



**Kentucky Department for Libraries and Archives**  
**Archives and Records Management Division**  
**LOCAL RECORDS PROGRAM GRANT (FY24C2)**  
**REOPEN PERIOD TIMELINE (October 1 – 31, 2023)**

**Bourbon County Clerk:**

- August 31, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 5, 2023 - Contact to set potential meetings/discussions (KDLA, email)
- October 6, 2023 - Agreement to resubmit, discussion of project specifications (Agency, email)
- October 6, 2023 - Discussion of project specs, website suggestions (KDLA, email)
- October 16, 2023 - Reminder of upcoming deadline (KDLA, email)
- October 17, 2023 - Updated grant application draft, trouble finding additional bids (Agency, email)
- October 17, 2023 - acknowledgement of draft, question regarding contact with vendors (KDLA, email)
- October 20, 2023 - submission of NO BID, question of eligibility (Agency, email)
- October 20, 2023 - request for additional information (email thread) for updated bid submission (KDLA, email)
- October 23, 2023 - submission of additional information (Agency, email)
- October 23, 2023 - review of application text, procurement issues discussion, request for all bid materials (KDLA, email)
- October 27, 2023 - question regarding requested materials, No Bid, procurement, statute discussion (Agency/KDLA, email)
- October 30, 2023 - response email from requested materials (KDLA, email)

RESUBMISSION MATERIALS - October 17/20/27

**Crittenden County Clerk:**

- September 8, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 2, 2023 - Agreement to resubmit, questions about vendors/bids (Agency, email)
- October 2, 2023 - Contact to set potential meetings/discussions (KDLA, email)
- October 2-9, 2023 - meeting logistics (Agency/KDLA, email)
- October 9, 2023 - phone call to discuss procurement (Agency/KDLA, email)
- October 16, 2023 - Reminder of upcoming deadline (KDLA, email)
- October 16, 2023 - Agency expecting updated bids within days (Agency, email)
- October 29, 2023 - resubmission of application materials (Agency, email)
- October 31, 2023 - request for bid information (Agency/KDLA, email)

RESUBMISSION MATERIALS - October 29/31, 2023

**City - Covington (Kenton County):**

- September 7, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 2, 2023 - Agreement to resubmit, questions about vendors/bids (Agency, email)
- October 2, 2023 - Contact to set potential meetings/discussions (KDLA, email)
- October 2, 2023 - meeting logistics (Agency/KDLA, email)
- October 3, 2023 - meeting to discuss project and compliance requirements (Agency/KDLA, Teams)
- October 3, 2023 - recap meeting (KDLA, email)
- October 16, 2023 - Reminder of upcoming deadline (KDLA, email)
- October 16, 2023 - response, bid opening Thursday (10.19.2023) (Agency, email)
- October 31, 2023 - Final reminder of submission date (KDLA, email)

RESUBMISSION MATERIALS - October 31, 2023

**Henry County Clerk:**

- August 28, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 2, 2023 - Agreement to resubmit, questions about vendors/bids (Agency, email)
- October 2, 2023 - Contact to set potential meetings/discussions (KDLA, email)
- October 3, 2023 - Response with name of contact at clerk office (Agency, email)
- October 3, 2023 - Response to set time of phone call (KDLA, email)
- October 3, 2023 - meeting to discuss project and compliance requirements (Agency/KDLA, phone)
- October 3, 2023 - recap meeting (KDLA, email)
- October 16, 2023 - Reminder of upcoming deadline (KDLA, email)
- October 17, 2023 - Response with concerns about finding additional bids (Agency, email)
- October 17, 2023 - Response with statutory requirements, reminder that review is available (KDLA, email)

RESUBMISSION MATERIALS - October 30/31, 2023

**Knott County Clerk:**

- September 6, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 5, 2023 - Contact to set potential meetings/discussions (KDLA, email)
- October 13, 2023 - Call to Clerk to discuss grant re-open; Clerk agrees to resubmit (Agency/KDLA, phone)
- October 15, 2023 - recap meeting (KDLA, email)
- October 16, 2023 - Reminder of upcoming deadline (KDLA, email)
- October 31, 2023 - Final reminder of submission date (KDLA, email)

RESUBMISSION MATERIALS - October 31, 2023

**Logan County Clerk (extended timeline available):**

- September 7, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 2, 2023 - Agreement to resubmit, set up meeting to discuss (Agency/KDLA, email)
- October 5, 2023 - meeting to discuss project and compliance requirements (Agency/KDLA, Teams)
- October 6-23, 2023 - additional discussions/questions (Agency/KDLA, email/phone)
- October 26, 2023 - vendor discussion (Agency/KDLA, phone)
- October 31, 2023 - final review, questions (Agency/KDLA, phone/email)

RESUBMISSION MATERIALS - October 31, 2023

**Marshall County Clerk:**

- September 8, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 5-6, 2023 - Contact to set potential meetings/discussions (Agency/KDLA, email)
- October 10, 2023 - meeting to discuss project and compliance requirements (Agency/KDLA, in-person)
- October 13, 2023 - recap meeting (KDLA, email)
- October 16, 2023 - Reminder of upcoming deadline (KDLA, email)
- October 30, 2023 - review of resubmission materials (Agency/KDLA, email)

RESUBMISSION MATERIALS - October 31, 2023

**McCracken County Sheriff**

- September 7, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 5, 2023 - Contact to set potential meetings/discussions (KDLA, email)
- October 9, 2023 - Agreement to resubmit (Agency, email)
- October 10-12, 2023 - Contact to set potential meetings/discussions (Agency/KDLA, email)
- October 13, 2023 - meeting to discuss project and compliance requirements (Agency/KDLA, in-person)
- October 17, 2023 - questions and answers (Agency/KDLA, email)
- October 31, 2023 - Final reminder of submission date (KDLA, email)

RESUBMISSION MATERIALS - October 31, 2023

**Pike County Clerk:**

- September 8, 2023 - Original Application Submission (Agency, email)
- October 2, 2023 - Reopen Period Announcement and list of compliance requirements (KDLA, email)
- October 5, 2023 - Contact to set potential meetings/discussions (KDLA, email)
- October 6, 2023 - Agreement to resubmit (Agency, email)
- October 10, 2023 - updated bid specs draft (Agency, email)
- October 10, 2023 - meeting to discuss project and compliance requirements (Agency/KDLA, Teams)
- October 16, 2023 - Reminder of upcoming deadline (KDLA, email)
- October 31, 2034 - Final reminder of submission date (KDLA, email)

RESUBMISSION MATERIALS - none submitted