

**Chapter 434-670 WAC**  
**THE WASHINGTON STATE ARCHIVES LOCAL RECORDS GRANT PROGRAM**

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**WAC**

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**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

434-670-070 Accounting. [Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-070, filed 3/3/03, effective 4/3/03.] Repealed by WSR 18-05-003, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303.

434-670-080 Other requirements. [Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-080, filed 3/3/03, effective 4/3/03.] Amended and decodified by WSR 18-05-003, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. Recodified as § 434-670-075.

434-670-090 Conflicts of interest. [Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-090, filed 3/3/03, effective 4/3/03.] Amended and decodified by WSR 18-05-003, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. Recodified as § 434-670-085.

**WAC 434-670-010 Washington state archives local records grant program.** The local records grant program, administered in the office of the secretary of state by the Washington state archives, provides financial assistance to local governments to support records management and preservation efforts, to improve records retention compliance, and to provide technology information systems that improve public records disclosure.

Local records grant program funds are provided for one-time investments and are not an ongoing source of revenue for operation or management costs. A grantee may not supplant local funding with local records grant program funding. The local records grant program is governed by this chapter and by RCW 36.22.175 and chapter 40.14 RCW.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, § 434-670-010, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-010, filed 3/3/03, effective 4/3/03.]

**WAC 434-670-020 Eligible and ineligible activities.** (1) The following activities including, but not limited to, are eligible for support through the local records grant program administered pursuant to this chapter:

- (a) Records management;
- (b) Preservation;
- (c) Conservation;
- (d) Professional consultants;
- (e) Technology hardware and/or equipment;
- (f) Software to manage public records and requests;
- (g) Reference tools;
- (h) Training needs;
- (i) Temporary personnel;
- (j) Indexing; and

(k) Planning for the activities above.

(2) The following activities, including but not limited to, are ineligible for support through the local records grant program administered pursuant to this chapter:

- (a) Projects already completed;
- (b) Expenses incurred prior to the grant period;
- (c) Existing/permanent staff positions;
- (d) Equipment nonessential to the project;
- (e) Capital improvements to buildings;
- (f) Payments to lobbyists;
- (g) Hospitality expenses; and
- (h) Prizes/awards.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, § 434-670-020, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-020, filed 3/3/03, effective 4/3/03.]

**WAC 434-670-030 Eligibility.** Local government agencies, include every county, city, town, municipal corporation, quasi-municipal corporation, special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, are eligible to apply for local records grant program grants under this chapter.

Preference will be given to smaller local government agencies based upon applicant agency's need and to information technology demonstration projects designed to improve public records retention, records management, and public disclosure. Entities other than local governments, such as individuals, state agencies, federal agencies, and private organizations are ineligible.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, § 434-670-030, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-030, filed 3/3/03, effective 4/3/03.]

**WAC 434-670-040 Evaluation of proposals.** (1) Washington state archives staff will review applications for completeness, conformity to application requirements, soundness of budget, relevancy to the objectives of the local records grant program, and potential for wide-spread citizen use, research value and value for ongoing governmental operations of the proposed project including improvements to existing operations. The proposal may be returned to the applicant institution for further development or clarification, prior to application deadline.

(2) An analysis will be prepared by the Washington state archives for each complete application and forwarded to the archives oversight committee established by RCW 40.14.027. The committee will review the applications in an open public meeting and make funding recommendations to the secretary of state.

(3) The office of the secretary of state will notify the applicant in writing as to whether the proposal has been funded or rejected.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, § 434-670-040, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-040, filed 3/3/03, effective 4/3/03.]

**WAC 434-670-050 Local records grant program application requirements.** In order to be complete, an application must include:

- (1) Identification of the local government entity;
- (2) Project personnel;
- (3) Description of the project (goals, objectives, and final results);
- (4) An analysis of the project plan;
- (5) Documentary evidence for the need of the project (photos, testimonies, etc.) if applicable;
- (6) A timetable;
- (7) A funding description that includes:
  - (a) A budget layout and explanation;
  - (b) The need for outside funding; and
  - (c) Availability of sustaining funds.
- (8) Evaluation of results:
  - (a) How will the project be measured a success or failure; and
  - (b) How will the project improve records management, retention practices, and the ability to respond to public disclosure requests.
- (9) Authorization, including:
  - (a) Being signed and dated by a proper official;
  - (b) Identification of the application preparer.
- (10) Support material, including:
  - (a) Brief biography and description of the grant-related duties for grant project personnel, consultants, volunteers, etc.;
  - (b) Identification of necessary services, equipment, supplies, etc.; and
  - (c) Other relevant information.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, § 434-670-050, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-050, filed 3/3/03, effective 4/3/03.]

**WAC 434-670-060 Local records grant calendar.** (1) Local records grant program grants will be awarded annually on the state fiscal year cycle (July - June) and must be completed in the awarded biennium, or fiscal year if awarded for the second half of the biennium.

(2) The local records grant program application and reporting schedule will be approved and published by the archives oversight committee for each grant cycle.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, § 434-670-060, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-060, filed 3/3/03, effective 4/3/03.]

**WAC 434-670-075 Other requirements.** Specific requirements for the Washington state archives local records grant program are:

(1) Archives staff may visit the worksite for review at any time during the project.

(2) Unless otherwise approved, grants will be cost-reimbursement grants.

(3) Proposed changes in the approved grant must be submitted in writing to the Washington state archives, local records grant program.

(4) The archives must be notified of any changes in personnel impacting the approved grant.

(5) In the case of default by the grantee, the local records grant program grant will be revoked and all unused funds may be distributed for use by other grantees. The Washington state archives will notify the grantee of default in writing.

(6) The grantee shall submit a final report and participate in a survey.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, amended and recodified as § 434-670-075, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-080, filed 3/3/03, effective 4/3/03.]

**WAC 434-670-085 Conflicts of interest.** (1) The Washington state archives oversight committee will not consider a proposal where a committee member derives compensation from the proposed local records grant program grant.

(2) A committee member shall abstain from reviewing or voting on proposals if she/he is directly or indirectly connected with a proposed project through employment at the same government agency.

[Statutory Authority: RCW 40.14.020(6), 36.22.175(1), and chapter 40.14 RCW, as amended by 2017 c 303. WSR 18-05-003, amended and recodified as § 434-670-085, filed 2/7/18, effective 3/10/18. Statutory Authority: RCW 36.22.175(1). WSR 03-06-069, § 434-670-090, filed 3/3/03, effective 4/3/03.]