2 bookcases @ \$225/ea + shipping = \$650 (plus tax)

Utility Cart - Rubbermaid 2-Shelf 43.9 x 25.9 x 33.3 = \$350 (plus tax)

Step Stool - 2 @ \$100/ea = \$200 (plus tax)

Estimated tax on taxable items as noted @ 10% = \$1,100

ESTIMATED TOTAL ALL ITEMS (INCLUDING ESTIMATED TAX) = \$19,950

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

Our proposal calls for the purchase of 16 metal shelving units, each with 4 shelves. Each shelving unit can hold 80 archival document boxes. We calculate that this will serve the records management needs of our entire district, allowing us to keep all department and school records in a central, organized location. This will provide us enough shelving room to maintain a system to receive new records and rotate out records that have met retention and can be shredded. It also allows enough room to store records with longer retention schedules. Using existing filing cabinets, we will be able to meet the needs of housing vertical files with longer retention periods (student files, etc.).

Additionally, when we have cleared out room in our main storage warehouse by destroying the boxes that have met retention and organized our remaining document boxes on our new shelves, we will have the ability to create a dedicated workspace for records management processes as well as public records request research. We have included a table, chairs, and bookcases in our proposal to facilitate these tasks.

We propose to purchase 300 archival document boxes from the Washington State Archives for both permanent and temporary storage. Currently, our records are not in archival boxes, and those will be destroyed/ repurposed as their contents are identified, inventoried, and either shredded or re-housed into archival boxes. Once everything is re-housed, the archival boxes used for temporary storage can be re-used until they are no longer sturdy. In the long-term, we will be able to absorb the cost of purchasing additional needed archival boxes in our District budget.

With a bar code system tied to our Records Retention Log, we will be able to easily identify the box number of desired documents, then quickly locate them on our new shelving units, which will also be numbered to track box storage locations. In the long term, we will be able to absorb the cost of purchasing additional box labels and bar codes in our District budget.

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

Our district has identified a staff member to act as Project Coordinator; she has a Master's Degree in Public History, with an emphasis in Archives and Records Management, and has previously worked as an archivist. The Project Coordinator will train and directly supervise the temporary staff who are hired to carry out the tasks of records identification, documentation, re-housing, and/or marking for destruction. The temporary staff may also be tasked with subbing for our Project Coordinator in her regular district duties if she needs to focus on more technical aspects of records review, etc. In this proposal, we are asking for funding to cover 2 temporary staff people working 4 hours/day, 8 days/month, for 8 months (from October to May). We anticipate that the dedication of temporary staff for 8 months, plus the training and oversight provided by our district employee serving as Project Coordinator, will be sufficient to clean up our backlog of records (identifying those for destruction and those whose retention has not yet been met) so that we can fully implement our Records Retention program incorporating all district departments and schools.

The quote from LeMay Mobile Shredding is for secure shredding services for records that have meet their retention

schedules. We currently have space to hold about 3 pallets worth of boxes awaiting shredding - this is amount in our quote. In the long term, we will be able to absorb future shredding expenses in our District budget.

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

Receiving this grant will help us work towards properly creating and maintaining an organized records management system for our district, both physically, and with an inventoried database. It will also allow us to store all records in one central storage location rather than in two storage buildings plus the individual schools. By centralizing our district records, we can use the freed-up space in our second storage location to house district staff offices. Moving records out of the schools will also free up storage and office space in those facilities. Being a small school district, our District Office staff is already stretched thin to accomplish our daily tasks - taking the time to search for records adds additional stress to our workload. Having a records management system that is physically organized and inventoried will allow us to more effectively access our institutional records, which will allow us to: more quickly respond to Public Records Requests and other requests for historical employee and student information; dispose of records that have met retention, thus making more room for more current records; and locate, identify, and care for records and documents with historical value. We are looking not only to make sense of our current chaos, but to maintain proper records management practices from this point forward.

