

MDAH

MISSISSIPPI DEPARTMENT OF
ARCHIVES & HISTORY

Local Government Records Office
Grant Program – Round 2
2021

Grant Application and Guidelines

Mississippi Department of Archives and History
Local Government Records Office
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General Information

The Mississippi Legislature established the Local Government Records Office (LGRO) in § 39-5-9, *Mississippi Code of 1972*, as amended, to provide education, develop guidelines, adopt or amend records retention schedules, and establish standards for off-site storage of records. With the financial support of the Local Government Records Management Program, established under § 25-60-5, *Mississippi Code of 1972*, as amended, the LGRO provides assistance to counties and municipalities to improve records management activities throughout the state.

From 2010 to 2016, the LGRO conducted a multi-year project in which it inventoried every county's records dated prior to 1920. Each county's Chancery Clerk and Circuit Clerk received a summary of the findings and recommendations related to those records. The grant application should address the findings and recommendations identified in Section 5 of the Territorial Records Inventory Project Report or Pre-1920 County Records Inventory Report (collectively called CRI Report).

From these inventories it was discovered that the most common need amongst the counties was for appropriate shelving. The Local Government Records Management Grant Program—Round 1 provided funds to support the purchase and installation of shelving. Round 2 will expand the scope of the grant to include procurement of other records management commodities mentioned in the reports, such as shelving, digitization equipment, archival preservation supplies, ultraviolet film for windows and lighting, vendor digitization and indexing, and HVAC upgrades. Each grant recipient is eligible for a maximum \$10,000.00. Five grants, totaling up to \$50,000, will be awarded this round.

Only those counties that collect the \$1 records management fee in at least one office as authorized in § 25-60-5, *Mississippi Code of 1972*, as amended, are eligible to apply for this grant. There are currently 76 participating counties in Mississippi:

Adams, Alcorn, Amite, Attala, Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Claiborne, Clarke, Clay, Coahoma, Copiah, Covington, DeSoto, Forrest, Franklin, Greene, Grenada, Hancock, Harrison, Hinds, Holmes, Humphreys, Issaquena,



Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Lafayette, Lamar, Lauderdale, Lawrence, Leake, Lee, Lincoln, Lowndes, Madison, Marion, Marshall, Monroe, Montgomery, Neshoba, Newton, Noxubee, Oktibbeha, Panola, Pearl River, Perry, Pike, Pontotoc, Prentiss, Quitman, Rankin, Scott, Simpson, Smith, Stone, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Union, Walthall, Warren, Washington, Wayne, Webster, Wilkinson, Winston, Yalobusha and Yazoo.

Additionally, the county must collect the fee in the office submitting the application. Official adoption of the fee must be recorded in the minutes of the governing board and the Mississippi Department of Archives and History (MDAH) must receive a certified copy of the applicable page(s) from the Minutes.

Applicants must provide evidence of cash matching funds (private, local, or federal) in an amount not less than 20% of the **grant award**. The grants are on a **reimbursable basis** upon the successful completion of the project. **The availability of funds for reimbursable expenses is dependent upon the proper completion and submittal of the required forms and information.** Until the LGRO receives all documentation, reimbursement funds will not be available.

Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement.

Part I: Program Schedule

Applications will be accepted via USPS/Delivery Service through close of business, **Friday, October 1, 2021.**

Deliver To:

Becca Mee, Grants Administrator
Local Government Records Office
MS Dept. of Archives and History
P.O. Box 571
Jackson, MS 39205-0571

All applications should be received by, or postmarked before the deadline for consideration. **No late or incomplete applications will be reviewed.** MDAH Staff will evaluate completed applications and will make recommendations to MDAH's board of Trustees. The board will select projects that meet all criteria and are determined to be the highest priority.¹ All applicants will be notified in writing of the board's decision after the meeting. Telephone inquiries about the status of the selection process will not be accepted. Written questions related to the proper completion of applications or clarification of the application packet must be received by July 16, 2021 at 5:00 pm and responses will be posted online within seven business days. Question may only be sent to logov@mdah.ms.gov

