



Local Records Grants: About the Local Records Grant Program

Purpose: Provide guidance to local governments on Washington State Archives' Local Records Grant Program ([RCW 40.14.026](#)).

What is the purpose of the grants?

To help local governments' use of technology to improve their records retention, management and disclosure of public records.

How is the program funded?

Grants are funded by the proceeds of a surcharge when documents are recorded with county auditors.

Who can apply?

Any local government agency/entity such as counties, cities, towns, fire districts, school districts, hospital districts, port districts, public utility districts, transit authorities, other special purpose districts, etc.

Different departments and business units within counties and cities can apply separately in the same grant cycle. However, Washington State Archives encourages agencies to consider if a better solution could be found by working more cooperatively across the entire agency.

Preference for grant awards will be given to smaller local government agencies, but will also be based upon the applicant agency's need. Preference will also be given to information technology designed to improve the retention, management, and disclosure of public records.

Even though other government entities (such as state agencies, higher education, tribes, etc.) are not eligible for these grants, the Archives is still available to provide other records management assistance.

Who decides which projects will be funded?

The Secretary of State will award grants based on recommendations from the Archives Advisory Committee, a committee of county auditors, county clerks and representatives from other sectors of local government.

For more information:

<https://www.sos.wa.gov/archives/RecordsManagement/Local-Records-Grant-Program.aspx>

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

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov