

Local Government Records Management Improvement Fund (LGRMIF)

Final Report for Educational Uses Projects

Project Number:

Local Government Name:

Project Director:

Date:

Each grant recipient must submit, as part of this report, a copy of any teaching materials, informational brochures, workshops packets or any other materials produced as part of this project. In addition, a list of all teachers participating in this project, including their name, address, school name, and the grade discipline they teach, must accompany the final report.

1. Identify each local government, as well as other records repositories, whose records were used for this project.
2. If you hired consultants, describe their roles and the services and products they provided as part of the project.
3. Indicate the number of teachers trained, the number of schools participating in your project, and the number of students instructed or expected to be instructed.
4. Indicate how teachers, school administrators and students responded to the project and its products and how these have been or will be incorporated into the curriculum.
5. Note visits and advice provided by your Regional Advisory Officer or other State Archives' staff.
6. Indicate how this project relates to any previous projects funded by the LGRMIF and how it fits into your local government's records management plan.
7. Did your local government, or other granting source, contribute funds, other than LGRMIF, to this project? Please explain.