Project work must not begin until a formal grant agreement has been executed between the applicant and MDAH. All grant projects **MUST** follow prescribed benchmarks and **MUST** be completed as agreed upon. **Funds not expended by this date will be canceled and reprogrammed.**

¹ Project Criteria located in Part 3 of Application Packet

Part II: Requirements

A. Eligibility

1. **Applicant Eligibility:** Eligible applicants include Mississippi county offices that collect the records management fee. Each county may submit only one application but may split the award among any offices that collect the fee. If the county wants to include a community partner (historical society, public library, etc.), the grant funds must be used only for records of the county, which must be publicly available during the county government's normal operating hours.
2. **Property Ownership:** The building must be owned or operated by the state, city, or county government; school district; or non-profit organization.
3. **Eligibility of proposed work items:** Local Government Records Management Grant monies must be used for records management projects as specified in the original application. Purchase of other commodities or services must relate directly or indirectly to the preservation and storage of archival and/or historical records. All proposed work must conform to MDAH guidelines and standards² and the procurement laws of Mississippi. Grant funds may not be used to pay salaries or wages.

Grants **CANNOT** be used to reimburse expenses for work done before or after the grant period specified in the Memorandum of Agreement.

4. **Eligible items include:**

- ✓ Shelving: Bulk Rack, Mobile Aisle, Roller Docket Shelves, or Open Shelving. Shelving must be low-VOC painted or powdered coated steel.
- ✓ Equipment for the digitization or storage of electronic records.
- ✓ Archival preservation supplies.
- ✓ Ultraviolet film for windows and lighting.
- ✓ Vendor digitization and indexing projects².
- ✓ HVAC upgrades to areas where archival or historic records are stored.

5. **Ineligible items include, but are not limited to:**

- ✓ Salary or wages.
- ✓ Architectural or engineering fees.
- ✓ Routine or annual maintenance.
- ✓ Destruction of eligible temporary records.

² See Appendices D & E for Standards for Local Government Off-Site Storage and Archives. For vendor digitization projects see "Policy on Reformatting Public Records of Archival and Enduring Value" <https://www.mdah.ms.gov/sites/default/files/2020-11/Public-Records-Reformatting-Policy-2013.pdf>

B. Project Personnel

Applicants must have a designated **Project Coordinator**.

The **Project Coordinator** represents the grantee in project administration, ensuring the progress and timely completion of all work, as well as submitting reports and reimbursement requests to MDAH. The project coordinator is the contact person for all correspondence relating to the project. There are no academic or professional requirements. **Remuneration for this position is not reimbursable under the Local Government Records Management Grant program.**

If a project requires architectural or engineering services to determine the appropriate floor load or arrangement of shelving or other equipment, all verifications by the professional must be submitted with the Application.

C. Long-Term Maintenance Plan

Grant applicants must include a plan for routine maintenance and long-term preservation of records and disposal of eligible records on a routine basis consistent with the recommendations made in the CRI Report, as well as with basic records management principles.

D. Funding Levels

In some cases, MDAH may offer a smaller grant amount than requested. Applicants must decide whether or not to modify the proposed scope of work and accept the grant. If the applicant declines, the Board of Trustees will redistribute the money.

MDAH also reserves the right to reject applications that do not include an adequate project description or that have budgets not commensurate with the scope of work.

E. Matching Share

All funds distributed through the Local Government Records Management Grant program are awarded in the form of matching grants, which require the grantees to supply a cash match no less than 20% of the grant dollars awarded. **Please make sure to calculate the percentage from the amount requested, not the total cost.**

Example of 20% Matching Share:

Request: \$10,000 + Match: \$2,000 = Total Project Cost: \$12,000 (20% Match)
(formula: grant award + 20% of grant award = Total Cost)

Projects with a cash match that is larger than 20% will score higher; however, any amount offered as a match must be guaranteed. **There will be no amendments to lower the match percentage amount once approved.**

The match can come from private donations, local or federal funds, or a combination, but all must be guaranteed at the time of the application. Applicants must provide evidence that the match is being used solely for the Local Government Records Management Grant project.

