



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

PROJECT OVERVIEW

Local Government Name: Henry County Clerk

Amount Requested: \$20,946.00

Amount Recommended: Full Funding \$20,087.50 (Low Bid)

Proposed Project:

- Conservation
- Create Digital Images

Henry County Clerk is requesting grant funds from the Local Records Program to encapsulate and rebind historic Deed Books 5-10 (1814-1824) and to create digital images of these same permanent records.

History and Specifications:

The Henry County Clerk office has previously received Local Records Program Grant funds for security microfilming, purchase of records storage equipment (roller shelving units, plat cabinet), purchase of one imaging software system, creation of digital images and electronic indexes, upload into indexing system (no longer fundable by grant funds) and most recently (FY2023) to encapsulate and rebind permanent records.

The county clerk office has recently completed an expansion of records space and reorganization of the Deed Room to provide better access and flow and to provide for additional records as they are created. Staff time is consistently used to create digital images and electronic indexes.

Section 1:

Preservation (Conservation) by cleaning, encapsulation and rebinding

| | | |
|---------------------|-----------|-------|
| 6 Deed Books (5-10) | 1814-1824 | L1317 |
|---------------------|-----------|-------|

Section 2:

Create digital images

| | | |
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| 6 Deed Books (5-10) | 1814-1824 | L1317 |
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COMPLIANCE REVIEW

Review (Original Submission):

Project did not receive three eligible bids (Grant Guidelines, II. Invitation for Bid Proposal and Invitation for Bid Proposal Attachment, page 6); Site visits not included on bids/outdated site visit dates (Guidelines, page 6).

Review (Resubmission Materials):

Additional Bids received for sections 1 and 2.

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 resubmission period, the applicant corresponded by phone and email. Resubmission 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:(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: High Priority, High Urgency

Project Outcomes: Preservation, Access

FUNDING RECOMMENDATION

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

Full funding of the proposed project.

| | | |
|----------------------------------------------------------|-------------|-------------|
| Section 1: Conservation of Books (Low Bid - EH Roederer) | | \$18,400.00 |
| Section 2: Create Digital Images (EH Roederer*) | \$ 1,500.00 | |
| Quality Control (12.5%, KDLA) | \$ 187.50 | |
| | Subtotal: | \$ 1,687.50 |

TOTAL FUNDS RECOMMENDED: \$20,087.50

*The difference between low bid and the next lowest bid is \$30.00.