



Local Records Grants: How a Technology Tools Grant Can Help

Purpose: Provide guidance to local governments on how a Technology Tools Grant can help with retention, management, and disclosure of public 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](#)).

What Can a Technology Tools Grant Cover?

- Technology Tools Grants are to get **specific hardware/software** so that the agency can:
 - a. **Provide more timely responses to public records requests; or**
 - b. **Capture, retain and manage public records for their minimum retention period.**
- Hardware can include scanners, shredders, etc.
- Software (including software as a service) can include systems for public records request tracking, redaction, capturing/managing social media/text messages/websites/etc. and enterprise content management (ECM) systems, etc.
- Necessary vendor-provided consultation/training costs can also be covered.
- Agencies will need to fund any ongoing costs (such as annual subscription/license fees, etc.).

If you have a backlog of records to scan, consider applying for a Digital Imaging Grant to have the records scanned by either Washington State Archives or another vendor 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 Technology Tools Grant of up to \$30,000.

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

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