F. Reimbursement Requests

The availability of funds for reimbursable expenses incurred by grantees is dependent upon the availability of funds, proper completion of the Memorandum of Agreement, submittal of all applicable reports, requests for disbursement, and final inspection and approval from the Local Government Records Office. Local Government Records Management Grants are **reimbursement** grants. The grantee may receive money only **after** providing MDAH with appropriate documentation showing that project costs have been incurred and local matching funds have been expended. Documents include a request for reimbursement form, receipts showing expenditures, copies of canceled checks, and lien release have been incurred and local matching funds have been expended.

Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement. Specific instructions on filing reimbursements will be supplied to grantees.

Part III: Grant Selection Criteria

Applicants must meet criteria 1 through 5 to be considered for grant awards, while criteria 6 through 9 will be used to rate and rank each project.

1. **Any property purchased with the grant funds must be placed on the county's inventory** once procured.
2. **The county and office applying for the funds must be participating in the records management program identified in § 25-60-5, *Mississippi Code of 1972*, as amended, at the time of application.**
3. **Applicants must match the grant with cash equal to at least 20% of the grant award.** The match must be guaranteed. There will be no amendments to lower the match percentage amount.
4. **Applications must demonstrate that the organization has clearly defined obtainable goals, reasonable expectations of the work involved, and detailed budget estimates.** The work plan should be outlined in the grant application with a detailed budget by item and model number where applicable.
5. **Applicants must provide assurance and evidence of a project's completion and the county's continued participation in the records management program, along with dedication to proper management of all county records.** Counties should have a well-defined plan for routine maintenance and long-term preservation and access to records. Applicants who do not provide a defined purpose for the property **will not be considered.**

Priority Will Be Given to the Following:

6. Projects that meet the needs identified in the recommendations section of that county's CRI Report.
7. Projects that best follow the Records Management Standards identified by MDAH and LGRO.
8. Length of time that county has collected the records management fee.
9. Counties that collect the fee in all eligible offices.

Part IV: Instructions for Applying for Funds

Applicants should read this entire manual before completing the application. All forms needed to apply for funds are included. Counties are encouraged to select appropriate items from the State Contract or GSA but should obtain quotes and must follow state procurement laws.

A. Application Checklist

Refer to the checklist for instructions on how to assemble the application. Check off each item and submit the checklist with the paperwork. Points will be taken from the final score of applications that do not follow the correct order.

B. Application

- 1. Project Title:** The project title reflects the work proposed for funding. For example, “Yoknapatawpha County Courthouse Chancery Basement shelving.”
- 2. Project Address:** The physical address of the property, including city, county, and zip code, where the shelving or other commodities will be installed, and/or archival records stored.
- 3. Project Description:** A description of the proposed project in one sentence. This information will be presented to the Board of Trustees, so be sure to write a clear, concise, and complete descriptive sentence. Allowable project work can be found in Part II, Section A-4.
- 4. Project Budget:** The amount of grant funds requested, the matching share, and the total project cost. These figures must equal the figures in the project budget section and matching share forms.
- 5. Project Applicant:** Applicants must have legal authority to apply and to accept legal and financial responsibility for the project.
- 6. Project Coordinator:** The person designated by the project applicant to administer the project. This person will be the primary contact for MDAH.
- 7. Property Owner:** The building must be owned or operated by the state, city, or county government; school district; or non-profit organization.
- 8. Tax Identification Number:** Required under state auditing and income tax regulations.

C. Project and Budget Breakdown

The Project Budget and Breakdown worksheet should be completed to include all information. This is a fillable PDF document.

