

**Kentucky Department for Libraries and Archives
Local Records Program**

Grant Application

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency:

HENRY COUNTY CLERK

Applicant Name:
(Records Custodian/Officer)

OLIVIA HERRELL

Applicant Title:

COUNTY RECORDER

Primary Point of Contact:

OLIVIA HERRELL

Office Address:

27 S PROPERTY RD

NEW CASTLE KY 40050

Phone Number:
(Including area code)

502-845-5705 / ext. 2012

Email Address:

olivia.herrell@ky.gov

Federal ID Number:

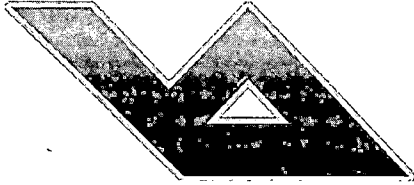
6 1 6 0 0 0 8 9 8

Project Summary

Total Funds Requested: \$ 20,946.00

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

Following the years of the Revolutionary War, Kentucky was still going through some major growing pains. There are still localized reports of Indian attacks on local settlements. The documents we are seeking to preserve cover this early time frame in Kentucky, and more specifically Henry County. With the completed expansion from last year, this year we did a complete reorganization of our Deed Room. This reorganization has improved the flow of the books and made more room for future recordings. Throughout the year, Olivia and Hannah are diligently back-indexing and back-scanning to make documents in the deed room available to the public. Each time we complete a book, we make an announcement on our Facebook page to get the word out. If we receive this grant, it will allow us to preserve some of the most valuable history of Henry County. These are books that no longer have their binding and the pages are loose and crumbling. We must preserve them for future generations.



**Kentucky Department for Libraries and Archives
Local Records Program**

Plan of Work

Please list the lowest bid project vendor(s) for each section.

Section I

Purpose: PRESERVATION

Vendor: GOVERNMENT RECORDS PRESERVATION
 Vendor Contact: RICK MEADER
 Vendor Address: 8844 MAYFIELD RD
CHESTERLAND OH 44026
 Vendor Phone and Email: 513-708-3821 / richardmeader1@gmail.com

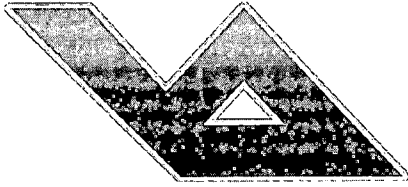
Records	Date	Series	Cost
Deed Book #5	1814-1816	L1317	\$3,668.00
Deed Book #6	1816-1818	L1317	\$2,900.00
Deed Book #7	1818-1819	L1317	\$3,462.00
Deed Book #8	1819-1820	L1317	\$3,440.00
Deed Book #9	1820-1823, 1827	L1317	\$3,163.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			\$19,905.00

Section II

Purpose: SCANNING

Vendor: GOVERNMENT RECORDS PRESERVATION
 Vendor Contact: RICK MEADER
 Vendor Address: 8844 MAYFIELD RD
CHESTERLAND OH 44026
 Vendor Phone and Email: 513-708-3821 / richardmeader1@gmail.com

Records	Date	Series	Cost
Deed Book #5	1814-1816	L1317	\$192.00
Deed Book #6	1816-1818	L1317	\$152.00
Deed Book #7	1818-1819	L1317	\$181.00
Deed Book #8	1819-1820	L1317	\$180.00
Deed Book #9	1820-1823, 1827	L1317	\$165.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section II Cost			\$1,041.00



**Kentucky Department for Libraries and Archives
Local Records Program**

Plan of Work

Please list the lowest bid project vendor(s) for each section.

Section I

Purpose: PRESERVATION (Continued...)

Vendor: _____

Vendor Contact: _____

Vendor Address: _____

Vendor Phone and Email: _____

Records	Date	Series	Cost
Deed Book #10	1821-1824	L1317	\$3,272.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			

Section II

Purpose: SCANNING (Continued...)

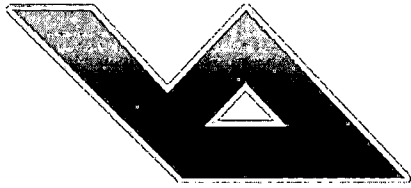
Vendor: _____

Vendor Contact: _____

Vendor Address: _____

Vendor Phone and Email: _____

Records	Date	Series	Cost
Deed Book #10	1821-1824	L1317	\$171.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section II Cost			



**Kentucky Department for Libraries and Archives
Local Records Program**

Section III

Purpose: _____

Vendor: _____

Vendor Contact: _____

Vendor Address: _____

Vendor Phone and Email: _____

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section III Cost			

Section IV

Purpose: _____

Vendor: _____

Vendor Contact: _____

Vendor Address: _____

Vendor Phone and Email: _____

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section IV Cost			

** Please Attach Additional Sections, if needed**



Kentucky Department for Libraries and Archives Local Records Program

Can these records be removed from the office during the project? Yes No N/A

In what format do these records exist? Select all that apply.

