



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review the Local Records Program Grants Guidelines: LRGrantGuidelines.pdf (ky.gov) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency: Logan County Clerk's Office
Applicant Name: Stacy Watkins
Applicant Title: Logan County Clerk
Primary Point of Contact: Stacy Watkins
Office Address: 229 West 3rd Street
Russellville, KY 42276
Phone Number: 270-726-6061
Email Address: stacy.watkins@ky.gov
Federal ID Number: 61-6000947

Project Summary

Total Funds Requested: \$ 68,426.73

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

The Logan County Clerk is applying for funding to purchase filing cabinets, mobile storage units, and a scanner to be housed in the Archives which holds historic Clerk records. Once completed, the Clerk will have a more organized record management system which will provide faster retrieval of documents, space to store future records, and ensure the preservation of these historical documents through modernization. Records dating back to 1792 are stored within the Archives. The Clerk's Office will supervise the requested project in conjunction with Archive Clerks, the Genealogical Society, and other agencies. With the increase of space and organization, the Clerk's Office will be able to move to the Archives: resources that fit into current groupings of records; historical records that there was previously no room for; and older modern records to make space for new and future documents at the Clerk's Office.



## Kentucky Department for Libraries and Archives Local Records Program

### **Plan of Work**

Please list the lowest bid project vendor(s) for each section.

### **Section I**

Purpose: Storage - Filing Cabinets

Vendor: ULINE

Vendor Contact: Yuliya T.

Vendor Address: 12575 Uline Dr.  
Pleasant Prairie, WI 53158

Vendor Phone and Email: 1-800-295-5510 customer.service@uline.com

Records	Date	Series	Cost
See attached 2A "Section I Continued" (1 page)			
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			0
<b>Total Section I Cost</b>			<b>\$16,152.84</b>

### **Section II**

Purpose: Storage - Roller Shelf System

Vendor: Central Business Equipment - Patterson Pope

Vendor Contact: Glen Kalley

Vendor Address: 10200 Forest Green Blvd  
Louisville, KY 40223

Vendor Phone and Email: 502-338-6356 gkalley@pattersonpoppe.com

Records	Date	Series	Cost
See attached 2A "Section II Continued" (2 pages)			
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			0
<b>Total Section II Cost</b>			<b>\$51,640.00</b>



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Section III**

Purpose: Equipment/Preservation - Humidity Control REMOVED

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section III Cost			

**Section IV**

Purpose: Equipment/Preservation - Digital Scanner

Vendor: Staples Contract & Commercial LLC

Vendor Contact: Heidi Jentz, Account Consultant

Vendor Address: 500 Staples Drive

Framingham, MA 01702

Vendor Phone and Email: 815-980-8508 heidi.jentz@staples.com

Records	Date	Series	Cost
See attached 3A "Section IV Continued" (1 page)			
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section IV Cost			

\*\* Please Attach Additional Sections, if needed\*\*



## Kentucky Department for Libraries and Archives Local Records Program

Can these records be removed from the office during the project? Yes  No  N/A

In what format do these records exist? Select all that apply.

Paper  Electronic Files  Microfilm  Microfiche  Aperture Cards  Plats

Other: Books \_\_\_\_\_

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

The project records are located in the Archives' building near the Clerk's Office. Currently, digital records and databases are backed up regularly and kept off-site. KDLA and KRS guidelines are followed to ensure that records are accessible. Both buildings are open daily and patrons can visit, call, or email requests for information. Project records are kept in a two story stone and steel building with constant 60° temperature. Records can only be accessed one at a time to avoid mix-up. Delicate records are copied or placed in plastic covers before use. Copies are only made by Clerks and are never out of a Clerk's sight while used by the public. The potential for adequate storage space exists with the improved use of current space. Neither building can be added onto, so organization and improved storage options are a must for future document storage.

### Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

The Logan County Clerk is applying for funding to purchase filing cabinets, mobile storage units, and a scanner to be housed in the Archives which holds historic Clerk records. The Archives provides storage to over 80,000 books and files with an untold number of documents within them. Filing cabinets will allow documents to be stored using half the floor space of current storage. The project will also substantially increase the total number of record books that can be stored by using stationary and mobile roller shelving units. Numerous unique and unpublished fragile documents need to be modernized for preservation. Once completed, the Clerk's Office will have a more organized record management system which will provide faster retrieval of documents, space to store current and future records, and ensure the preservation of these historical documents through modernization.



## Kentucky Department for Libraries and Archives Local Records Program

### Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

The Clerk's Office works collaboratively with the Archives to maintain past and current Logan County records. The Clerk's Office takes the lead in deciding if records are kept or disposed of based on retention schedules. Weekly, the Clerk's Office spends several hours organizing, identifying, and separating records that are active or inactive, and labeling any for destruction. There is storage for active permanent records, separate storage for active records that are set to be destroyed, and lastly, separate bins for records that have already met their retention schedule and can be destroyed. As records are moved to bins to be destroyed, the certificate of destruction is completed and filed as a permanent record. Continual training for Clerks is offered for all areas of record management, including retention and destruction.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

The Clerk's Office follows KDLA and KRS guidelines to ensure records are accessible. Any person is allowed access to records for noncommercial use. Stacy Watkins has the responsibility and is custodian of the County Clerk records stored at the Archives. Access information can be found on the County Clerks and Logan County Archives & Genealogical Society websites and is posted in each building. Both buildings are open daily and patrons can visit, call, or email requests for information. To inspect records, the Archives utilizes the Judy Lyne Research Room. Copies of records can be made for a nominal fee whether in person or by mail.

Additional information/comments:

It is our hope that through this KDLA grant the Logan County Clerk's Office can provide improved local record access to our citizens and visitors.

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

Rebecca Halbmaier, the West Kentucky Regional Administrator, made a site visit to the on July 3, 2023. We have also communicated through phone calls and emails since.

\*\*A virtual meeting was held with Rebecca Halbmaier on October 5, 2023 to discuss needed application revisions. Additional emails and phone calls have occurred since.



## Kentucky Department for Libraries and Archives Local Records Program

### Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.

Yes  No



Kentucky Department for Libraries and Archives  
Local Records Program

Attest:

Stacy Watkins  
Local Government Authorized Official Signature

Stacy Watkins  
Printed Name and Title

10-13-23  
Date

Stacy Watkins  
Official Custodian of Records

Stacy Watkins  
Printed Name and Title

10-13-23  
Date

## Section I Continued

Records	Date	Series	Cost
10 boxes Loose Mortgages (unprocessed)	1879-1927	L1343	
Loose Deed Files (43 files [1 per book] plus 24 boxes unprocessed)	1792-1950	L1323	
6 boxes Loose Road Orders (unprocessed)	1906-1921	L1225	
40 boxes Loose Fiscal Court Records (unprocessed)	1914-1941	L1505	
1 box County Farm Records (unprocessed)	1900-1909	L1221	
16 boxes Loose County Treasurer Settlements (unprocessed)	1905-1940	L2628	
2 boxes Loose Lis Pendens (unprocessed)	1942-1949	L1350	
Unrecorded Records (396 files and counting)		L1314, L1323, L5046, L5047, L5048, L5049	
3 boxes Loose School Census (unprocessed)	1906-1923	L1526	
½ box Confederate Soldier Widow's Pension Applications (unprocessed)	1912-1938	L1510	
½ box Confederate Soldier Pension Applications (unprocessed)	1912-1933	L1510	
1 box Druggist Reports (unprocessed)	1924-1933	L1372	
2 boxes Coroner Inquest (unprocessed)	1900-1919, 1960-1979	L1513	
104 boxes Guardian Settlements	1831-1903	L5048	
Loose Wills (35 file cabinet drawers)	1792-1989	L1314	Price for 30: \$14,400.00
			Tax \$914.31
			Shipping/Handling/Freight/Delivery \$838.53
			Total Section I Cost \$16,152.84