1. **Recommendations:** This information is taken from the CRI Report Section 5. Use the dropdown menu on the Project Budget Breakdown to address every item from your county report.
2. **Physical Location:** This is also taken from Section 5 of the CRI Report and should specifically identify the location being addressed.
3. **Action:** An action should be addressed for every recommendation in the CRI Report Section 5. While some items may not be financially feasible at this time, every item must be identified with a specific action listed. If additional paper is needed, please include with the Project and Budget Breakdown page.
4. **Proposed Start Date:** Select the date your county will begin this activity. If the action is cost prohibitive at this time, select a future date when the county will re-examine the potential project.
5. **Grant Funds:** Identify the actual amount of money being requested from MDAH to fund the project. This amount should be based on a quoted amount from a vendor.
6. **Match Funds:** This amount should be at least 20% of the amount in the previous column. Counties are encouraged to use their portion of the \$1 records management fee to complete items that may not be eligible for grant funds this year.
7. **Proposed Completion Date:** Select a date that the project will be completed.
8. **Totals:** Make sure the Grant and Match Funds columns total at the bottom of the worksheet.

D. Color Digital Images

Submit a CD or thumb drive with enough original images to convey the proposed installation and location of shelving. **The images must be high-resolution and in JPEG format.** The images may be used to present grant proposals to the Board of Trustees and provide before/after examples of work.

E. Certification of Matching Share

Applicants must have a cash match not less than 20% of the requested grant amount in-hand or guaranteed at the time of application. If any part is provided by entities other than the applicant, attach letters showing firm and binding commitments for promised donations. The certification of matching share must be signed by a person legally authorized to commit the funds. In-kind matches are not

eligible.

Example of 20% Matching Share:

Request: \$10,000 + Match: \$2,000 = Total Project: \$12,000 (20% Match)
(formula: grant award + 20% of grant award = Total Cost)

F. Letters of Support

If the project involves a partner organization, such as a historical society or library, at least one (1) signed letter of support from that organization must be submitted with the application. Additional letters of support may come from the local historical society, public library, or other interested parties in order to demonstrate support for the proposed project, but are not required. **Letters of support must demonstrate interest in this specific grant proposal.**

G. Supporting Information

1. Board of Supervisors Minutes showing participation in the records management program;
2. Documentation to show the departments involved in records management fee collection;
3. Board of Supervisors minutes showing the governing body supports the project and application;
4. Board of Supervisors minutes showing the governing body is familiar with the Statement of Understanding.
5. Completed W-9 Form

H. Statement of Understanding

Applicants must sign to acknowledge that they have read, understood, and agreed to the conditions of this application as well as any grant received from MDAH.

Part V: Forms

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Application Checklist

County Name

One Original Application (must be in this order for consideration):

- _____ Application checklist
- _____ Application
- _____ Project and Budget Breakdown
- _____ Color digital images (JPEGs) on CD or thumb drive; 1 set of prints)
- _____ Certification of Matching Share
- _____ Signed letter(s) of support
- _____ Supporting Information (Certified Copies)
 - _____ Board of Supervisors Minutes authorizing fee collection
 - _____ Board Minutes showing dedication to this grant submission
 - _____ Completed W-9 Forms
- _____ Signed statement of understanding

Submit the original application stapled in the upper left hand corner. Do not place the application in a three-ring binder or have it bound.

The application must be received by the Local Government Records Office by October 1, 2021 by mailing to:

Rebecca Mee
LGRO Grant
Mississippi Department of Archives & History
P.O. Box 571
Jackson, MS 39205-0571

Applicants are encouraged to submit early and make an additional copy of all documents for their records.

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Application

County Name

Read full application before completion – inaccurate/incomplete applications will not be considered.

