



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](mailto: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:

McCracken County Sheriff's Office

Applicant Name:  
(Records Custodian/Officer)

Ryan Normaen

Applicant Title:

Sheriff

Primary Point of Contact:

Jana King

Office Address:

300 Clarence Gaines

Paducah, KY 42003

Phone Number:  
(Including area code)

270-444-4719

Email Address:

[jking@mccrackencountyky.org](mailto:jking@mccrackencountyky.org)

Federal ID Number:

6 1 6 0 0 0 9 1 6

**Project Summary**

Total Funds Requested: \$ 43,325.00

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.

Section 1: to digitize Child Abuse/Domestic Abuse case files (L4686) and Felony Investigation case files (L5846). This will be approximately 143,000 images. These records were selected because of their long retention periods as well as the serious need for historical preservation for the community. The public has a right to review felony case files for a long period of time, many of which may have historical significance.  
Key personnel is Jana King, the McCracken County Sheriff's Office Records Clerk. Mrs. King has been and will continue to organize and identify records for preservation and destruction. The MCSO will be contributing the salary for Mrs. King and anyone else within the MCSO to complete this project and the storage of the documents. Completion of this project will make records management much more organized and preserve documents in a better format, enabling the public and law enforcement to view the records in a non-diminished state.



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**Plan of Work**

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

**Section I**

Purpose: Digitize series L4686 and L5486

Vendor: Data Records Management Solutions  
 Vendor Contact: Trystan Gurrola  
 Vendor Address: PO Box 4097  
Paducah, KY 42002  
 Vendor Phone and Email: 270-443-1610 trystan.gurrola@drms.com

Records	Date	Series	Cost
143,000 records		L4686 & L5846	40,080
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section I Cost</b>			<b>\$40,080</b>

**Section II**

Purpose: Organize records into 1 cubic foot archival boxes and label

Vendor: Data Records Management Solutions  
 Vendor Contact: Trystan Gurrola  
 Vendor Address: PO Box 4097  
Paducah, KY 42002  
 Vendor Phone and Email: 270-443-1610 trystan.gurrola@drms.com

Records	Date	Series	Cost
143,000 records		L4686 & L5846	3,245
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section II Cost</b>			<b>\$3,245</b>



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**Section III**

Purpose: \_\_\_\_\_

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

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

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

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

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

**Section IV**

Purpose: \_\_\_\_\_

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

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

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

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

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

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



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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: \_\_\_\_\_

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 majority of the records are located in an off site building. The building is heated, but not cooled, not fire resistant, with semi-adequate storage space. The building is controlled by key and cameras are in use in the area.

**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 outcome will enable the MCSO to have the records in a more organized manner, more easily accessible, and less likely to have diminished qualities.



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### 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.

We recently began implementing a disposition of records and purging records, according to the records retention schedule, on a regular basis. We do separate inactive materials from active files. We provide yearly records management training to staff.

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).

We maintain our records according to retention schedules and have open records forms available at the office as well as on our website. We routinely receive handwritten requests in the office as well.

### Additional information/comments:

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

Yes



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### 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



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Attest:

  
\_\_\_\_\_  
Local Government Authorized Official Signature  
*Craig Climer, Judge Exec*  
\_\_\_\_\_  
Printed Name and Title  
*9-6-23*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Official Custodian of Records  
*Ryan Norman SHERIFF*  
\_\_\_\_\_  
Printed Name and Title  
*9/6/23*  
\_\_\_\_\_  
Date



**Onsite Examination: 8/12/2023**

**Section 1: Digitize Child Abuse and Domestic Abuse Case Files (L4686)  
Felony Investigation Case Files (L5846)**

- Digitize Child Abuse and Domestic Abuse Case Files (L4686) and Felony Investigation Case Files (L5846) approximately 143,000 images. This section will consist of pick up and housing of documents in our HIPPA compliant warehouse. Scanning the documents with all necessary procedures to maintain document integrity, quality, and security. Documents will be split and merged with appropriate index's with a final QA.

**Section 1 Total: \$40,080.00**

**Section 2: Miscellaneous Equipment (Boxes)**

- Repack records into 1 cubic foot archival boxes. Create appropriate labels per request of MCSO.

**Section 2 Total: \$3,245.00**

**Total for all sections: \$43,325.00**





**Billing:** An invoice will follow completion of project and Images submitted to the KDLA

**General Conditions:**

Data Records Management Services will take all necessary actions to ensure that all images are captured in a quality that closely resembles the original. This office will have 180 days after receipt of the archived documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, Data Records Management Services will re-scan the affected documents at no charge to the customer. If no inadequacies are discovered during that 180-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Quality of any scanning services will include the following unless specified otherwise:

- Advanced Image Enhancement
- Blank page drop out
- De-skewing
- 300 X 300 DPI Bi tonal
- De-speckling
- Tiff Images

Acceptance:

Your signature of acceptance constitutes our entire agreement.

\_\_\_\_\_  
McCracken Sheriffs Office  
Ryan Norman

\_\_\_\_\_  
Date

## Jana King

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**From:** Endicott Microfilm <endicott@choice.net>  
**Sent:** Thursday, August 24, 2023 2:32 PM  
**To:** Jana King  
**Subject:** RE: Invitation to Bid for McCracken County Sheriff

**Attention: This email was sent from someone outside of McCracken County. Always use caution when opening attachments or clicking links from unknown senders or when receiving unexpected emails.**

Hi Jana

Endicott Microfilm is engaged in the sale, processing and duplication of microfilm. We do not digitize images or write them to film. We therefore must NO Bid your offering. We do wish you success with your project. Have a great day!  
Len Weber

**From:** Jana King [mailto:jking@mccrackencountyky.gov]  
**Sent:** Wednesday, August 23, 2023 12:38 PM  
**To:** aaron.greer@bisonline.com; sshafer@cottsystems.com; trystan.gurrola@drms.com; endicott@choice.net; Dsloan@myios.com  
**Subject:** Invitation to Bid for McCracken County Sheriff  
**Importance:** Low

Attached please find an invitation to bid for the McCracken County Sheriff's Office. If you are not interested in bidding, we would greatly appreciate it if you submitted a NO BID.  
Thank you for your consideration!

*Jana King*

Records Custodian  
McCracken County Sheriff's Department  
300 Clarence Gaines Street  
Paducah, KY 42003  
(270) 444-4719



Honorable Ryan Norman  
McCracken County Sheriff's Office  
300 Clarence Gaines St  
Paducah, KY

August 28, 2023

Dear Ryan,

Thank you for allowing DRMS to have the opportunity to serve your office. As the only CJIS compliant vendor in the state we are the most secure and most qualified to handle such confidential documents. Below I have attached your requested bid for the invitation I had received to digitize and store approximately 61 Child abuse and Domestic abuse case files L4686. Thank you and if you have any questions feel free to contact me.

Trystan Gurrola  
VP of Operations