A sustainable system is one of organization and continuous maintenance. Attaining an effective, efficient records retention structure will ensure a successful process in the future.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We do not anticipate a reduction in storage costs per se after the destruction of our records that have met their retention periods. What will happen, however, is the spaces that are currently being used for unnecessary storage of old documents in our school buildings and our district office property will be cleared out and put to more appropriate uses, including office spaces, work spaces for classified staff, and temporary storage spaces for school building consumables.

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

Although our district has recognized a need for establishing a records retention program for over a decade, our first efforts only began about five years ago; unfortunately, very little progress was made. Over the last 2-1/2 years these efforts have intensified, and we have established a Records Retention program, but we still lack the assets and staff time to attack our backlog of records. We have dedicated time, staff, and money to begin fixing our current organizational problem, but our largest hurdle continues to be getting to a point where we can move forward with maintaining our system, rather than struggling against an overwhelming backlog. Even though we were not awarded funding from the Local Records Grant Round 1, our District Administrators approved the hiring of two temporary summer positions to continue our efforts of completing Phases 1a-1d as outlined in "About the Project" section above (Question 1). Receiving funding from the Local Records Grant Round 2 will give us the injection of funds necessary to hire temporary staff and purchase shelving and workspace furniture, which will help us accomplish our goals of eliminating our backlog so we can focus on maintaining our current records. Once that happens, our District is dedicated to budgeting for additional supplies (boxes, labels, etc.) and shredding services as needed. The District has also incorporated Records Management duties to an existing District level staff person (she is the project coordinator for this grant application and has post-secondary training in Archives and Records Management), and she will provide necessary training to additional staff assigned to future records management duties.

Amount Funded: \$20,000

Tenino School District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The records causing the largest concern consist of payroll records dated from 1984-Present, Student Records dating back from the early 1900's, and Grant files from 1964-2010. They are currently housed at our District Office, as well as in all of our school buildings and the district archive room. We experienced a large amount of turnover in key positions throughout the district. The change of Principals at the High School, Middle School and Elementary School created a large of movement and displacement of records as new Admin came in and moved offices, redecorated, and reassigned staff etc. As retirement and resignations in the High School and Middle School Registrar and office positions occurred and new replacements were hired, these replacements were reluctant to purge or move any records as they were still new in their positions and trying to learn their jobs. This also created a back log of records. The district had a central archives room, but as the movement of Admin and offices began, the records room was quickly filled with overflow from the buildings. As a result, the district office was forced to hold records within our office, rather than cycle it out to the building.

Elementary Schools: File cabinets and boxes that will be consolidated into approximately 15 boxes of both student and financial records.

Middle School: File cabinets and boxes that will be consolidated into approximately 10 boxes of both student and financial records.

High School: File cabinets and boxes that will be consolidated into approximately 15 boxes of both student and financial records.

District Office: Bound Ledgers, boxes and file cabinets that will be consolidated into approximately 50 boxes HR/Payroll and other financial records.

The problem outlined above is problematic in two ways. It hinders our ability to respond to requests for student record and past employees because the records are not easily accessible as they are in various locations and conditions. Approximately 10 student requests and 20 personnel data requests are received annually for records dating back several years. These requests can take up to 2 weeks to respond to which then requires further response and documentation by the district to the requesting party to comply with the public records act. Additionally, annual district audits have resulted in requests for records dating back over five years. Roughly half of these records could be produced within the first week. Several were not recovered until after the completion of the audit. The other problem is the protection of these records from loss or damage. Currently the records in the buildings are not secure as they are housed in multiple buildings, cabinets, boxes and shelves. With ongoing renovation projects in the district and classrooms being moved annually to accommodate class sizes, the records run the risk of being displaced, or damaged by construction materials. The records at the district office are kept in cabinets within the district board room that is frequently rented out to community groups for meetings. These cabinets are secured by small, thin locks that could easily be tampered with. None of the areas are adequately fire proofed.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The district has good ground work and a solid basis to build a plan. The ground work the district has already completed consists of the following:

The district hired temporary staff throughout the summer to begin sorting, assessing and labeling records that had been previously sent to the archives room in disarray.