Paper Electronic Files Microfilm Microfiche Aperture Cards Plats

Other: _____

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

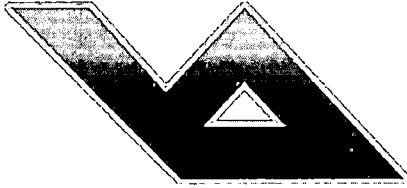
All project records are located in the Henry County Clerk's Deed Room. As funding allows, we have all records microfilmed, archived and scanned into our software program where they are backed up onto a secured server.
Yes, all records are located behind a steel door and double sided walls which meet fire code. Thanks to a recent expansion, we were able to reorganize the Deed Room which created a better work flow. The Deed Room only has one entrance that is available to the public, which is in front of the County Recorder's desk.

Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

Preservation: By preserving the submitted/requested records, this agency will have saved these records for another generation. While microfilm is fine, the vast majority of our customers prefer to look at the physical record.

Scanning: Getting our physical records preserved is a huge step but having them scanned and available online is an even bigger one for the general public and those doing genealogy research. There is much information to be found in the old deeds.



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

Yes, we often consult the retention schedule in regards to disposition of records. When submitting our Destruction Certificates to our Regional Administrator, we either select to recycle or shred. When offered, Olivia, as well as our Clerk, Shanda Archer, attend all trainings.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

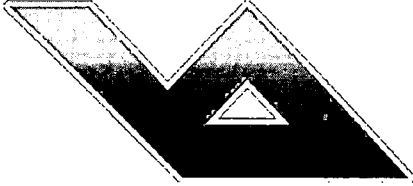
Our agency ensures records are available to the public by having the Deed Room open to the public during our business hours, weekdays 8am-4pm. Outside our business hours, the public can access all scanned and back indexed records via ECCLIX through our software company. At request, either verbal or via our online request form, we will provide copies of any document in the Deed Room for a small fee.

Additional information/comments:

We are aware that the bid from COTT says they do not have the deacidification process but this must be a new development as they are the company that we used and were approved for in the 2022 Cycle 1 grant process.

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

Yes, I emailed Nicole Bryan on Wednesday, July 12, 2023 & on Tuesday, August 15, 2023.



Kentucky Department for Libraries and Archives Local Records Program

Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

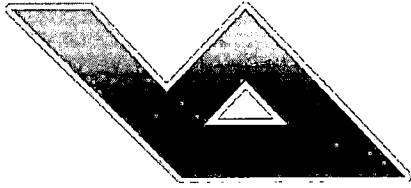
Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.

Yes No



Kentucky Department for Libraries and Archives
Local Records Program

Attest:

Scott Bates

Local Government Authorized Official Signature

Scott Bates Henry Co. Judge Ex.

Printed Name and Title

8/28/23

Date

Shanda E. Archer

Official Custodian of Records

Shanda E. Archer, Henry Co. clerk

Printed Name and Title

8/28/23

Date

INVITATION FOR BID PROPOSAL

The Office of the Henry County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than Aug. 25, 2023 to be considered.


Signature/Title

Olivia Herrell
Printed Name

July 12, 2023
Date

Attachment
Henry County Clerk
July 12, 2023

Preservation/Binding Specifications:

Please provide a cost quote to disband, surface clean, mend, remove any tape, deacidify, encapsulate, and scan the following Deed Books including the index:

- Deed Book #5 (1814-1816)
- Deed Book #6 (1816-1818)
- Deed Book #7 (1818-1819)
- Deed Book #8 (1819-1820)
- Deed Book #9 (1820-1823, 1827)
- Deed Book #10 (1821-1824)

NOTE: It is the sole responsibility of the prospective bidder to evaluate/confirm volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications on site.

Books are to be picked up and delivered back to the Henry County Clerk's Office by the bidder. No third party carriers are permitted to be used.

Bids must be returned to this office by August 25, 2023.

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A **NO BID**.

