



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

PROJECT OVERVIEW

Local Government Name: Logan County Clerk

Amount Requested: \$138,353.73 (Original Submission); \$68,426.73 (Resubmission)

Amount Recommended: \$75,182.42 Partial funding (Compliance Review)

Proposed Project:

- Equipment
- Create Digital Images
- Create Electronic Index

The Crittenden County Clerk is requesting grant funds from the Local Records Program Grant to purchase filing cabinets to store permanent records dating between 1792 and 1989, purchase mobile roller shelving to house permanent records and books dating between 1792 and 2010, purchase humidity control equipment, purchase of a digital scanner, create digital images and an electronic indexes of permanent Deed Books (L1317) dating between 1922 and 1964.

History and Specifications:

The Logan County Clerk’s office has previously received Local Records Program Grant funds for security microfilming, purchase of an imaging software system, preservation materials (canvas covers, archival storage), shelving, and scanning and indexing into imaging software. The most recent KDLA grant was awarded in FY2018 for security microfilming.

Section 1:

Thirty (30) filing cabinets. Mush hold legal size paper and file, vertical five (5) drawers, metal, tan/putty color.

Fiscal Court Records (loose)	1792-1846	L1218
Road Records	1914-1941	L1225
Parental Permissions	1914-1941	L1239
Wills (original, unbound)	1914-1941	L1314
Deeds (loose, unrecorded)	1914-1941	L1323
Mortgages (unbound)	1914-1941	L1343
Lis Pendens (loose)	1914-1941	L1350
Confederate Pension Applications	1914-1941	L1510
Coroner’s Inquests	1914-1941	L1513
County Treasurer’s Settlements (loose records)	1905-1940	L2628

Section 2:

Storage - mobile roller shelving. Must attach to floor, manual drive type, overall sizes included in application.

Fiscal Court Order Books	1792-1846	
Deed Books A-42	1792-1868	L1317
Land Entry Record		L1320
Comm. Division of Lands	1877-1930	L1328
Mortgage Books 1-58	1879-1939	L1344
Public Official Bond Books	1865-1977	L1371
Occupational Bond Books	1866-1886	L1372
Notary Public Bond Books	1894-1973	L1373
Miscellaneous Bond Books	1911-1996	L1374
Register of Candidates		L1421
Militia Roll Book	1874-1876	L1438
County Court Order Books	1792-1978	L1503
County Court Docket Books	1792-1978	L1504
County Court Minute Books		L1506
Surveyors/Processioners Books	1796-1927	L1519
District Court Deed Books	1799-1813	L1771
Circuit Court Deed Books	1821-1840	L1772
Road Records	1914-1941	L1225

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Section 3: (removed by agency prior to original submission)
Humidity Control (section 3 removed by agency prior to original submission)

Section 4:
Purchase Digital Scanner. Overhead, compatible with Windows, scanning size minimum 11x17, additional specs located in application.

Fiscal Court Orders (loose records)	1914-1941	L4945
County Treasurer's Settlements (loose records)	1905-1940	L2628

Section 5: (removed by agency prior to resubmission)
Create digital images at 300+ dpi permanent, vital records. Provide images to KDLA.

Deed Books 107-180	1922-1964	L1317
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Section 6: (removed by agency prior to resubmission)
Create Electronic Index

Deed Books 107-180	1922-1964	L1317
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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); Site visits not included on bids (Guidelines, page 6); Upload/Link/Marry not a fundable task (Guidelines, page 5).

Review (Resubmission Materials):

Additional bids solicited and materials submitted for Sections 1,2, and 4. Insufficient bids for Sections 2 and 4.

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 email and phone. 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 1/2/4:(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 (does not qualify); Section 5/6: "any project which seeks to improve the management and preservation of local public records"

Priority and Urgency: 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 3: removed per Agency	N/A
Section 5: removed per Agency	N/A
Section 6: removed per Agency	N/A

TOTAL FUNDS RECOMMENDED FOR DENIAL: \$51,640.00

The following Sections are **Recommended for Funding**

Section 1: Equipment – Filing Cabinets (ULINE)	\$15,238.53
Section 2: Equipment – Mobile Shelving (RDT Bruynzeel)	\$58,410.00
Green Steel - Carbon Neutral (RDT Bruynzeel)	\$ 900.00
Subtotal	\$59,310.00
Section 5: Equipment - Scanner (Staples)	\$ 633.89

TOTAL FUNDS RECOMMENDED FOR FUNDING: \$75,182.42