The district hired a temporary staff person who worked sporadically during the 17/18 school year to assess and catalog the HR and financial records in the district office. This person also spent several hours reading retention schedules, attending trainings sponsored by the WA State Archives, and began creating documentation resources for our staff. She was also able to set up a process for the district to get the correct boxes ordered, prepare some records, and have a representative from WA State Archives come to the district and appraise and take some of our records on 2 different occasions. Strict Criteria for transferring records to the district records room has been put in place as well.

The Plan Moving Forward:

The plan will require financial resources for organizational tools as well as staff time. With budget cuts in the upcoming school year, the district will no longer have the resources to hire Pattey to continue her work. Should the district receive the grant, the plan will be as follows:

Step 1 Oct. 2 - Nov. 9, 2018: Order First round of Shelving, File System and Boxes. Assemble and Store for Step 2.

Temp Staff time for assembly:

Staff 1: 3 days, 4 hours per day (12 hours)

Step 2 Oct. 15 - Nov. 30, 2018: Temporary staff member will review and reorganize records in the district file room. Some records are currently in rows of numerous file cabinets, all alphabetical. In addition, files are stacked on top of file cabinets. Other records are boxed and labeled correctly, but without proper shelving, are just stacked in rows on the floor. This makes them all susceptible to loss or damage from water leaks from the nearby cafeteria. The staff member will pull the records in the file cabinets to organize them in a new system that will separate them first by time period, then alphabetically. Older records that are not likely to be accessed will be boxed, labeled and shelved accordingly. Records that are still accessed will be filed in a new file system that is easier to access and take up less space than the file cabinets. Records that are already boxed, labeled and awaiting destruction date will be stored on commercial grade shelving that is taller to utilize more space. This will help keep the file room organized in the future as files to be rotated out to destruction or transfer will be clearly labeled and easily accessible. Staff member will consult the WA State Archives manual, help desk and any other available WA State Archives resources as questions arise. Temp Staff Time:

Staff 1: 6 Weeks, 4 days per week, 5 hours per day (120 Hours)

Staff 2: 6 Weeks, 4 days per week, 2.5 hours per day (60 Hours)

Step 3: Dec. 3 - Jan. 4 Temporary Staff will complete the work in the district board room to pull out and review, organize and label the payroll, HR, and Financial Records to prepare them for storing in the organized file room. Most records are cataloged, but need sorted, labeled and moved to the district record room for safety and organization. Temp Staff time:

Staff 1: 4 Weeks, 4 Days per week, 5 hours per day (80 Hours)

Step 4: Jan 7 - Mar. 29 Temporary Staff work with each school building to prepare their records for archival in the district file room. Records will be reviewed to see if archival, destruction, or transfer to WA State Archives is needed. Records that are within the timeline to be destroyed or transferred will be given priority. They will be cataloged, labeled and sent out. Next records determined to be eligible to be stored in the district file room will be labeled and a work order sent to maintenance to move the records. They will then be moved and stored in the newly organized space in the district records room. Staff member will consult the WA State Archives manual, help desk and any other available WA State Archives resources as questions arise. Temp Staff Time:

Staff 1: 4 buildings, 3 weeks per Building, 4 Days per week, 5 hours per day (240 Hours)

Step 5: Review Space needs and determine if more materials are needed. If so, order more materials.

Estimated Project Completion, April 1, 2019.

What is the cost-breakdown/budget (including quotes) for your project?

Supplies

(1) Double Deep Mobile Slide Shelving, 10' 10" Wide x 2' 2-1/2' x 6' 9-3/4" High \$3,282

(1) Roll Down Lockable Cover for Mobile Shelving Unit \$2,927

(3) Husky Welded 90x90x24 - Five Shelf Welded Steel Shelving Unit \$627

(60) Records Storage Boxes - \$178.20

Staff Time

Total of 512 Hours x \$13.00 Per hour \$6,656

Total Budget \$13,670.20

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

(1) Double Deep Mobile Slide Shelving, 10' 10" Wide x 2' 2-1/2' x 6' 9-3/4" High

(1) Roll Down Lockable Cover for Mobile Shelving Unit

(3) Husky Welded 90x90x24 - Five Shelf Welded Steel Shelving Unit

(60) Records Storage Boxes

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

Reviewing Records for possible archive, destruction or retention
Assembling boxes
Assembling Shelving and File System
Labeling and Boxing Records
Organizing and Moving Records to File room
Creating new filing system from File cabinets taking up space

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

Public Records will be significantly safer from loss, theft or damage as they will be stored in a central facility that is locked and well organized. With the organization of the file room, records will be well labeled, cataloged and easy to access. Public requests will be processed in under a week.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

No Reduction in storage costs are expected as all records are stored onsite. However, if the storage is not better organized through the help of this grant, the district will begin to incur storage expenses in the future as classroom spaces are at a minimum.

