



**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 Covington (Kenton County)

Amount Requested: \$12,320.00

Amount Recommended: \$12,320.00

Proposed Project:

- Equipment (Microfilm Reader/Printer)

The City of Covington in Kenton County is requesting grant funds from the Local Records Program to purchase a microfilm reader/printer to allow the public to access permanent, fragile records.

History and Specifications:

The City of Covington has previously received Local Records Program Grants to codify local ordinances, create security microfilm, and most recently (FY20 C2) for a records management program that included organization of records, creation of digital images, and creation of an electronic index for permanent records.

The City of Covington is requesting funds to purchase one (1) microfilm reader/printer. There are over 150 rolls of security microfilm containing images or minute and ordinance books dating between 1837 and 2016 that are inaccessible without new equipment.

Section 1:

One (1) Microfilm Reader/Printer with the following specifications:

- New (unused) ST Imaging Brand (or acceptable equal)
- ViewScan 4 Microfilm Scanner
- 18-megapixel color camera

COMPLIANCE REVIEW

Review (Original Submission): Three (3) eligible bids were not received (Grant Guidelines, II. Invitation for Bid Proposal and Invitation for Bid Proposal Attachment, page 6); Copy of Advertisement not included (Guidelines, page 6); Site visits not included on bids (Guidelines, page 6)

Review (Resubmission Materials):

Additional bids were solicited. Bids received were from vendors who cannot provide the equipment in this area. Three (3) eligible bids were not received (Grant Guidelines, II. Invitation for Bid Proposal and Invitation for Bid Proposal Attachment, page 6).

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 a Teams meeting. 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:(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: Mid Priority, Mid Urgency

Project Outcomes: Access

FUNDING RECOMMENDATION

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

Full funding of the proposed project.

Microfilm Reader/Printer (Lowest Vendor - BP Imaging)

Microfilm Scanner	\$9,350.00
OCR Software	\$ 525.00
Associated Software	\$1,445.00
Monitor	\$ 350.00
Installation/Configuration	\$ Included
On-site maintenance (1 year)	\$ 650.00
	Subtotal: \$12,320.00

TOTAL FUNDS RECOMMENDED FOR FUNDING: \$12,320.00