



Local Records Grants: Can a Scanner be Funded by a Technology Tools Grant?

Purpose: Provide guidance to local governments on how a Technology Tools Grant can help purchase a scanner for digitizing records.

Technology Tools is one of the types of grants offered as part of Washington State Archives' Local Records Grant Program ([RCW 40.14.026](#)).

Yes – Scanners are covered by Technology Tools Grants

When to Scan Records In-house and When to Use Washington State Archives or Other Vendors

- *If an agency has a set of existing paper records or large items (such as maps, plans, etc.), it may be more cost effective to have either Washington State Archives or another vendor scan those records for the agency. Consider applying for a Digital Imaging Grant for these types of projects.*
- *If an agency is looking to improve its point-forward processes by scanning new incoming paper records, then purchasing a scanner may be the best option.*

- Agencies should clearly explain in their grant application:
 - Why scanning in-house is the more cost effective solution than using either Washington State Archives or another vendor;
 - What types of records will the agency be scanning;
 - How will having these records scanned help provide more timely responses to public records requests or help the agency retain the records for their minimum retention period;
 - How many records does the agency plan to scan per year;
 - How many sections/staff in the agency will be able to utilize this scanner;
 - Basic plan for purchasing/installing this scanner and training staff by the end of the grant period;
 - Cost-breakdown/budget for the scanner and training.

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

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