

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:

Nicole Bryan, Manager
Nicole.Bryan@ky.gov

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

Part A: Contact Information

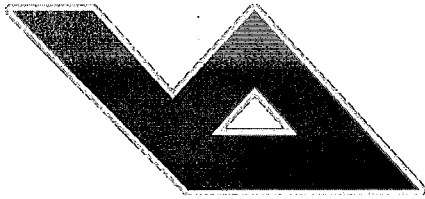
Local Government Agency: Kenton County Fiscal Court
Applicant Name: Trevor Rohe
(Records Custodian/Officer)
Applicant Title: Police Officer
Office Address: 1840 Simon Kenton Way
Covington, KY 41011
Phone Number: 859-392-1940
(Including area code)
Email Address: trevor.rohe@kentoncounty.org
Federal ID Number: 61-6000743

Part B: Project Summary

Total Funds Requested: \$ 113,986.42

Please provide a complete description of the proposed project. Describe the project scope and the finished product(s). Who is the primary point of contact and what are their responsibilities toward completion of the project? Explain why these records were selected for preservation and their historical significance and relevance to the community.

The Kenton County Police, a department within the Kenton County Fiscal Court, is looking to digitize our physical copies of our felony, identification and personnel files from 2008 to the present. Once complete, the data will be stored on an external hard drive. The data will also be indexed and organized neatly, making it easily searchable. Officer Trevor Rohe will be the primary point of contact with Captain Gary Helton assisting as well. As a police/public agency, we are required to maintain public records for many years. All records were previously digitized in 2008.



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Plan of Work

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

Section I

Purpose: Scan and Microfilm Felony Investigation Files

Vendor: US Imaging, Inc.
 Vendor Contact: Joshua Dosson
 Vendor Address: 400 S. Franklin Street
Saginaw, MI 48607
 Vendor Phone and Email: (989)992-3890, jdosson@us-imaging.com

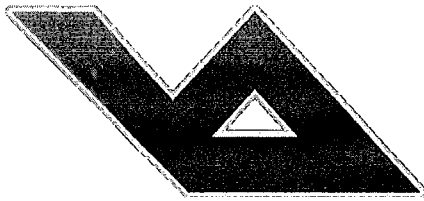
Records	Date	Series	Cost
Felony Investigation Files	3/10/2021	1	69226.85
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			8653.36
Total Section I Cost			77880.21

Section II

Purpose: Scan and Microfilm Identification Files

Vendor: US Imaging, Inc.
 Vendor Contact: Joshua Dosson
 Vendor Address: 400 S. Franklin Street
Saginaw, MI 48607
 Vendor Phone and Email: (989)992-3890, jdosson@us-imaging.com

Records	Date	Series	Cost
Identification Files	3/10/2021	1	9830.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			1228.75
Total Section II Cost			11058.75



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Section III

Purpose: Scan and Microfilm Personnel Files

Vendor: US Imaging, Inc.

Vendor Contact: Joshua Dosson

Vendor Address: 400 S. Franklin Street
Saginaw, MI 48607

Vendor Phone and Email: (989)992-3890, jdosson@us-imaging.com

Records	Date	Series	Cost
Personnel Files	3/10/2021	1	22363.80
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			2683.66
Total Section III Cost			25047.46

Section IV

Purpose: N/A

Vendor: _____

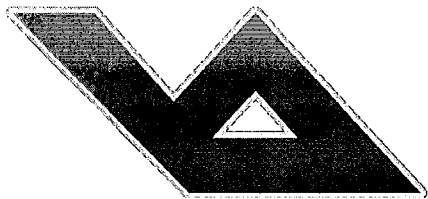
Vendor Contact: _____

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**



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Part C: Project Outcomes

1. Describe project outcome(s). Please explain the significance of each outcome. What are next steps for project records?

The Kenton County Police Department is looking for a better system to index and search all of our physical records starting from 2008 to the present. We currently have all our files in filing cabinets and have to manually search through them upon request. If awarded the grant, we will digitize all our physical records; this includes felony, personnel and identification records and any photos that go along with them. This will make it easier for us to provide those records to the public in a timely manner while also helping to permanently preserve the records.

2. Did you work with your Regional Administrator when completing this application?

Yes, Beth Williams

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

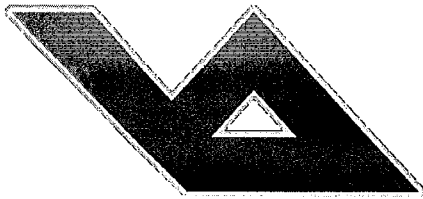
4. In what format do these records exist? Select all that apply.

Paper Electronic Files Microfilm Microfiche Aperture Cards Plats

Other: _____

5. Additional information/comments:

We published an advertisement in two local newspapers for bid requests on 2/1/2021, however, we only received one bid. As a result, we published another advertisement for bid requests on 3/10/2021, through the same two newspapers. As a result of those publications, US Imaging Inc was the only company that submitted a bid. We received notices from Endicott Microfilming, Imaging Office Systems and The Crowley Company that stated they would be declining to bid on our project.



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Commitment of Local Government:

Explain your agency's records management program. Detail the ways your office contributes resources to records management. How do you ensure agency records are made available to the public?

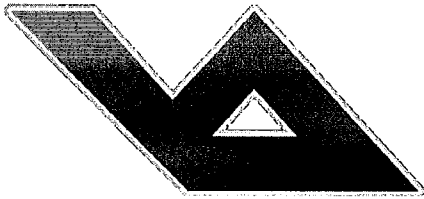
We currently house all of our physical files in a secure, climate-controlled area. A few years back, the Kenton County Police Department started using a software called LERMS which holds and organizes all of our electronic criminal reports. We also utilize Wolfcom for our body cam video evidence. Within these systems, we are able to add other documents and photos. The goal of the department, moving forward, is to have all police files in digital form within the LERMS and Wolfcom softwares and only have physical copies in rare circumstances. The Kenton County Police Department invests in constant updates to these systems so they are always up-to-date. We currently have an on-line portal on our website that allows the public to request access to any of our records and those requests are completed in a timely manner. We also allow walk-ins in the event the portal is not working or otherwise not accessible to any member of the public.

Where are project records located? Are these records stored in a secure, climate controlled and fire-resistant facility, with proper security and supervision? Please explain.

All of our records are currently located at 11777 Madison Pike, Independence KY 41051 in a climate controlled outbuilding. The building is secure but not currently fire-resistant. Once all our files are digitized, they will be electronically stored on the Kenton County server network where it will be backed up on multiple servers and locations throughout Kenton County.

Explain how your agency will ensure access to records per the state's Open Records Law (KRS 61.870-876).

We have created an on-line portal on the Kenton County website where anyone can fill out a request to obtain the records. Once submitted, the request is almost immediately received by a member of the Kenton County Police command staff who is then responsible for locating and compiling all requested files. Due to the overwhelming amount of paper files, it can take multiple days to locate and fulfill requests. Once all files are digitized, it will greatly cut down on the time required to fulfill all requests.



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Part D: 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.

Local Government Authorized Official Signature

Official Custodian of Records

Printed Name and Title

Printed Name and Title

Date

Date