1. Project Title: _____

2. Project Address (or location description if in rural area):

3. Project Description (in one sentence):

4. Project Budget:

Total State Grant Funds Requested (Max: \$10,000): \$_____

Matching Funds Provided By Applicant (Min: \$2,000 or 20%): \$_____

Total Project Cost: \$_____

5. Project Applicant (will be the signatory):

Title (Dr., Mr., Mrs., Ms.)

Contact Name

County Name

Applicant's Title in County

Mailing Address

City

State

Zip Code

Phone

Fax

E-mail Address

6. Project Coordinator: _____ Check if same as above

Title (Dr., Mr., Mrs., Ms.)

Contact Name

County/Organization

Coordinator's Title in County/Organization

Mailing Address

City

State

Zip Code

Phone

Fax

E-mail Address

7. Property Owner:

Title (Dr., Mr., Mrs., Ms.)

Contact Name

Organization

Owner's Title in Organization

Address

City

State Zip Code

Phone

Fax

E-mail Address

8. Tax Identification Number (attach W9): _____

Certification of Matching Share

I certify that the matching share funds identified above are available and will be allocated only to the Local Government Records Management Grant project described in this application and titled:

Project Title

Name and Title of Authorized Representative

Signature

Date

Statement of Understanding

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

With respect to grants received from the Mississippi Department of Archives and History (MDAH), applicants indicate by their signatures they have read, understand, and agree to this Statement of Understanding. Failure to comply will result in cancellation of the grant.

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Local Government Records Management Grant Program administered by MDAH.
2. Individuals submitting this grant request on behalf of applicants have the necessary authority to request consideration of this project by MDAH.
3. This is a cash matching grant program in which only a portion of the total project cost can be supplied by the grant funds; matching share will be supplied by applicants in the form of cash. In-kind matches will not be considered or credited to applicants. **There will be no amendments to lower the match percentage amount.**
4. No work paid for by this grant application is to begin until applicants have been notified in writing that the grant has been approved and have accepted in writing the terms and conditions of the grant. Funds will not be released until after the project has been confirmed as complete.
5. If a grant is received, the county must place on its inventory any tangible assets purchased with the grant funds and maintain those assets throughout the life of the assets.
6. If a grant is received, all obligations for material work are to be paid by the grantee, which will then receive reimbursement from the Department of Finance and Administration, based on prior agreement and approval by MDAH.
7. Grants will be administered in accordance with all applicable state laws, regulations, policies, requirements, and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of handicap, and equal employment opportunity and labor laws.
8. Projects shall be carried out to address the identified recommendations found in the Pre-1920 County Records Inventory Report (CRI Report).
9. Procurement actions will be conducted in accordance with the State of Mississippi bidding and procurement laws.
10. All costs charged to the grant project will be in payment of approved budget items.
11. Adequate resources will be available for the completion of the proposed project and the continued operation and public access to the records of the county.

12. An adequate financial management system (and audit procedure when deemed applicable) will be maintained to provide control of all property, funds, and assets during the grant period.
13. The project, if funded, will be carried out in accordance with the guidelines set forth by the Local Government Records Office (LGRO) and will be completed within the allotted time.
14. Applicants will cooperate with MDAH staff in meeting all requirements.
15. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by MDAH as a result of this application.
16. **Hold harmless and indemnification.** The county receiving the grant funds for the project will hold harmless and indemnify MDAH, Board of Trustees, Staff, and agents from any and all liabilities that arise from the purchase, installation, and use of materials purchased and all other aspects of compliance with this grant.
17. **Failure to comply with the conditions set forth in this Statement of Understanding will result in cancellation of the grant.**

The applicant recognizes and agrees that any state financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the State of Mississippi reserves the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the person or persons whose signature(s) appear below and who is/are authorized to sign this assurance on behalf of the applicant.

Name of Applicant/Project Coordinator Date

Name and Title of Authorized Representative

Signature of Authorized Representative Date

Part VI: Appendices

Appendix A

Glossary of Grant Descriptions

County Records Inventory — Conducted from 2010 to 2016, MDAH staff inventoried records dated prior to 1920, evaluated storage and preservation needs, and provided customized recommendations in reports (“CRI Report”) given to chancery and circuit clerks in all 82 counties. The project was initially known as the Territorial Records Inventory Project, which included only the fourteen territorial counties.

