



These are the questions that agencies will need to answer as part of their application for a Technology Tools 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 – Technology Tools

- 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
- Which of these best describes your project?
 - Purchasing completely new software/hardware for use by the entire agency
 - Purchasing completely new software/hardware as a pilot project for use by select staff/departments
 - Purchasing additional licenses/devices to expand the use of an existing technology tool
 - Purchasing additional modules, functionalities, or services for an existing technology tool
 - Other – Please explain
- What type(s) of technology tools are you requesting?
 - 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
- What vendor(s) will you purchase this hardware/software from? (You must have a vendor already chosen before submitting this application.)
- What product(s) do you intend to purchase from each of the vendors you listed? Include quote(s) from your chosen vendor, or screenshot(s) of the product page(s).
- Does your vendor quote include consultation services specifically for records management, such as creating a file plan, determining records retention periods, etc.? (Not counting the consultation service for installation and configuration of the technology tool.)
- No
 - Yes, but we understand that our agency will need to cover this expense
- These grants cannot fund work already done, products already purchased, or contracts already signed. Have you already purchased or signed a contract for the products or services you plan to cover with this grant?
- No
 - Yes (Choosing “Yes” will disqualify your application)
- How many of your agency’s staff/departments will use this hardware/software?
- All agency staff
 - Several departments but not all
 - One or two departments
 - Public disclosure and records officers
 - Records officers and records contacts from each department
 - Other – Please explain
- Is your proposed choice of hardware/software the most cost-effective solution? What low-tech solutions have you tried?
- How do you plan to buy, install, and roll-out this new hardware/software, and train staff in using it? Please include a project timeline.
- What new procedures/training will be in place to make the best use of the tool, going forward?
- How do you plan to cover any annual subscriptions/license fees, going forward? (Grant funds can only cover the first year of subscription/license fees.)
- More grants
 - In-house funding



- What concerns are you hoping to address with this project? How will this project solve or alleviate these issues?
 - Our current hardware is dated and/or no longer meets the needs of the agency.
 - Our current software does not meet our business needs for managing, retaining, and providing access to our public records.
 - Our current software is obsolete, no longer supported by the vendor, does not provide adequate security for our information, and/or only creates and retains records in a proprietary format which may affect our continued access to our records.
 - We are struggling to keep our paper or digital 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 do not have the ability to capture and retain certain types of records (e.g. text messages, voicemails, social media, etc.)
 - We are concerned that regular handling will cause our paper records to deteriorate.
 - We are concerned about environmental hazards (e.g. pests, flooding, mold, etc.) and/or potential disasters that could damage or destroy hardware and/or paper records.
 - We have a mobile or hybrid workforce who needs remote access to our records.
 - We have oversized records and/or obsolete media formats we struggle to manage.
 - We need an in-house solution for securely destroying physical records that have met retention.
 - We're moving.
 - Other concerns not mentioned above.

- 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