



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

**PROJECT OVERVIEW**

**Local Government Name:** Bourbon County Clerk

**Amount Requested:** \$139,811.40 (Original Submission); \$129,011.40 (Resubmission)

**Amount Recommended:** Partial Funding \$21,955.00 (Compliance Review, LRB Recommendation)

**Proposed Project:**

- Conservation
- Create Digital Images
- Creation of Electronic Index

Bourbon County Clerk is requesting grant funds from the Local Records Program to provide restoration and archival storage for loose Marriage Licenses dating from 1800-1970; to provide mold removal, restoration, and archival storage for Marriage Bond Colored Books; to create digital images of the Marriage Licenses; and to create electronic indexes and upload Marriage Licenses to the current county clerks document management system.

**History and Specifications:**

The Bourbon County Clerk office has previously received Local Records Program Grant funds for security microfilming, purchase of an automated indexing system, purchase of records storage equipment (roller shelving units, plat cabinet), creation of digital images and electronic indexes, upload into indexing system (no longer fundable by grant funds) and permanent book restoration/conservation and preservation. The most recent grant was awarded in FY19 for security microfilming of permanent records.

Section 1:

*Provide restoration and archival storage, rebooking, and creation of digital images.*

19,500 loose Marriage Licenses	1800-1970	L1238, L1564
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Section 2:

*Provide mold removal, restoration and archival storage, and rebooking.*

11 Marriage Bond Colored Books	1816-1916	L1242, L1566
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Section 3:

*Create electronic index and upload digitized images into current document management system.*

19,500 loose Marriage Licenses	1800-1970	L1238, L1564
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**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); Date span for Section 2 not specified; Copy of Advertisement not included (Guidelines, page 6); Site visits not included on bids/outdated site visit dates (Guidelines, page 6); Upload/Link/Marry not a fundable task (Guidelines, page 5).

**Review (Resubmission Materials):**

Section 3 removed per agency - non fundable task included in section. Additional bids were solicited for Sections 1 and 2. 1 additional No Bid was submitted.

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. Re-open period discussions focused on project specifications and procurement - 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: (3) Document preservation projects, to carry out preservation or conservation measures on endangered records of historical significance.; Section 3: (1) Security microfilming vital records (critical for the functioning of the office) or historically significant records.

**Project Review (LRB recommendation):** Section 1: project specs are not specific. The following bullets were provided to the Agency during the resubmission process:

- Section 1-3: Project specifications should be separated by task (preservation activities, scanning, index). This will allow additional vendors to bid.
- Section 1 and 2: What are the specifics of “restoration”?
- Section 1: Updated project specifications with additional specifics are suggested to receive comparable bids.
  - What series is included in this section?
  - 10 bundles of loose marriage documents from 1798-1804 were restored in FY1985-86 grant – are any of these records included in this current section?
  - Provide additional specifics for the scanning process. Will you want copies of the digital images? How will they be delivered? How will they be organized/foldered? This will allow vendors to provide comparable bids and make sure your office receives the deliverable/product you require.

The description of the records in the application as unorganized (but located in archival boxes) makes it difficult to determine what the outcome of the project will be. This project is important for the records but additional information and specifics should allow the Agency to receive the deliverables they request and the records will be preserved and conserved based on best practices. LRB recommends resubmission of the application for Section 1 with updated project specifications. LRB also suggests working with the Agency to determine best practices and possible other options.

**Priority and Urgency:** High Priority, High Urgency\*

\*The presence of noticeable and ongoing mold is an emergency.

**Project Outcomes:** Preservation, Access

## FUNDING RECOMMENDATION

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

**Partial funding of the proposed project.**

The following is recommended for denial:

**Section 1\*: Restoration, Archival Storage, Create Electronic Images**

**Section 1 Total: \$105,300.00**

\*non-specific project specifications.

**Section 3\*\*: Create Electronic Index, Marry Images**

**Section 3 Total: \$ 10,800.00**

\*\*Section includes non-fundable project task. Section removed per Agency during resubmission period.

Based on the Administrative Review and LRB recommendation, funding is not recommended for the above sections for cycle FY24C2; LRB recommends resubmission of the application with updated bid specs and additional bids.

**TOTAL FUNDS RECOMMENDED FOR DENIAL: \$116,100.00**

The following is recommended for funding:

**Section 2: Conservation/Restoration, Archival Storage, Create Electronic Images (Lowest Vendor - Kofile)**

**Section 2 Total: \$21,955.00**

**TOTAL FUNDS RECOMMENDED: \$21,955.00**

