



**Kentucky Department for Libraries and Archives  
Archives and Records Management Division  
LOCAL RECORDS PROGRAM GRANT  
APPLICATION OVERVIEW (FY24 C2)**

**PROJECT OVERVIEW**

**Local Government Name:** McCracken County Sheriff  
**Amount Requested:** \$9,710.00  
**Amount Recommended:** \$9,710.00 (Compliance Review)  
**Proposed Project:**

- Create Digital Images
- Purchase and Repack in Storage Boxes

The McCracken County Sheriff is requesting grant funds from the Local Records Program Grant to create digital images for long-term and permanent retention records, including L4686 (Child Abuse, Adult Abuse, and Domestic Abuse Case File) and L5846 (Felony Investigation Case File (Homicide)) and to repack each set of records into new archival boxes.

**History and Specifications:**

This is the first grant request from McCracken County Sheriff.

**Section 1:**

*Create digital images.*

Child Abuse, Adult Abuse, and Domestic Abuse Case File\*  
 Felony Investigation Case File (Homicide)

L4686  
 L5846

*\*non permanent records*

**Section 2:**

*Miscellaneous Equipment (Boxes) and Reboxing of Records from Section 1*

**COMPLIANCE REVIEW**

**Review (Original Submission):**

Several sections did not receive three eligible bids (Grant Guidelines, II. Invitation for Bid Proposal and Invitation for Bid Proposal Attachment, page 6); Copy of Invitation for Bid Proposal and Invitation for Bid Proposal Attachment (Project Specs) not included (Guidelines, page 8); Copy of Advertisement not included (Guidelines, page 6); Site visits not included on bids (Guidelines, page 6).

**Review (Resubmission Materials):**

Additional bids were solicited; additional materials provided during resubmission period.

The applicant consulted with the Regional Administrator prior to application submission:

Yes  No

*The applicant corresponded via email prior to the original submission date. During the re-open period, the applicant corresponded by email and in-person. Re-open period discussions focused on project specifications and procurement and missing required documents- the original application text met compliance and administrative review and was not required to be updated.*

**LOCAL RECORDS BRANCH RECOMMENDATION**

**Project Review (725 KAR 1:050):** Section 1: "any project which seeks to improve the management and preservation of local public records"; Section 2: (7) Purchasing supplies and equipment that promote preservation of or access to archival materials, including acid-free boxes and folders, shelving, cabinets, and equipment to read microfilm.

**Priority and Urgency:** Low Priority, Low Urgency

**Project Outcomes:** Preservation, Access

**FUNDING RECOMMENDATION**

Based on Compliance Review and LRB Recommendation, the following is recommended:  
**Full funding of the proposed project.**

Scanning/Reboxing (Lowest Vendor – Info+)

\$9,710.00

**TOTAL FUNDS RECOMMENDED FOR FUNDING: \$9,710.00**