



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

Purpose: Provide guidance to local governments on how a Technology Tools Grant can help purchase redaction software.

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 – Redaction software is covered by Technology Tools Grants

- Agencies should clearly explain in their grant application:
 - How many public records requests they receive per year;
 - How many requested records require redaction per year;
 - What process/work-around is currently used to redact records for public records requests;
 - What impact in terms of response time to public records requests is caused by the lack of an adequate redaction tool;
 - How many sections/staff in the agency will be able to utilize this redaction tool;
 - Basic plan for rolling-out this tool and training staff by the end of the grant period;
 - Cost-breakdown/budget for the software, number of licenses, vendor/consultant costs and training;
 - How this software implementation project is the most cost-effective solution;
 - What improvement in response time to public records requests is expected from implementing this software;
 - How the agency is going to meet any ongoing costs (such as software licenses, etc.).

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

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