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

This is not grant funded, but outlines the commitment by the district to ensure the problem being addressed does not reoccur. A district representative at the District Office, and two from the buildings (1 elementary and 1 Secondary) will be appointed to the District Archive and Records committee. These three staff members will attend training and mentor and train the remaining staff. The district holds monthly professional development for Clerical staff from all the buildings and District Office. Twice annually, in March and November, the mentors will train clerical on accessing the archives manual, retention schedules, and properly labeling and archiving records. District procedures for storing records, preparing records for movement to the file room will also be reviewed. The timing of this training is strategic, allowing use of the spring (April) and Winter (December) breaks for working in their respective buildings on maintaining their files. The district has also recently begun utilizing online systems to reduce paper in many areas. Students now enroll online, applicants apply online, and some timesheets have been moved to online entry. Payroll and A/P stations also have scanners on desks to help scan and upload files to our Student Records and Financial Software. In the future, the district hopes to apply for more grants to digitize many of the older records. By organizing the records in the file room, the district hopes to be better poised to scan all the necessary records should future grant opportunities arise to do so. This will help keep the file room from overflowing again.

Amount Funded: \$13,700

Thurston 911 Communications (TCOMM911)

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

As a newly formed organization (2011), TCOMM has accumulated seven years' worth of paper records, without formal records management procedures. Currently, our records are stored in our basement without any sense of structure and the shelving units have been overloaded, causing them to warp, bend, and break. Several boxes are located on the floor and are constantly being moved so that staff can access other records. Boxes on the shelves are difficult to reach as they are stacked in front and on top of each other. The top shelf is difficult to access safely as the boxes are cumbersome. The chaos causes a strain for employees when they are attempting to locate a specific record. Most boxes are unlabeled, and the records are extremely unorganized. Related documents can be found in multiple boxes and a single box can contain unrelated documents with varying retention schedules. As a result, we are unable to efficiently locate specific records, which could delay our response to public records requests.

What is your basic plan/project schedule to complete the work by May 31, 2019?

The broken shelving units will be removed from the records storage area at the beginning of January, 2019 to make room for the new shelving units. Once the area has been cleared, the new shelving units will be installed. At the same time, we will begin auditing our current records to purge documents that are no longer needed. Starting in February 2019, we will then organize the remaining files per records retention schedule. The total project is expected to be completed prior to April 2019.

What is the cost-breakdown/budget (including quotes) for your project?

1 Box Sharpies \$12/box Total: \$12.00
4 Boxes Manilla Folders \$20/box Total: \$80.00
4 Banker Boxes \$65/30 boxes Total: \$260.00
10 Steel Shelving Units \$96/shelf Total: \$960.00
Shipping for Shelving Units Total: \$100.00
20 Boxes Alphabetical Folders \$10/Box Total: \$200.00
3 Boxes Standard Labels \$14/Box Total: \$42.00; 1 Box of Banker Box Labels \$12/box Total: \$12.00
Project Total (including sales tax @ 8.9%): Total: \$1,815.00

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

10 Steel Shelving Units; 4 Sets of Banker Boxes (30 each)

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

Current staff will remove the broken shelving units and install the new sturdy steel shelving units. The Administrative Department will organize the records area by purging documents outside of the retention schedule as determined by the WA State Archives. Upon consulting with the WA State Archive liaison, staff will index and file required records in the newly purchased banker boxes.

