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## Local Records Grants: How a Digital Imaging Grant Can Help

**Purpose:** Provide guidance to local governments on how a Digital Imaging Grant can help with retention, management, and disclosure of public records.

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

### What Can a Digital Imaging Grant Cover?

- Digital Imaging Grants are to get a **specific set** of records digitized by a vendor so that the agency can:
  - a. **Provide more timely responses for frequently requested public records; or**
  - b. **Better manage public records which have longer minimum retention periods.**
- Agencies can choose to have their records scanned by either:
  - a. Washington State Archives; or
  - b. Another vendor.

*If you want to scan the records in-house, consider applying for a Technology Tools Grant to cover the purchase of a scanner instead.*

### Cash Match

- There is no cash match requirement for the Local Records Grant Program.

### Reimbursement

- The grant program is operated on a reimbursement basis.
- A successful applicant will purchase products/services as outlined in the approved grant award and receive reimbursement after completing the terms of the contract.

### Funding Level

*Agencies can apply for a Digital Imaging Grant of up to \$50,000.*

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

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**