Disposal — The transfer of records, especially noncurrent records, to their final state as described in a retention schedule.

Digitization — The process of converting hard copies of paper records or other non-digital records into digital formats such as digital text, photographs, maps, microfilm, and other digital media.

Local Government Records Office (LGRO) — The Local Government Records Office provides advice and assistance to counties, municipalities, and other local government entities in managing their records. The Mississippi Legislature established the LGRO in § 39-5-9, *Mississippi Code of 1972*, as amended.

Local Government Records Program — The LGRO is funded by a \$1 fee added to any document filed in a county or municipal office for which a fee is already charged. The local government keeps half of the fee collected and remits the other half to the Local Government Records Fund. While all municipalities are required to collect the fee, each county’s Board of Supervisors must vote to approve collection of the fee (§ 25-60-5, *Mississippi Code of 1972*, as amended). The local government’s portion of the fee collected is to be used to properly manage the records of the local government, including personnel services, contractual services, commodities, or equipment.

Mississippi Department of Archives and History (MDAH) — The Mississippi Department of Archives and History was founded in 1902. A comprehensive historical agency, the department collects, preserves, and provides access to the archival resources of the state, administers museums and historic sites, and oversees statewide programs for historic preservation, government records management, and publications. MDAH is governed by a nine-member board of trustees.

Preservation — (1) The act of keeping from deterioration, loss, decay, or destruction, especially through noninvasive treatment; (2) Law — The obligation to protect records and other materials potentially relevant to litigation and subject to discovery.

Project Coordinator — Represents the grantee in project administration, ensures the progress and timely completion of all work, and submits reports and reimbursement requests to MDAH. The project coordinator is the contact person for all correspondence relating to the project. There are no academic or professional requirements.

Public Records — "... all documents, papers, letters maps, books, tapes, photographs, films, sound recordings or other materials regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency or by any appointed or elected official." (§ 25-59-3 (b), *Mississippi Code of 1972*, as amended)

Records Management — The systematic approach to the creation, use, maintenance, storage and disposition of records throughout the information life cycle.

Shelving — There are several types of shelving that may be needed depending on the situation of a county. Typical solutions include but are not limited to Bulk Rack, Mobile Aisle, Open Steel, Roller Docket shelving. No wood shelving should be utilized as part of this grant; however if there is existing wood shelving, the county may follow recommendations in the CRI Report for guidance to protect the records.

Appendix B

Advice for Completing the Application

MDAH staff has prepared the following advice to cover the parts of grant proposals that are most often found to be incomplete or inadequate. The Local Government Records Management Grant Program is competitive, and by following this advice your proposal will be more effective. Applications will only be reviewed after the Application Deadline. The LGRO staff will not complete the application for you. There is no guarantee a project will be funded, but a well-developed proposal has a better chance.

Dos and Don'ts in Preparing Grant Proposals:

- Do** Submit questions in writing (by email to locgov@mdah.ms.gov) to the LGRO by July 16, 2021. Responses will be posted online within seven (7) business days.
- Do** Consult the CRI Report notebook and ask the LGRO staff if there are questions about completing the application.
- Do** Assemble the proposal carefully following the order given in the Application Checklist. Include detailed project descriptions, budget, matching share, and any required documentation. It is much easier to find a specific part of any application when they are all assembled in the same manner. This ensures that the proposal can be reviewed in its entirety. The evaluation of each application is directly derived from the content and not the appearance of the grant proposal.
- Do** Give your proposal to someone else to read before submitting, preferably someone not connected with the project. If the reader has questions about the project, then the application may not be clear enough. You will then have the opportunity to rework it.
- Do** Prepare your application early. If parts are missing or incomplete you will have time to make necessary corrections before the final deadline.
- Do** Ask for letters of support from local people, organizations, and political representatives early. This allows the letters to be submitted with the application. Letters received after the final deadline will not be considered.
- Do** Read the instructions thoroughly to make sure you have completed the application correctly.