If you have any questions, please contact Shanda Archer, Henry County Clerk, or Olivia Herrell, Deputy Clerk, at 502-845-5705 or Shanda.archer@ky.gov / Olivia.herrell@ky.gov .

Our office hours are M-F 8-4 with the exception of 12-1 when we are closed for lunch.

Attachment
Henry County Clerk
July 12, 2023

Scanning Specifications:

Please provide a cost quote to scan and provide the images on a flash drive the following Deed Books including the index:

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Manage Page

Henry County Clerk

Professional dashboard

Insights

Ad Center

Create ads

Settings

More tools

Meta Business Suite

Henry County Clerk

Not yet rated (0 Reviews)

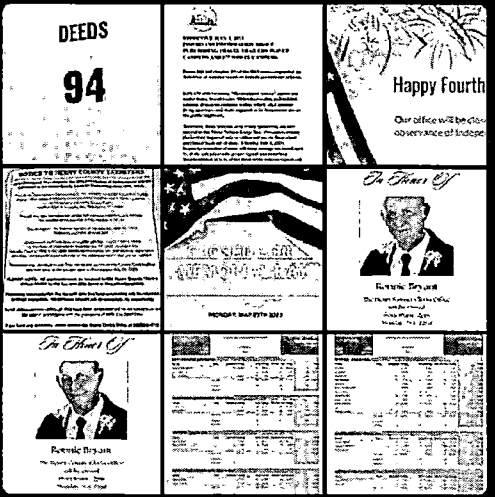
Edit details

Add hobbies

Add featured

Photos

See all photos



Henry County Clerk

PUBLIC NOTICE: The Henry County Clerk's Office will be accepting bids for the scanning of permanent records (documents prior to 1900). Bid packets with specific details may be picked up at the Henry County Clerk's Office at 27 S Property RD during normal business hours. The Henry County Clerk's Office has the right to reject any and all bids. All bids are due by Friday, August 25, 2023 at 4:00pm.

See insights and ads

Boost post

2

1 share

Like

Comment

Share

Write a comment...

Henry County Clerk

PUBLIC NOTICE: The Henry County Clerk's Office will be accepting bids for preservation of permanent records (documents prior to 1900). Bid packets with specific details may be picked up at the Henry County Clerk's Office at 27 S Property RD during normal business hours. The Henry County Clerk's Office has the right to reject any and all bids. All bids are due by Friday, August 25, 2023 at 4:00pm.

See insights and ads

Boost post

1

2 shares

Like

Comment

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Write a comment...

Henry County Clerk

Advertise

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Henry County Clerk
July 12, 2023

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Our office hours are M-F 8-4 with the exception of 12-1 when we are closed for lunch.



8-10-23

Shanda E. Archer – Henry County Clerk

27 South Property Road

New Castle, KY 40050

Ms. Archer,

Here is the pricing for the preservation of your six Deed Books.

Pricing includes the following services:

Disbanding, tape removal, surface cleaning, mending, deacidify, encapsulate and placed in new record binder. Pickup and delivery by Government Records Preservation employee.

DEED BOOK #5 (1814 – 1816) - \$3,668.00

DEED BOOK #6 (1816 – 1818) - \$2,900.00

DEED BOOK #7 (1818 – 1819) - \$3,462.00

DEED BOOK #8 (1819 – 1820) - \$3,440.00

DEED BOOK #9 (1820 – 1823, 1827) – \$3,163.00

DEED BOOK #10 (1821 – 1824) - \$3,272.00

TOTAL - \$19,905.00

Completion of the project will take approximately 14 weeks.

Thank you for the opportunity to quote on this preservation project.

Best regards,

Rick Meader



Attachment
Henry County Clerk

July 12, 2023

Scanning Specifications:

Please provide a cost quote to scan and provide the images on a flash drive the following Deed Books including the index:

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- Deed Book #7 (1818-1819)
- Deed Book #8 (1819-1820)
- Deed Book #9 (1820-1823, 1827)
- Deed Book #10 (1821-1824)

NOTE: It is the sole responsibility of the prospective bidder to evaluate/confirm volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications on site.

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DEED BOOK #8 (1819 – 1820) - \$180.00

DEED BOOK #9 (1820 – 1823, 1827) – \$165.00

DEED BOOK #10 (1821 – 1824) - \$171.00

TOTOAL - \$1,041.00

Thank you for the opportunity to quote on this scanning project.