## Section II Continued

Records	Date	Series	Cost
58 Mortgage Books	1879-1939	L1344	\$39,913.00 continued
9 Land Entry Record Books	1792-1824	L1320	
1 Report of Commissioners' of Division of Land Book	1877-1930	L1328	
21 Surveyors & ProceSSIONERS Books	1796-1927	L1519	
1 District Court Deed Book	1799-1813	L1772	
2 Circuit Court Deed Books	1821-1840	L1772	
43 Deed Books A-42	1792-1868	L1317	
78 Tax Assessment Books	1985-2010	L1433	
2 Sheriff's Bond Books	1878-1977	L1371	
2 Constables Bond Books	1865-1918	L1371	
1 Tavern Keeper's Bond Book	1866-1886	L1372	
1 Coffee House Bond Book	1866-1886	L1372	
2 Public Official Bond Books	1865-1977	L1371	
93 County Court Order Books & Indexes	1792-1978	L1503	
2 Medical Register Books	1893-1985	L1507	
1 Militia Roll Book	1874-1876	L1438	
2 Registers of Candidates Books	1898-1968	L1421	
5 School Census Books	1894-1906	L1526	
1 Annual Settlement School Book	1884	L1527	
1 Superintendent of Common Schools Bond Book	1903-1906	L1371	
10 Fiscal Court Order Books	1792-1846	L1218	
8 Justice of the Peace and Notary Public Bond Books	1877-1973	L1371 & L1373	
5 Minister's Bond Books	1877-1996	L1372	
2 Ministers Return of Marriages Books	1818-1858	L1372	
1 Freedman's Declarations of Marriage Book	1866	L1247	
15 Marriage Books (Black)	1866-1918	L1234	
151 Loose Marriage Records and Parental Consents (unprocessed)	1872-1891, 1906-1977	L1238 & L1239	

Installation/Installation Supplies	\$7,526.00
Shipping/Handling/Freight/Delivery	\$4,201.00
Total Section II Cost	\$51,640.00

## Section IV Continued

Records	Date	Series	Cost
10 boxes Loose Mortgages (unprocessed)	1879-1927	L1343	
Loose Deed Files (43 files [1 per book] plus 24 boxes unprocessed)	1792-1950	L1323	
6 boxes Loose Road Orders (unprocessed)	1906-1921	L1225	
40 boxes Loose Fiscal Court Records (unprocessed)	1914-1941	L1505	
1 box County Farm Records (unprocessed)	1900-1909	L1221	
16 boxes Loose County Treasurer Settlements (unprocessed)	1905-1940	L2628	
2 boxes Loose Lis Pendens (unprocessed)	1942-1949	L1350	
Unrecorded Records (396 files and counting)		L1314, L1323, L5046, L5047, L5048, L5049	
3 boxes Loose School Census (unprocessed)	1906-1923	L1526	
½ box Confederate Soldier Widow's Pension Applications (unprocessed)	1912-1938	L1510	
½ box Confederate Soldier Pension Applications (unprocessed)	1912-1933	L1510	
1 box Druggist Reports (unprocessed)	1924-1933	L1372	
2 boxes Coroner Inquest (unprocessed)	1900-1919, 1960-1979	L1513	
104 boxes Guardian Settlements	1831-1903	L5048	
60+ boxes Final Settlements (unprocessed)	1792-1989	L5048 & L5049	
Inventory, Appraisalment & Sale Bill File (5 file cabinet drawers plus 2 boxes)	1835-1959	L5046 & L5047	
Loose Wills (35 file cabinet drawers)	1792-1989	L1314	
Loose Marriage Records and Parental Consents (151 files, unprocessed)	1872-1891, 1906-1977	L1238 & L1239	\$596.25 +\$37.64 pad
Maintenance/Service Agreement for 2 years			OPTIONAL \$62.79 3 year warranty
Shipping/Handling/Freight/Delivery			0
Total Section IV Cost			\$633.89