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

With a newly organized records area, staff will be able to safely and quickly locate files for public records requests. The new shelving units will provide an efficient assigned storage location for each specific record. Records will be easily accessible, which will reduce staff time and eliminate the possible employee injuries due to moving heavy boxes around.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The reduction in the amount of records past their retention dates, will enable us to use newly freed storage area for necessary communications equipment.

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

A new quarterly records maintenance program will be implemented upon completion of the project. We will consult with a WA State Archives liaison to ensure compliance with proper records retention and to obtain recommendations on how to achieve quality records management. The new records procedures will be documented and each Administrative staff member will receive training on the new program for quality assurance.

Amount Funded: \$1,950

Valley Regional Fire Authority

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

Problem Statement:

The 2006 legislation allowing for the formation of regional fire authorities in Washington State was largely developed

in response to declining municipal revenue streams. Several voter-approved initiatives limited cities abilities to increase property taxes, the major revenue source for municipal fire departments. Consequently, over time, property tax limitations have taken a significant toll. Because of WA State property tax limits, the VRFA will only collect 85% of the 100% assessed valuation limit (1.00/1,000) this year. Combined with this decrease in revenue, are consistent increases in service demand, due to increases in population, and a significant increase in commercial development, including large affordable housing and assisted living facilities. This deficit has been challenging to overcome and has resulted in suspending funding for many strategic initiatives, including the full implementation of our new records storage area.

In an effort to reduce spending and become more efficient the VRFA has terminated our agreement with Iron Mountain for records storage/retrieval and have retaken responsibility for storing and managing our records. This will allow the VRFA to recover over \$5,000 annually to put toward the cost of our internal records management efforts. Subsequently, we have reclaimed space in one of our support facilities, improved the structures climate control and security systems, and installed steel rack shelving to accept and house an estimated 500 file boxes, of which 20% is past retention, that were recently delivered or are scattered throughout our 6 other facilities. This effort is a significant step in the right direction, however, the VRFA is seeking financial and professional assistance on how to best organize our file room and complete the process of destroying our obsolete records.

The VRFA has two distinct issues with regard to our public records storage - 1. Our records are not organized in a single location and are not stored in a manner that allows for quick and efficient access and 2. Our records retention practices do not comply with state retention requirements. These two issues hamper efforts to efficiently respond to records requests due to the lack of accessibility. Assistance from the State Archive Grant Program will improve the VRFA's ability to respond more efficiently to our over 350 annual public records requests, potentially saving 100's of hours per year, and will decrease our liability for records retained beyond the required retention period.

What is your basic plan/project schedule to complete the work by May 31, 2019?

Project Proposal:

Overview:

The VRFA is requesting assistance from the Washington State Archives, Local Records Grant Program, to organize our file room and create and execute deconstruction of our obsolete records. The VRFA will use grant funding to implement the following leading records management practices mandated by RCW 40.14.026 to increase the efficiency of our records system and reduce our records storage and public records request costs: 5. Retention requirements understood, 6. Records organized, 7. Records kept for the required time period, 8. Records are destroyed or transferred, and 9. Dispose of obsolete records annually.

Our request includes assistance from temporary staff to work under the direction of our current records coordinator to organize our file boxes and prepare destruction logs and transmittals for all paper and electronic records. In addition, the VRFA will contract with a local vendor for shredding services to destroy records based on the destruction log bringing us into compliance by May 1st, 2019.

Timeline: 2018

The timeline and cost breakdown listed below divulge the VRFA's plan to apply all grant funds to organize our file room and destroy obsolete records.

Prior to project start -

Request an evaluation from Washington State Archives to assist with best practices for organization of our file room and creating a destruction log

November

Hire two temporary staff members to work under the direction of the VRFA records management coordinator to re-organize our file room and identify obsolete records

December/January (19)

Separate obsolete records and prepare destruction log and transmittal

February (19)

Contact State Archives to appraise and transfer records with archival designations
March/April (19)
Destroy records and finalize reorganization

What is the cost-breakdown/budget (including quotes) for your project?

Cost-breakdown/Budget:

Shredding services 80 file boxes 11 TIPS = \$445.00, 15 large rolled plans = \$750.00

Temporary staff (2) 240 hours - \$20.00 per hour - \$4,800

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

Shelving and boxes have already been acquired and are not a part of this grant request.