Best regards,

Rick Meader





8/17/2023

Shanda Archer
 Henry KY County Clerk
 27 S Property RD
 PO Box 615
 New Castle KY 40050

Dear Hon. Shanda Archer,

Please find our quote for the KDLA requested Scanning and Preservation as detailed following. This quote is prepared by Kofile Technologies, Inc. (Kofile). Please allow four weeks lead time to prepare the order.

Please note that all pricing is valid for 90 days.

QUOTE FOR SCANNING OF PLAT			
Preservation Deed BK 5-10	PAGE COUNT	SHEET SIZE	PRICE QUOTE
Preservation Deed BK 5-10	5,112	Standard	\$30,672.00
Scanning Deed BK 5-10	5,112		\$2,556.00
Includes pickup, scanning, preservation and delivery		**All work to be completed off site**	
Site Visit 8/8/23			PROJECT TOTAL
			\$33,228.00

Deed Book	Pages	Preservation	Imaging	Total
Book 5	639	\$4,473.00	\$159.75	
Book 6	640	\$4,480.00	\$160.00	
Book 7	637	\$4,459.00	\$159.25	
Book 8	640	\$4,480.00	\$160.00	
Book 9	636	\$4,452.00	\$159.00	
Book 10	640	\$4,480.00	\$160.00	
		\$30,672.00	\$2,556.00	\$33,228.00

Payment Terms: Pay 50% upon executed agreement with the balance due upon project completion.

CUSTOMER ACCEPTANCE

KOFILE ACCEPTANCE

 Signature Authorized Official

 Signature Authorized Official

 Title of Authorized Official

 Title of Authorized Official

 Date

 Date

Herrell, Olivia (Henry County Clerk)

From: Martin Farrenkopf <mfarrenkopf@cottsystems.com>
Sent: Thursday, July 13, 2023 9:56 AM
To: Herrell, Olivia (Henry County Clerk)
Subject: RE: Invitation to Bid

This Message Originated from Outside the Organization

This Message Is From an External Sender.

Report Suspicious

Good morning Olivia,

This is to inform you that we do not have the deacidification process available so we have to decline on this bid offering.

Thank you for the opportunity in any case.

Martin

Martin Farrenkopf | Bindery Solutions Manager

Cott Systems, Inc. | 2800 Corporate Exchange Dr., Ste.300 | Columbus, OH 43231
o) 800-234-2688 x228 f) (614) 847-3737
e) mfarrenkopf@cottsystems.com | web) www.cottsystems.com

From: Herrell, Olivia (Henry County Clerk) <Olivia.Herrell@ky.gov>
Sent: Wednesday, July 12, 2023 3:32 PM
To: albert.bartee@kofile.com; Tim Baumgardner <tbaumgardner@hfgroup.com>; Martin Farrenkopf <mfarrenkopf@cottsystems.com>
Cc: Archer, Shanda (Henry County Clerk) <Shanda.Archer@ky.gov>
Subject: Invitation to Bid

Security alert: This message originated from outside Cott Systems. Use extreme caution in opening files or clicking links.

Please let me know if you have any questions!

Olivia Herrell

Deputy Clerk/Henry County Recorder
Henry County Clerks Office
27 S Property RD
PO Box 615
New Castle KY 40050
502-845-5705 x2

This e-mail and any files transmitted with it may contain information that is confidential, proprietary, privileged, and/or otherwise legally exempt from disclosure. This e-mail is intended solely for the use of the individual to whom or entity to which it is addressed. If you are not the intended recipient of this e-mail, you are notified that disclosing, copying, distributing, or taking any action in reliance on information contained in this e-mail is strictly prohibited. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of Cott Systems, Inc. Cott Systems, Inc. is not liable for the content of this e-mail or for the consequences of any actions taken or inaction

based on the content of this e-mail. Cott Systems, Inc. is not liable for any loss or damage arising from the use of this e-mail or its attachments or the transmission of this e-mail. If you have received this e-mail in error, please notify the sender immediately by reply e-mail, delete all copies of this e-mail and its attachments entirely from your system, and destroy all copies in your possession, custody, or control.

Herrell, Olivia (Henry County Clerk)

From: Becky Flannery <bflannery@crs-tn.com>
Sent: Monday, August 28, 2023 10:43 AM
To: Herrell, Olivia (Henry County Clerk)
Subject: No bid

This Message Originated from Outside the Organization

You have not previously corresponded with this sender.

Report Suspicious

No bid on this



Becky Flannery
County Record Services, LLC
14909A Lebanon Road
Old Hickory TN 37138
615-773-4456