



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

PROJECT OVERVIEW

Local Government Name: Marshall County Clerk

Amount Requested: \$30,500.00 (original submission); 149,846.50 (resubmission)

Amount Recommended: \$27,500.00 Partial Funding (Compliance Review, Low Bid)

Proposed Project:

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

The Marshall County Clerk is requesting grant funds from the Local Records Program Grant to create digital images for permanent records including Miscellaneous Books (L1374), Will Books (L1315), and Fixture Filings (L4935); create an electronic index for permanent records including Miscellaneous Books (L1374), and Fixture Filings (L4935); and create security microfilm for permanent records Marriage Books (L1234), Will Books (L1315), Deed Books (L1317), Mortgage Books (L1344), Fiscal Court Records Books (L1218), County Election Records.

History and Specifications:

The Marshall County Clerk’s office has received grant funds in the past to scan and index, create security microfilm, integrate digital images into the office's imaging system, preserve permanent records, and purchase plat cabinets, a microfilm reader, and roller shelving. The most recent grant was awarded in 2022 to create digital images, create an electronic index, upload into the county document records system (no longer a fundable task), and to create security microfilm.

The County Clerk records are stored in a basement vault within the county courthouse which is staffed by three full-time employees. Records have been digitized from 1982 to present and are available for public use by computer, as well as paper copies. Over time, roller shelving and additional plat cabinets have been purchased for the vault room. No Destruction Certificates have been submitted to KDLA in the past several years.

Section 1:

Create digital images.

Miscellaneous Books (1)	1915-1981	L1374
Will Books (2-42)	1848-2009	L1315
Fixture Filings* (1-3)	1990-2007	L4935

**non permanent records, removed in resubmission*

Section 2:

Create Electronic Index

Miscellaneous Books (1)	1915-1981	L1374
Fixture Filings* (1-3)	1990-2007	L4935

**non permanent records, removed in resubmission*

Section 3:

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

Create Electronic Index

Marriage Books (62-83)	2002-2012	L1234
Will Books (26-61)	1999-2012	L1315
Deed Books (206-504)	1985-2012	L1317
Mortgage Books (251-1028)	1997-2012	L1344
Fiscal Court Records (1-32)	1905-2012	L1218
County Election Records (1-2)	1912-1992	

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); Copy of Advertisement not included (Guidelines, page 6); Site visits not included on bids(Guidelines, page 6); Upload/Link/Marry not a fundable task (Guidelines, page 5).

Review (Resubmission Materials):

Project specs clarified; additional materials submitted; additional bids solicited.

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

Priority and Urgency: Mid Priority, Mid Urgency

Project Outcomes: Preservation, Access

Some records in Section 3 were previously microfilmed using Local Records Program Grant funds. As such, these records are not eligible to be security microfilmed again. The eligible bids cannot be separated by record series or book.

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 3: Create Security Microfilm (Low Bid - SMI)	\$57,418.00
Quality Control (12.5%, KDLA)	\$ 7,177.20

TOTAL FUNDS RECOMMENDED FOR DENIAL: \$64,595.20

Some records in Section 3 were previously microfilmed using Local Records Program Grant funds – Preservation and Security copies are currently stored in the KDLA vault. The eligible bids cannot be separated by record series or book.

The following Sections are **Recommended for Funding.**

Section 1: Create Digital Images (Low Bid - Courthouse Computer Systems)	\$13,600.00
Quality Control (12.5%, KDLA)	\$ 1,700.00
Subtotal:	\$15,300.00
Section 2: Create Electronic Indexes (Low Bid - Courthouse Computer Systems)	\$12,200.00

TOTAL FUNDS RECOMMENDED: \$27,500.00