List the type of work to be carried out by agency staff, temporary staff, vendors, consultants and Archives staff. Specifically, temporary staff will assist the VRFA with reviewing content in stored file boxes, verifying document retention requirements and organizing file room based on best practices. In addition, temporary staff will assist preparing documents for disposal based on the requirements of the disposal vendor. Vendors will provide shredding services and a certificate of destruction.

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

Centralizing our records storage in an organized and systematic approach will make records much more accessible. And, although it can be difficult to quantify how much time we will save it is obvious that the increase in efficiency will save countless hours annually.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

The VRFA will reduce annual cost for records retention in the amount of \$5,000 per year by bringing our records into a central location and cancelling our storage contract with Iron Mountain.

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

Organizing our records in a manner that creates fast and efficient access will result in a records management program that is more streamline and sustainable well into the future. Moreover, updating our policy and other procedural guidelines and training employees will avoid regenerating a backlog of obsolete records thus creating a reliable storage management process.

Amount Funded: \$6,000

Washougal School District

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

The Washougal School District has records for our Fiscal, Human Resource, Payroll, and Students stored across a number of building sites. We have hundreds of boxes of old records, many of which require retention for 60 to 100 years. Past practice for the Human Resources, Payroll and the Fiscal Dept has been to box up everything, and send the records to the Hathaway Elementary School basement, or the storage room in the District Office. These boxes do not have standardized descriptions, destruction dates, and some have no exterior marking at all. This causes frustration while attempting to organize and process the transfer/destruction of records that are beyond their retention period. This has increased the number of records the district is storing, leading to non-optimal storage areas being used. Other records with very long retention periods are being stored in attics, basements, and other difficult to access areas, some with very poor lighting and working conditions. The records are not readily available to respond to requests, and are vulnerable to water, pest, and degradation by humidity/temperature fluctuations by being stored in non-climate controlled areas. In order to be able to respond to public record requests, Dept. of Retirement requests, Student/Guardian and Employee requests for records, our staff must search in a variety of

different locations, resulting in long response times and possibly incomplete responses to some requests.

Public records requests received and processed through our Records Officer:

2018: 10 requests, approx 75 hours

2017: 13 requests, approx 80 hours

2016: 8 requests, approx 40 hours

2015: 8 requests, approx 35 hours

DRS research requests:

2018: 1 request, approx 1 hour

2017: 6 requests, approx 12 hours

2016: 1 request, approx 3 hours

2015: 2 requests, approx 3 hours

Records unable to locate and respond to employee request:

We are currently unable to locate timesheet boxes for all employees W-Z previous to 2011

Boxes in Hathaway Elementary School basement to be organized/labeled/destroyed:

76 boxes-hopefully can be destroyed, but must be sorted and logged for destruction

50 boxes-Fiscal-to be sorted, labeled and put on shelves

108 boxes-HR-to be sorted/organized/labeled/put on shelves or logged for destruction

38 boxes-Payroll-to be sorted-organized/labeled/put on shelves or logged for destruction

Storage room at District Office to be organized/labeled/destroyed:

53 shelves-HR-to be sorted/organized/purged/consolidated on shelves and logged for destruction

3 4-drawer file cabinets-Payroll-Timesheets to be moved to Hathaway basement to merge with other employee timesheet files

What is your basic plan/project schedule to complete the work by May 31, 2019?

Before the hiring of temporary staff to assist with the records work, the district will visit neighboring districts to see systems in place for managing large collections of school district records in a systematic fashion, learning from and sharing ideas with others in our region.

In early October, using the practices we come across in other districts, and in consultation with Ally with the Washington State Archives, we will create an organizational map of how we would like to maintain records to facilitate access, retrieval, and disposition according to the destruction timelines.

The grant will fund a temporary staff person to assist with the records work from November, 2018 to May, 2019. This temporary employee would be cross-trained in early and mid-October at district expense, to help cover the duties of and work with our permanent Human Resource, Payroll, Fiscal departments, and school secretaries. This individual would be able to provide coverage starting on November 1st, to give the regular staff uninterrupted blocks of time to set up the criteria and organizational plans needed to complete the records work. The temporary worker could then assist in the implementation of the organizational plan.

