



EDUCATION AND
LABOR CABINET

Kentucky Department for Libraries and Archives

Interim Joint Committee on Local Government
September 26, 2023

Presenters

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Commissioner, Kentucky Department for Libraries and Archives

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General Counsel, Education and Labor Cabinet

Topics to Discuss

- Local Electronic Records Portal (SB135)
- Local Records Program Grants
- Process for Selecting Library District Board Members (RS22 SB167)

Local Records Grant Program (Preservation)

Eligibility

- “Any local government office interested in improving the management and preservation of its public records” is eligible to apply ([725 KAR 1:050 Section 1](#)).
- **90%** of funds are dedicated to county clerks.
- Current grant recipients with open projects cannot apply for a new grant until the project is officially closed.

Local Records Grant Program (Preservation)

Eligibility

- Grant funds can cover **“any project which seeks to improve the management and preservation of local public records,”** including but not limited to:
 - Security microfilming vital records
 - Rerecording projects
 - Rerecording damaged records
 - Records originally recorded with a nonpermanent process
 - Full list of examples are available on the KDLA [website](#).

Local Records Grant Program (Preservation)

Process for Applicants

1. Choose the project
2. Write the specifications
3. Advertise the invitation for bid
4. Fill out application
5. Choose the lowest bid vendor for service provided

Scan QR code to learn more:



**Grant guidance is available upon request. Contact your Local Records Branch.*

Local Records Grant Program (Preservation)

KDLA Award Process

- Successful awards are incumbent upon the applicant's complete, accurate and timely submission.
- With the current funding, applicants **will be awarded** if they complete all of the necessary requirements.

Local Records Grant Program (Preservation)

KDLA Review & Recommendation Process

1. **Local Records Branch Manager** reviews application for completeness and compliance.
2. **Local Records Grant Review Committee** scores applications and refers to the State Libraries, Archives, and Records Commission.
3. **State Libraries, Archives, and Records Commission** reviews and formally approves all of the projects that meet the requirements.
4. **Commissioner of the Department for Libraries and Archives** sends notification of approval to applicants.

Local Records Grant Program (Preservation)

Statistics

- **FY2022 Cycle 1**
 - 25 applications reviewed = **92% Approval Rate**
 - 23 awarded
- **FY2022 Cycle 2**
 - 10 applications reviewed = **90% Approval Rate**
 - 9 awarded
- **FY2023 Cycle 1**
 - 5 applications reviewed = **100% Approval Rate**
 - 5 awarded
- **FY2023 Cycle 2**
 - 8 applications reviewed = **100% Approval Rate**
 - 8 applications awarded
- **FY2024 Cycle 1**
 - 22 applications reviewed
 - 15 applications awarded



Local Records Grant Program (Preservation)



Common Errors

- Three (3) bids for each section were not submitted.
- Invitation for Bid Proposal Attachment (IFBPA) included the upload of scanned/digitized records into the local agency's records management system, which is prohibited.
- Current forms were not used.
- Copy of bid advertisements were not included in application, etc.

Local Records Grant Program (Preservation)



Successful Applicants

- Successful applications will **clearly demonstrate how the grant funds will be used** to preserve or provide greater access to records in local governments.
- Criteria include the following:
 - Urgency of problem
 - Significance and age of records
 - Value as a model for size and geographical location of local government
 - Soundness of proposed methods
 - Commitment of local government resources to project, etc.