

Local Government Records Grant

Frequently Asked Questions

Q: What is the Local Government Records Grant?

A: The Local Government Records (LGR) Grant is a grant program for counties who participate in the Local Government Records Program. *MS Code §25-60-5* authorizes the Local Government Records Office to spend a portion of funds collected through the \$1 records management filing fee to support a program that grants money back to participating counties. The LGR Grant is reimbursement-based in an amount up to \$10,000 with a 20% minimum match from the county applying. Grant funds can be used for approved records management projects as listed in the Grant Application.

Q: Is the Local Government Records Grant connected to the MDAH Certified Local Government Grant or to the Community Heritage Preservation Grant?

A: No, the Local Government Records Grant is NOT connected or related to Historic Preservation Grants in any way. The LGR Grant is managed by the Local Government Records Office within the Archives and Records Services Division of MDAH. Grant monies for the LGR Grant come from the \$1 records management fee collected by participating counties. This grant is on a much smaller scale than the Historic Preservation grants and is a completely separate grant program.

Q: Does the grant application have to come from a county office that collects the \$1 records management fee?

A: Yes. The office applying for the LGR Grant must be collecting the \$1 records management (RM) fee.

Q: How many applications can a county send?

A: Applications for the LGR Grant should be limited to one application per county.

Q: If more than one office in a single county wishes to apply for the grant, should applications be sent separately or together?

A: County offices should apply for grant monies with one single application. Funds may be split among multiple offices, but each office must actively collect the \$1 RM fee.

Q: Can we send our application by mail?

A: Applications should be mailed using USPS or any other delivery service as long as they are postmarked by October 3. Completed applications should be mailed to:

Becca Mee, Grant Administrator
Local Government Records Office
Miss. Department of Archives and History
Post Office Box 571
Jackson, MS 39205-0571

There is no need to personally deliver your application to Jackson.

Q: What county offices can receive the Local Government Records Grant?

A: The only requirement for a county office to be able to apply for the grant is collecting the \$1 RM fee. These offices can include the chancery clerk's office, circuit clerk's office, justice court, sheriff, tax assessor, and tax collector's offices. However, if more than one office in a given county is interested in applying for grant funds, they should submit one application for the grant in conjunction with each other.

Q: Can municipalities apply for the Local Government Records Grant?

A: No. At this time, only county offices who collect the \$1 RM fee and participate in the Local Government Records Program may apply for grant awards. Municipalities are not eligible at this time.

Q: Do match funds have to come from any specific source of funds? If I plan to pay for the project out of my own fee account, what do I need to submit to prove the matching share?

The match fees can come from any source of county funds. The Certification of Matching Share will need to be completed, along with the Minutes of the Board of Supervisors to indicate the source of the funds. The Minutes of the Board of Supervisors serves as the necessary proof that you have the authority to spend these funds.

Q: Can historical societies that hold county records apply for the grant?

A: Yes. A historical society that holds county records may apply for the grant, but should do so in conjunction with a county office that collects the \$1 RM fee.

Q: Do we need letters of recommendation? Can they come from an entity like a genealogical society or does it need to be a legislator?

A: You only need letters of support if your project involves a partner organization, such as a historical society or a library; one (1) signed letter of support from that organization must be submitted with the application. If so desired, additional letters of support may come from a local historical society, public library, other interested parties, or legislators, but are not required unless specially involved as a partner organization.

Q: What project items are eligible for reimbursement with the Local Government Records Grant?

A: Eligible items are specified in each grant round, and may include

- Shelving: Bulk Rack, Mobile Aisle, Roller Docket Shelves, or Open Shelving. The shelving **must** be low-VOC painted or powder-coated steel.
- Equipment for the Digitization or Storage of Electronic Records.
- Archival Preservation Supplies.
- Book Rebinding or Repairs.
- Ultraviolet Film for Windows and Lighting.
- Vendor Digitization and Indexing Projects.
- HVAC Upgrades to Areas Where Archival or Historic Records are Stored.

Q: Are archival file folders and storage boxes an eligible expenditure?

A: Yes, file folders and storage boxes are eligible purchases for grant awards.

Q: Is shredding an eligible expense?

A: No, shredding is not an eligible, reimbursable expense for LGR Grant funds.

Q: What is a CRI Report?

A: A CRI Report is the "County Records Inventory" Report; in counties created before statehood it is called the "Territorial Records Inventory Project" Report. Between 2010 and 2016, the Local Government Records Office conducted an inventory of all county records dated 1920 and earlier and distributed reports to each of the chancery and circuit clerks in the state. In Section 5 of the report there is a list of recommendations for improvement in each county's records storage areas. Proposed projects should address these issues.

Q: Does the grant project have to solely focus on CRI Recommendations? What if CRI Recommendations have already been addressed?

A: Counties should prioritize CRI recommendations for grant funds. If CRI recommendations have already been addressed, then a county can apply to use grant funds for other records management projects.

Q: What name should I put under "Property Owner Information?"

A: The Property Owner is whoever owns the property where the proposed project work is to take place. Most of the time, this will be the county.

Q: Do I need itemized quotes for the proposed budget portion of the application, or do we need a quote for the entire cost of the project?

A: While an itemized break down of the proposed project is helpful, there **must** be a quote or estimate for the entire project included in this portion of the application.

Q: Do I need to “before” pictures if I am doing a digitization project?

A: Yes. In this case, pictures of the records you wish to digitize would be useful to help demonstrate the need for the proposed project to both MDAH and your Board of Supervisors.

Q: Do applicants have to provide a definitive start and end date of the project on the application?

A: Applicants may provide an approximate start and end date. Work on projects may not begin until counties are notified by MDAH that they have been selected for grant awards.

Q: Can MDAH recommend specific vendors?

A: No. As a state office, neither MDAH nor LGRO Staff in their official capacity may recommend specific vendors.

Q: When will applicants know whether or not they have been selected for grant monies?

A: The MDAH Board of Trustees will select grant recipients at their January meeting. LGRO Staff will notify all applicants in writing after grant recipients have been determined.