WASHINGTON
Secretary of State
Washington State Archives

Records Management Advice
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Local Records Grants:
How Local Records Grant Applications are Scored

Purpose: Provide guidance to local records grant applicants on how their applications will be scored.

1. Severity of the problem *How challenging is it for the agency to retain and manage its records, and respond to public records requests on time?*	**Up to 25 points**

High-Range Score	•Agency cannot comply with records management and public disclosure requirements •Agency has a significant backlog of public disclosure requests and frequently requires more than 5 days to fill them •The safety and security of the agency's records is threatened by inadequate equipment and/or storage space •Records targeted by the project are frequently requested by the public and/or staff •Current state of physical records poses safety hazards for employees (pests, mold, etc.) •The problem has a significant impact on the agency's operations and/or is a significant financial burden on the agency •Agency does not have the resources to address the problem without grant funds	
Mid-Range Score	•Majority of high-range issues exist, but to a lesser extent	
Low-Range Score	•Majority of high-range issues either do not currently exist, or exist to a much lesser extent	

2. Likeliness of success *Does the plan suggest that the agency is likely to achieve their goals by the end of the grant period?*	**Up to 40 points**

High-Range Score	•Work plan is well thought out, clearly addresses the problem, and is realistic and reasonable. The plan aligns with Washington State Archives and Attorney General's Office recommendations. •The agency has explored low and no tech options, and the proposed plan is the most cost-effective option •The parameters of the project are clearly defined. The project addresses a specific set of records or problem and can reasonably be done within the grant period. •The agency demonstrates awareness of public records requirements and best practices •Project is appropriate for the agency's current needs, and is in line with long term public records goals •The plan was developed in consultation with State Archives or Attorney General's Office •The agency has completed all necessary prep work for the project	
Mid-Range Score	•Majority of high-range issues exist, but to a lesser extent	
Low-Range Score	•Majority of high-range issues either do not currently exist, or exist to a much lesser extent	

3. Impact on the public and the agency *How significant will the impact of the project be for the public and the agency?*	**Up to 25 points**

High-Range Score	•Project improves safety and security of public records and the working environment •Project improves public access to frequently requested public records •Project improves agency business processes and cost-effectiveness •Project protects the agency from risk and liability	
Mid-Range Score	•Majority of high-range issues exist, but to a lesser extent	
Low-Range Score	•Majority of high-range issues either do not currently exist, or exist to a much lesser extent	

4. Small Agency Preference *Points may be awarded to small agencies (based on FTEs and population served) to correct for needs outpacing their capacity to improve information technology systems for public record retention, management, and disclosure.*	**Up to 10 points**

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

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