Don't Wait until the last minute to begin preparing your application. Supporting documentation is extremely important and may take several weeks to pull together. Proposals written at the last minute often lack necessary details and documentation, and as a result generally do not score well. Remember, this is a competitive program—take time to put together a quality application.

Don't Submit your application with the pages inserted in plastic sleeves.

Don't Tape, staple, or attach prints of digital images to pages.

Appendix C

W-9 Form

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Appendix D

Mississippi Department of Archives & History

Local Government Records Office

Standards for Off-Site Storage of Inactive Records of Local Government Entities

(Adopted by Board of Trustees, December 12, 1996)
(Submitted to Secretary of State December 10, 1996)
(Adopted by Secretary of State, January 14, 1997)
(Amended October 20, 2009)

The following standards are issued by the Department of Archives and History in accordance with Section 39-5-9 (b), *Mississippi Code of 1972, Annotated*, as amended.

Section 39-5-9 (b) authorizes the Department of Archives and History to establish records management standards for local governments on issues including, but not limited to, microfilm production and storage, electronic records security and migration, records preservation, imaging, and records storage.

1. For the purposes of these standards, in addition to the definitions established by §25-59-3, *Mississippi Code of 1972, Annotated*, as amended, the following definitions will have effect:

Department: The Mississippi Department of Archives and History.

Inactive Records: Records become inactive when the reference activity for such records requires, on average, less than one retrieval per month per file.

Local Governmental Entities: Any unit of local government including, but not limited to, municipalities, cities, towns, villages, counties, school districts, and library systems.

Records of Archival Value: Those records designated by the Department of Archives and History to be permanently preserved. Records of archival value are so designated on the records control schedule governing the disposition of the records.

Records of Enduring Value: Those records of a local governmental entity not having archival value that the entity determines need to be retained for a period of time after the records become inactive. Records of enduring value are so designated on the records control schedules governing the disposition of the records.

2. Standards for the Off-Site Storage of Inactive Records of Local Governmental Entities-

The physical location of the off-site storage facility in relation to the local governmental unit's seat of operations. The storage facility should be located in relatively close proximity to the local government's seat of operations in order to provide efficient reference services to staff members and the public.

The physical structure of the off-site storage facility. The storage facility must maintain a secure, clean records storage environment. A modern facility is preferred but not required. The structure should provide solid protection from the weather.

Floor strength. The floor must be capable of bearing the full weight of the records.

The physical security and interior environment of the off-site storage facility. The storage facility should provide a secure and appropriate environment for records storage.

Document security and access. The facility should provide appropriate levels of security from theft and premature destruction. Access to the storage area should be limited to authorized persons only. The doors to the storage areas should be equipped with devices which allow only the entry of appropriate personnel.

Fire protection. Proper fire and smoke detection devices should be located throughout the storage facility and a continuing fire awareness and safety program should be a part of the facility's standard operating procedures. A sprinkler or other fire suppression system is preferred but not required.

Flood protection. The facility should not be located in a flood plain.

Climate control (temperature/humidity). The facility should maintain moderate temperature and humidity levels and avoid extremes in either direction of both categories. Temperatures of 65-75 degrees Fahrenheit and a relative humidity of 30-60 percent are recommended. *Special provisions are needed for storing records on media such as microfilm and electronic formats.* The ideal records storage environment is clean, dry, and cool.

Records accessibility. The Public Records Act of 1983 (§25-61-2, *Mississippi Code of 1972, Annotated*, as amended), states in part, "It is the policy of this state that public records shall be available for inspection by any person unless otherwise provided by this chapter." Therefore, custodians of public records must ensure reasonable access to public records. Provisions should be made to provide efficient and timely reference services to local government officials and employees as well as members of the public.

