



These are the questions that agencies will need to answer as part of their application for a Digital Imaging Grant.

Public Records Disclosure and Management Statistics

- How many public disclosure requests (PDRs) does your agency receive annually? Please give the average over the last three years.
 - Fewer than 50 PDRs
 - Fewer than 100 PDRs
 - Fewer than 500 PDRs
 - Fewer than 1,000 PDRs
 - Fewer than 5,000 PDRs
 - More than 5,000 PDRs

- How many staff hours, on average, does your agency spend responding to PDRs annually? Please give the average over the last three years.
 - Less than 50 staff hours
 - Less than 250 staff hours
 - Less than 500 staff hours
 - Less than 1,000 staff hours
 - Less than 5,000 staff hours
 - More than 5,000 staff hours

- How many staff hours, on average, does it take to fulfill each PDR?
 - Less than 30 minutes
 - Less than 1 staff hour
 - Less than 2 staff hours
 - Less than 5 staff hours
 - Less than 10 staff hours
 - More than 10 staff hours

- How many requests, over the last three years, have taken staff *over five days* to fulfill?
 - Fewer than 50
 - Fewer than 100
 - Fewer than 250
 - Fewer than 500
 - Fewer than 1,000
 - Fewer than 5,000
 - More than 5,000

- How much does your agency spend fulfilling PDRs? Please give the average cost over the last three years including employee pay and legal fees.
 - Less than \$1,000
 - Less than \$25,000



- Less than \$100,000
 - Less than \$250,000
 - Less than \$500,000
 - Less than \$1,000,000
 - More than \$1,000,000
- How much does your agency spend annually on storage and records destruction costs combined? Please give the *average* cost over the last three years.
- Less than \$1,000
 - Less than \$25,000
 - Less than \$100,000
 - Less than \$250,000
 - Less than \$500,000
 - Less than \$1,000,000
 - More than \$1,000,000
- How many staff are responsible for responding to PDRs as their primary responsibility?
- Zero Full-Time Equivalent (FTEs)
 - We have dedicated staff, but less than one FTE
 - One FTE
 - More than one, but fewer than ten FTEs
 - Ten or more FTEs
- How many staff are responsible for managing records retention and destruction as their primary responsibility?
- Zero FTEs
 - We have dedicated staff, but less than one FTE
 - One FTE
 - More than one, but fewer than ten FTEs
 - Ten or more FTEs
- Does your agency have a grant writer on staff?
- We do not have a grant writer
 - We have someone who serves as our grant writer part-time
 - We have someone who serves as our grant writer full-time
 - We have more than one full-time grant writer
 - Other – Please explain
- Which of the following technology tools does your agency currently have?
- Enterprise content management (ECM)
 - PDR management
 - PDR management with a public facing portal
 - Social media capture



- Text message capture
- Redaction software
- Document sharing software
- Large format scanners (documents 11"x17" and larger)
- Standard size scanners (documents up to 8.5"x14")
- Commercial shredder
- Other – Please explain

Local Records Grant Application – Digital Imaging

- How much money are you requesting?
- Will this amount cover the entire project?
 - Yes
 - No
- If not, how much additional funding will your agency contribute to complete the project?
- If you were offered a lower amount than requested, would you still accept the award and go through with the project? (This usually only happens when one or more of the expenses requested are ineligible for funding.)
 - Yes
 - No
- Will this project be funded in-house if you don't receive a grant?
 - Yes
 - No
 - Maybe/Unsure
- What type(s) of records will be digitized?
 - Records Title
 - DAN
 - Volume
 - Archival Designation
 - Essential Designation
 - Retention
 - # of years until retention is met
 - Frequency of internal reference
 - Frequency of PDRs
- What is the total quantity of paper records you are planning to have digitized?
 - None
 - Less than 10 cubic feet
 - Less than 25 cubic feet