The district will conduct a more extensive cataloging of records and types of records that are being maintained in early November, to get a full scope of the work needed.

In December and January, HR staff will work to identify and label record sets, organize files by type and retention schedule, and separate items which can be destroyed after verification.

In February and March, Fiscal staff will continue the work started by HR, examining boxes and organizing HR files according to the organization map we have developed in October.

In April, the Payroll staff will work on their items in the shared storage space, continuing the work above.

Items that are not cataloged and identified in the previous three steps will be organized in May. The district will work with the temporary staff person to move items that have been identified and approved for destruction to separate them from items being preserved, and schedule destruction of those records to wrap up the grant project.

What is the cost-breakdown/budget (including quotes) for your project?

The cost of our project would be \$19,908.00. This is an estimation of payroll and benefit costs for a staff person to work at \$22.12 per hour for 30 hours per week, for around 30 weeks.

The secretarial rate of pay may be going up as of 9/1/18, depending on District/Union negotiations, so this budget may increase.

The district will fund training for the staff person, computer equipment, and other costs associated with supporting the temporary person as they begin their work providing release time for payroll and business office staff to work on cataloging and organizing records, as well as costs of extra boxes and materials to support the work.

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer).

Current shelving in our main storage area seems to be adequate, if we can begin the sorting process, and destruction for those documents that are past retention. Part of this reorganizational work would be to help us sort, label and purge documents on a cycle that makes the storage of documents more efficient and takes up less space. An overall document "system map" would allow us to quickly locate documents when a records request or other need for specific documents arises. Being more efficient in our filing would allow us to use the most secure locations for the most critical documents.

An additional 20 to 40 boxes will be needed to begin the reorganization of files into common record sets, organized according to the retention schedule to simplify the destruction of them at the end of the retention timeline.

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

While the permanent employees work to set up process/policies, organize, label, and log boxes for storage/transfer/destruction, the temporary helper would be assigned tasks like filing, answering phones, taking messages in the absence of the permanent employees. Also we would like to have the temporary helper work with us, with adequate supervision, to sort through the boxes.

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

This project will cut our response time on record requests in half, by clearly locating and identifying records that must be preserved. It will enable the district to reduce the overall number of records being maintained, and reduce our reliance on less desirable storage areas within our organization.

The project will also provide a foundation for our conversion work to migrate to electronic records. The data collection, organization mapping, and timelines we build will apply both to the paper records as well as the electronic ones we will begin scanning.

Finally, having our records better organized, cataloged, and labeled will assist us as we have staffing and responsibility changes that require new staff, simplifying the training with new people with responsibility for records, ensuring we do not end up back where we started.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We do not pay to have any off site records sites, so there would be no storage cost savings.

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

Currently our Student records and Board of Directors records have clear policy and guidelines for records retention. We will be working to achieve similar clear guidelines in our Human Resources, Payroll and the Fiscal departments.

The district has recently re-trained school secretarial staff on standardized labeling of records by type and retention periods according to the Records Retention Schedules. We will train staff in our other departments on using a similar labeling scheme. We are also working to have a shared inventory of all types of documents stored. This will assist us with planning and implementation of an electronic content management system (ECM), and help us to transition and begin scanning our long term records for digital preservation and retrieval. This ECM system will include a backup of all essential records to support our disaster preparedness and business continuity planning.

We are working to assign and train a responsible records person within each business unit. This person will maintain standards and organize the stored documents for their department within the shared document storage spaces. We have begun working with consultants from the Washington State Archives, and will continue to set up education meetings with these consultants for each of our departments.

We have started down the path of digitizing our records. We have received bids, figured out part of the funding for the equipment, and decided to start with digitizing the Human Resource documents first. As we move forward with the digitization project, we are also attempting to sort through all of the boxes and files stored in our 2 main storage areas. If we are able to get our older files organized, labeled and destroyed, we will only be adding documents to the storage area with short retention schedules.