Continuity of Operations/Emergency Operations Plan. The storage facility must certify that it maintains an appropriate plan to protect and recover records stored off-site and to provide access to those records in the event of a hazard (natural or man-made).

3. These standards are established and will be regularly reviewed by MDAH Archives and Records Division staff, including the directors of the division, the local government records office, the government records section, the electronic records section, and other staff as appropriate.

Appendix E

Mississippi Department of Archives & History

Local Government Records Office

Standards for Local Government Archives

(October 20, 2009)

Pursuant to Section 25-59-9 (h), *Mississippi Code Annotated, 1972*, as amended, the Department of Archives and History (MDAH) is required to “promulgate rules and regulations permitting the storage, use and dissemination of records which are transferred by any local governmental body in this state to a local historical or archival group which has been incorporated and operates as a private, nonprofit corporation.” Section 25-59-25 (2) states, in part: “Any local governmental body which desires to transfer records to a local historical or archival group or public library shall have certification from the department prior to the records being transferred indicating that such entity has satisfied all the rules and regulations of the department and that the department has officially approved such entity as a records depository.”

For the purposes of these standards, in addition to the definitions established by §25-59-3, *Mississippi Code of 1972, Annotated*, as amended, the following definitions will have effect:

Local Governmental Body: Any unit of local government including, but not limited to, municipalities, cities, towns, villages, counties, school districts, and library systems.

Local historical or archival organization: Any local historical or archival group which has been incorporated and operates as a private, nonprofit corporation.

Custodial office: The agency, department or office within a local governmental body responsible for creating, filing, and maintaining certain records series.

The following standards for local government archives are issued by the Department of Archives and History:

1. Any local governmental body that desires to transfer records to a public library or local historical or archival organization shall enter into a formal agreement with the organization outlining the terms and conditions of the transfer.
2. Per Section 25-59-25 (2), *MCA, 1972*, “The title to all records transferred to any local historical or archival group or public library shall remain in the local governmental body which transfers the records to such entity, and the ultimate authority over the records shall continue to reside with the person charged with the responsibility for making and keeping the records.”

3. The organization or library must demonstrate that it can provide better storage, access, and dissemination than the custodial office can, providing archival and/or records center services to the custodial office, by compliance with the following:
 - a. The records storage area(s) must meet MDAH “Standards for Off-Site Storage of Inactive Records of Local Government Entities.” The physical structure must provide safe and secure storage for the records, as well as adequate and secure work and research areas.
 - b. The organization must have adopted written policies for maintaining control of the public records from initial accessioning through public access.
 - c. The organization must have a written policy that complies with the Public Access to Public Records Law (Title 25, Chapter 61, *MCA, 1972*). The facility must be open to the public at least ten (10) hours a week, part of which must coincide with the legal hours of the local governmental body. The local governmental body must also be allowed reasonable access to its records during its normal business hours when the facility is otherwise closed.
 - d. The organization must have a written policy to allow the public to obtain copies of the local governmental body’s records held in its facility, for a fee not to exceed the normal costs of reproduction.
 - e. The facility must be staffed by appropriately trained personnel.
 - f. Use of records will be monitored by staff, and records will not be removed from the facility.
 - g. Storage of information in alternative media must meet approved American National Standards Institute (ANSI) or other applicable standards. Any conservation practices must follow generally accepted professional practices. The local governmental body must approve all reformatting.
4. The local governmental body shall be responsible for ensuring that these standards are maintained by the local historical or archival organization or public library. If the organization or library fails to maintain these standards, the local governmental body is obligated to its citizens to remove its records from the facility and to either return them to its own facilities or transfer them to another organization that complies with these standards.
5. These standards are established and will be regularly reviewed by MDAH Archives and Records Division staff, including the directors of the division, the local government records office, the government records section, the electronic records section, and other staff as appropriate.