- Less than 50 cubic feet
 - Less than 75 cubic feet
 - Less than 100 cubic feet
 - More than 100 cubic feet
- What is the total quantity of microfilm records you are planning to have digitized?
- None
 - Less than 1 cubic foot
 - Less than 3 cubic feet
 - Less than 5 cubic feet
 - Less than 7 cubic feet
 - Less than 10 cubic feet
 - More than 10 cubic feet
- How will the vendor label the digital images? Do you have an index or inventory of these records that can be used to search for records in order to cut down on indexing costs through the vendor?
- Have these records been reviewed for their retention value? Are there records within these files that have already met their retention, or have a shorter retention than the main records to be imaged?
- What vendor(s) will digitize your records? (You must have a vendor already chosen before submitting this application.) Include a vendor quote for the cost of imaging these records in your application.
- These grants cannot be used to cover work already done, products already purchased, or contracts already signed. Have you already purchased or signed a contract for any products or services that you plan to cover with this grant?
- No
 - Yes (Choosing “Yes” will disqualify your application)
- What types of media will you be digitizing through this project?
- Paper (letter sized - 8.5x11 inches)
 - Paper (legal - 8.5x14 inches, or tabloid sized -11x17 inches)
 - Paper (larger than 11x17 inches)
 - Microfilm (reels/cartridges)
 - Microfiche (sheets)
 - Photographs
 - Audio cassettes
 - Video tapes
 - Other – please explain
- What concerns are you hoping to address with this project? How will this project solve or alleviate these issues?



- Our leadership or governing body has asked our agency to transition to a paperless work process.
 - We want to transfer our archival paper records to the Washington State Archives, but do not want to transfer the paper unless we have digital access copies.
 - We are struggling to keep our paper records organized and indexed. This has made records difficult to locate for internal needs or public records requests, and has prevented regular disposition of records that have met their retention.
 - We have a mobile or hybrid workforce that needs remote access to our records.
 - We are moving to a new building and will have less physical storage space.
 - We are running out of physical storage space and have had to store records off-site in other buildings, off-site with a records storage vendor, in spaces with no climate control, and/or in spaces with other environmental hazards.
 - Some of our records are too fragile to handle and we are concerned that regular handling will cause our paper records to deteriorate until they are no longer usable.
 - We are concerned about environmental hazards (e.g. pests, flooding, mold, etc.) and/or potential disasters that could damage or destroy paper records.
 - We have oversized records that are a challenge to provide access to.
 - We have physical records on media types (e.g. cassette tapes, microfilm, etc.) that we do not have the technology to read.
 - Our agency has a large backlog of records that we inherited from another jurisdiction, or programs that were dissolved. We have taken on responsibility for providing services to these records and need to access them in order to continue services to their customers, and/or we have taken on responsibility for retaining and providing public access to the former jurisdiction's records.
 - Other concerns not mentioned above.
- Do you intend to transfer paper and/or digital copies of archival records to the Washington State Archives after imaging?
- Paper copies:
 - Yes
 - No
 - Digital copies:
 - Yes
 - No
- Do you intend to destroy paper copies of non-archival records after imaging?
- Yes
 - No
- Will your vendor destroy the records after scanning? If so, how will you ensure that quality control checks are done on the images before the records are destroyed?
- How will you ensure that the records are scanned according to the [Requirements for the Destruction of Non-Archival Paper Records after Imaging \("Scanning and Tossing"\)](#)?



- Are these same records still being created and received in paper format or has the agency already moved to a paperless process for these records? If the process is not completely paperless yet, what steps will you take to ensure that paper records won't pile back up?
- How do you intend to manage the digital files created through this project? (e.g. shared drive, jump drive, ECM, etc.)
- In preparation for this project, have you used any of the following resources?
 - Washington State Archives training
 - Washington State Archives consultation
 - Had a draft of the application reviewed by Washington State Archives before submission
 - Records and Information Management (RIM) training from another organization
 - RIM consultation from another organization
 - Previous Local Records Grant recipient (For instance, using an Organize the File Room grant to prepare records for imaging, etc.)
 - Other – Please explain
 - None of these