



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

PROJECT OVERVIEW

Local Government Name: City of Hawesville (Hancock County)

Amount Requested: \$10,492.99

Amount Recommended: \$10,492.99

Proposed Project:

- Equipment (Filing Cabinets)

The City of Hawesville in Hancock County is requesting grant funds from the Local Records Program to purchase fireproof filing cabinets to house permanent records.

History and Specifications:

The City of Hawesville has previously received two Local Records Program Grants to codify local ordinances, create security microfilm, and for the preservation and restoration of two historic and fragile cemetery maps. The most recent grant was awarded in FY1997.

The City of Hawesville is requesting funds to purchase two (2) fireproof file cabinets. Currently, records are in various storage locations or are stored in boxes until cabinets can be purchased. It is the goal to protect the records from fire as well as from potential water damage. The City has submitted destruction certificates in the past, none recently.

Section 1:

Two (2) FireKing fireproof, 4-drawer, lateral filing cabinets.

Records to be stored include:

- L4936 – Executive Orders – Permanent Retention
- L4944 – Publication of Legal Notices – Permanent Retention
- L4951 – Annual Reports from Departments, Agencies – Permanent Retention
- L4959 – Policies and Procedures – Permanent Retention – Permanent Retention
- L4994 – Funds Ledger – Permanent Retention
- L4998 – Annual Audit – Permanent Retention
- L5007 – Annual Approved Budget – Permanent Retention
- L5797 – Payroll – Year End – Retain 70 years from date first employed, then destroy

COMPLIANCE REVIEW

The current FY24 C2 grant application meets compliance.

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

Yes No

LOCAL RECORDS BRANCH RECOMMENDATION

Project Review (725 KAR 1:050): Section 1:(3) Document preservation projects, to carry out preservation or conservation measures on endangered records of historical significance.; Section 2: “any project which seeks to improve the management and preservation of local public records.”

Priority and Urgency: Mid Priority, Low Urgency

Project Outcomes: Preservation, Access, Storage, Disaster Planning

FUNDING RECOMMENDATION

Based on Compliance Review and LRB Recommendation, the following is recommended:

Full funding of the proposed project.

The following is recommended for funding:

Section 1: Equipment (Lowest Vendor: Global Industrial)	\$5,049.00 (each)
	Subtotal: \$10,098.00
Shipping and Handling	\$394.99

TOTAL FUNDS RECOMMENDED: \$10,492.99