



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

**PROJECT OVERVIEW**

**Local Government Name:** Knott County Clerk

**Amount Requested:** \$165,682.00 (Original Submission): \$71,400 (Resubmission)

**Amount Recommended:** Partial Funding \$74,700.00 (Compliance Review, Low Bid)

**Proposed Project:**

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

The Knott County Clerk is requesting grant funds from the Local Records Program Grant to security microfilm permanent Plats (L1329) with a date range of 1950 - 2023 and create digital images and electronic indexes for permanent records including Index to Marriage (L1236), Marriage Books (L1234), Marriage Parental Permissions (L1239), Plat Books (L1329), Mortgage Books (L1344), and Mineral Lease Books (L1340).

**History and Specifications:**

The Knott County Clerk’s office has previously received Local Records Program Grant funds for security microfilming, preservation of historic and permanent records, the purchase and installation of shelving, and scanning and indexing into imaging software. The most recent KDLA grant was awarded in FY2020 for purchase and installation of roller shelving units. Recent grant requests in FY2021 and FY2022 were not awarded.

The Knott County Courthouse, which includes the Knott County Clerk, is located in Hindman, which suffered from a historic flood event in 2021. The records room is located on the second floor and was not affected by flood waters or by extended power outages. However, the records are currently only available in paper format and are not available for in-person use during disaster events.

**Section 1:**

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

5 Plat Books (1-5)	1950-2023*	L1329
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*\*does not adhere to 10-year rolling cut-off dates.*

**Section 2:**

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

1 Index to Marriage Book (1)	1884-1951	L1236
48 Marriage Books (1-45) (includes 1a, 2a, 4a)	1884-1984	L1234
48 Marriage Parental Permissions	1884-1984	L1239
5 Plat Books (1-5)	1950-2023	L1329
21 Mortgage Books (1-21)	1884-1969	L1344
27 Mineral Lease Books (1-25) (includes 1A, 1B-Addendum)	1884-1974	L1340

**Section 3:**

*Create Electronic Index (Same Records as Section 2)*

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

**Review (Resubmission Materials):**

Section 1 removed per agency - non fundable task included in section. Additional bids were solicited 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 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: (1) Security microfilming vital records (critical for the functioning of the office) or historically significant records; Section 2/3: "any project which seeks to improve the management and preservation of local public records"

**Priority and Urgency:** Mid Priority, Mid Urgency (based on age of records)

**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: Microfilm (withdrawn by Agency)	\$ 560.00
Quality Control (12.5%, KDLA)	\$ 70.00

**TOTAL FUNDS RECOMMENDED FOR DENIAL: \$630.00**

The following Sections are **Recommended for Funding**

Section 2: Create Digital Images (Low Bid -Courthouse Computer Systems)	\$26,400.00
Quality Control (12.5%, KDLA)	\$ 3,300.00
Subtotal:	\$ 29,700.00

Section 3: Create Electronic Index (Low Bid -Courthouse Computer Systems) \$45,000.00

**TOTAL FUNDS RECOMMENDED FOR FUNDING: \$74,700.00**