



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

PROJECT OVERVIEW

Local Government Name: Crittenden County Clerk
Amount Requested: \$32,058.34
Amount Recommended: \$22,838.34 (Compliance Review, Low Bid)
Proposed Project:

- Equipment
- Create Security Microfilm
- Create Digital Images
- Create Electronic Index

The Crittenden County Clerk is requesting grant funds from the Local Records Program Grant to security microfilm permanent records including Plats (L1329), Mortgage Books (L1344), and Power of Attorney Books (L1338) with date ranges between 1998 and 2012; create digital images and indexes for permanent records including Plats (L1329), Power of Attorney Books (L1338), and Record of Board of Election Commissioners Books (L1384) with date ranges between 1948 and 2022; and to purchase equipment including a desktop scanner and fire-resistant file cabinets.

History and Specifications:

The Crittenden County Clerk’s office has previously received Local Records Program Grant funds for security microfilming, purchase of multiple imaging software systems, preservation materials (canvas covers, archival storage), shelving, and scanning and indexing into imaging software. The most recent KDLA grant was awarded in FY2022 for creating digital images and indexes and purchase of archival storage. This grant request was submitted in FY24 C1 but was denied after an Administrative Review. LRB recommended resubmission with updated bid specs and required documentation.

Since October 2020, the Crittenden County Clerk has spent over \$65,000 in office funds to update the Records Management program. Tasks have included digitization of plats and mortgages, updating of hardware, software, and imaging systems, adding public work stations, adding records to online databases for easier access, and undertaking a massive records cleanout and organization project. Over 90 cubic feet of records that are long past their retention periods have been destroyed and recorded on appropriate destruction certificates. The County Clerk’s office has recently moved into a new Courthouse and records storage area.

Section 1:

Purchase desktop scanner to create digital images in-house.

Miscellaneous Books	1983-2006	L1753
Certificate of Business Operating Under Assumed Name	1999-2005	L1369
Articles of Incorporation	1974-2006	L1368
Oil and Gas Lease	2005-2006	L1340

Section 2:

Create 35mm microfilm using polyester-based film, in comic mode according to blipping instructions in the memo dated October 8, 1990.

200 Plats	1998-2012	L1329
24 Mortgage Books	2007-2012	L1344
1 Power of Attorney Book	2005-2012	L1338

Section 3:

Create digital images at 300+ dpi permanent, vital records. Provide images to KDLA.

200 Plats (up to 24 x 36 inches)	2021-2022	L1329
1 Power of Attorney Book	1948-1973	L1338
5 Record of Board of Election Commissioners Books	1898-2020	L1384

Section 4:

Create Electronic Index (Same Records as Section 2)

Section 5:

Purchase two (2) FireKing fireproof 4-drawer lateral filing cabinets to store permanent records.

Wills	1978-2022	L1314
Estate Settlements File	1962-1977	L5049
Official County and Record of Election Totals	1972-present	L1405
Certificates of Election	2020-present	L1406
Certificate of Nomination	2020-present	L1423
Election Petitions	1998-present	L1424

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 outside of allowed (Guidelines, page 4); Upload/Link/Marry not a fundable task (Guidelines, page 5).

Review (Resubmission Materials):

No additional bids solicited for Section 1 - did not receive three eligible bids (see above). Updated vendor bids to meet date and fundable task requirements for Sections 2 and Section 5.

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 phone. 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 1/5:(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; Section 2: (1) Security microfilming vital records...; Section 3/4: "any project which seeks to improve the management and preservation of local public records"

Priority and Urgency (LRB Recommendation): Mid Priority, Mid Urgency

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 Section(s) are **Recommended for Denial.**

Section 1: Equipment (insufficient bids)	\$ 6,981.00
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TOTAL FUNDS RECOMMENDED FOR DENIAL: \$6,981.00

The following Sections are **Recommended for Funding**

Section 2: Security Microfilm (Low Bid - DRMS)	\$ 1,684.00
Quality Control (12.5%, KDLA)	\$ 210.50
	Subtotal: \$ 1,894.50
Section 3: Create Digital Images (**Low Bid - Courthouse Computer Systems)	\$ 5,000.00
Quality Control (12.5%, KDLA)	\$ 625.00
	Subtotal: \$ 5,625.00
Section 4: Create Electronic Index (Low Bid - DRMS)	\$ 3,300.00
Section 5: Equipment (**Preferred Bid - SafetyFile)	\$12,018.84

TOTAL FUNDS RECOMMENDED FOR FUNDING: \$22,838.34

*Agency preferred vendor for both Sections 3 and 4 is DRMS. DRMS charges to incorporate images scanned by other vendors into document management system. Upload/Link/Incorporation is a proprietary task.

**Agency preferred vendor is less than \$250 in additional funds and includes delivery and setup. Low bid includes tax.