How to Apply for a Local Records Grant

Grant Application Basics

Goals of Program

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

About Chapter 434-670 WAC

Funding for the Program

County auditor surcharge of one dollar for each document recorded.

Who Can Apply?

Local Government Organizations

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

Grant Categories

Organize the File Room

Digital Imaging

Technology Tools

Organize the File Room Grants

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

Appropriate Applicants

Appropriate Uses

Organize the File Room Grants

Covered Costs

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

Maximum Award: $20,000

Non-Covered Costs

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

Digital Imaging Grants

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

Appropriate Applicants

Appropriate Uses

Digital Imaging Grants

Covered Costs

- Scanning and indexing services done by
  - ✓ WSA Imaging Services
  - ✓ Private Vendor

- Ideal candidates:
  - **Archival** records or records with **long-term** retention requirements
  - Frequently requested records

Maximum Award: $50,000

Non-Covered Costs

- In-house scanning projects *(see Tech Tools Grant)*

- Staff time to prepare records for digitization

- Software/hardware for managing digitized records

- Storage for digitized records

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Digitization: Factors Affecting Costs

Variety ◆ Obstacles ◆ Content ◆ Access

Technology Tools Grants

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

Appropriate Applicants

Appropriate Uses

Technology Tools Grants

Covered Costs

- Software purchase and implementation

- Hardware purchase and installation

Non-Covered Costs

- Ongoing subscription fees

- Scanning backlog *(see Digital Imaging Grant)*

- Reimbursement for work already completed or already under contract

- Equipment nonessential to the project

Maximum Award: $30,000

Questions to Consider

1. What is the **problem** you want to fix? How does it affect your agency's ability to:

   - Respond to records requests in a timely manner;

   - Redact confidential content;

   - Track records requests;

   - Capture and manage records going forward?

Questions to Consider

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

- What are the steps to the project?

- Who will perform the work?

- Have you <u>discussed it with the Archives</u>?

- What are the project costs? **(Get and include quotes/estimates)**

Questions to Consider

3. How will your project fix the problem? What are the **results** and are they **sustainable**?

- Can project be completed by the end of the grant period?

- How will you know whether the project is successful in solving the problem?

- How will you meet ongoing costs once the project is completed?

- What is the agency's plan going forward?

Grant Program Timeline

- Grant application period opens

- Archives Oversight Committee meets to review and develop recommendations for funding

- Final review and approval by Secretary of State

- Grant awards announced

- Archives staff works with awardees to finalize contracts

Secretary of State

Grant Program Process

During selection process, preference will be given to:

- Applicants with a demonstrated need

- Projects which improve public records retention, records management, and public disclosure

- Smaller agencies

Secretary of State

Grant Fund Disbursement

How will grant funds be disbursed?

- Grant program is operated on reimbursement basis

- Awardees purchase products/services as outlined in approved award; receive reimbursement after completing the terms of the contract

Secretary of State

Steps to Apply

Visit:

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

Questions?

Phone: (360) 586-4901

recordsmanagement@sos.wa.gov

Stay Informed:

Subscribe to Local Government Updates

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

Secretary of State

Washington State Archives

Free consultation, training, advice

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Secretary of State
Kim Wyman