Amount Funded: \$19,000

West Benton Fire Rescue

How is not having your paper records in order impacting your agency's ability to respond to public records requests in a timely manner or to protect records from damage?

West Benton Fire Rescue building was physically built in 1997 but West Benton Regional Fire Authority wasn't created until January 1, 2015. Establishing West Benton Regional Fire Department combined the forces of the City of Prosser's Fire Department with Benton County Fire District 3. This merge not only created additional documentation, but both of the past department documents had not archived. Currently, West Benton Fire Rescue has several storage rooms all with documentation scattered throughout. There is no indexing, boxes are breaking down, and we have stacks of paper dispersed everywhere. We are trying to correct the situation and we have started to compile records to deliver to the state archives, but this is an overwhelming task both to staff and to the West Benton Fire Rescue's budget.

Recently, the City of Prosser received West Benton Regional Fire Department's (DBA West Benton Fire Rescue / WBFR) property taxes. Even though WBFR hasn't been affiliated with the City of Prosser since 2015, all 3 properties had not been transferred into the correct name. In order to get our property taxes transferred into WBFR's name we needed to find the Quit Claim Deed for both the City of Prosser's Fire Department and Benton County Fire 3. Additionally, we needed to find the information establishing the Regional Fire Authority. After days of looking for all the of necessary paperwork we finally found the correct documentation and were able to transfer all property taxes to WBFR.

What is your basic plan/project schedule to complete the work by May 31, 2019?

We are currently in the middle of fire season but when I initially started this project in November of 2017, I was able to archive several boxes of records and shred approximately 4 trashcans full of financial records that were from the 90s.

Having additional help from another employee would be so helpful. Our 4 full-time employees are myself (administrator), the Fire Chief, the Training Captain, and the Operations Captain. I am the only employee that has some limited time to work on our records retention. I also understand the importance of an organized office and being in compliance. I believe that when the fire season is over I will have more time to work on archiving again.

What is the cost-breakdown/budget (including quotes) for your project?

Shelving - ULINE Record Storage Rack - 69 x 30 x 84" - 5 shelves at \$265 each = 1,325.00

Boxes - WSRC - 100 boxes at \$2.50/ per box = \$250.00

Destruction Services - 30 Shred-it bins at \$25.00 = \$750.00

Staffing hours - 350 hours at \$16.00/hr = \$5,600.00

Estimate the amount of shelving, boxes, etc. you will need (factor in the expected reduction of records from destruction/transfer.

Shelving - ULINE Record Storage Rack - 69 x 30 x 84" - 5 shelves at \$265 each = 1,325.00

Boxes - WSRC - 100 boxes at \$2.50/ per box \$250.00

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

Agency staff will be in charge of knowing archival compliance, establishing a records retention program, putting together a department plan, carrying boxes, labeling, and organizing.

Temporary staff would assist agency staff in carrying boxes, labeling, and organizing.

Our vendor staff would entail our shredding company - shred-it.

I don't foresee the need of a consultant.

We would use archival staff to help with transferring boxes to the State archives. Also, after we have completed this project, I would like an archivist to walk thru our program and see if there is any additional information they can offer.

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

Currently, our public records requests are typically fulfilled within a couple of days. We typically get a lot of record requests for fire incident reports where property has been destroyed. We have a lot of requests from Insurance agencies and the public on incident reports. WBFR uses the Emergency Reporting System that has cloud based archival system for storing our incident reports.

If anyone ever requested a public record like minutes, agendas, or resolutions (prior to 2015) we wouldn't know where to look for them.

What reduction in storage costs is expected from destroying/transferring records past their retention period?

We do not have any storage costs related to records retention. Transferring all records, past their retention period, would free up an entire room which would allow our department to have a sleeping quarters for our firefighters. Our goal is to have a sleeping quarters established before the end of the year.

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

We passed a records retention policy (on 5/23/18) which will ensure compliance and we just established a records retention room which will ensure organization. Once all files are transferred to one room and labeled accordingly we believe that records retention will be an easier task for upkeep.

Once our records are organized, and our records retention program is established, we would like to start scanning in information and try to implement paperless retention program.

Amount Funded: \$8,000