

The approved revision reallocated the funds but did not exceed the original award amount.

Examples of changes are:

The Town of Skykomish was awarded \$8,000 for shelving and supplies. The first of June it became apparent that in order to complete the project they would need to hire temporary help. They had underestimated the amount of personnel time it would take for their project. Since the grant did not have any money awarded for personnel it required a revision to their budget.

In another case, the City of Shelton had several factors come in to play during the course of their grant. It dealt with unforeseen personnel issues and reduction in space available for shelving. As each issue arose the grant recipient was in contact with their Regional Archivist who assisted in finding solutions and alternatives.

The City of Ritzville had their city clerk leave in late May, which left the remaining staff to finish the project they had not been involved in. The Eastern Regional staff stepped in and assisted in completing the inventory and getting records ready for disposition or move to their new location.

The pilot year grant recipients, as a result of the grant program, have a great start to implementing records management policies and procedures in their agencies. Many agencies were able to identify and dispose of records series that were being held long past their retention period. Other archival records were transferred to local archives branches, freeing up much needed storage space.

The time necessary to administer the program is an issue that needs further review. In order to continue successfully and move into a full fledged grant cycle I believe that it will require having at least one half FTE that can handle the added number of grants (double+), monitor the quarterly reports, and deal with other issues that may arise during the 18 month cycle.

The new 2003-05 Local Records Grant cycle was published May 16th on the Secretary of State web site, in the Courthouse Journal, and on MRSC's website. The announcement was also sent to the Association of Cities, Washington Fire Commissioners Association and the Washington Association of School Business Officials.

For my part, as the grant coordinator, I could not be happier with the successful outcome of this pilot year.

Respectfully submitted by

Sherry Bays, Eastern Regional Archivist and Grant Coordinator