

# Local Government Records Grant

## Frequently Asked Questions

- **What is the Local Government Records Grant?**

The Local Government Records (LGR) Grant provides funding to those counties participating in the LGR Program, as authorized by *MCA* §25-60-5. The funding derives from the one-dollar records management fee added onto any document filed within a participating county. This grant is reimbursement-based in an amount up to \$10,000, requiring at least a 20% match from the county applying. The funds **MUST** be used on approved records management projects.

- **Is this grant connected to the MDAH Certified Local Government Grant or the Community Heritage Preservation Grant?**

The Local Government Records (LGR) Grant is **NOT** affiliated with Certified Local Government nor Community Heritage Preservation Grants. The LGR Grant is managed by the Local Government Records Office within the Archives and Records Services Division of the Mississippi Department of Archives and History.

- **Does the grant application have to come from a county office collecting the \$1 records management fee?**

The application **MUST** come from office(s) collecting the records management fee.

- **How many applications can a county send?**

The applications are limited to one per county per year.

- **If more than one county office wishes to apply for the grant, should applications be sent separately or together?**

County offices must apply for grant monies with a single application. The grant funds may be split among multiple offices, but each office must actively collect the records management fee.

- **Should applications be submitted by mail?**

The applications should be mailed **via USPS** to the address below for consideration. All applications must be postmarked by October 2, 2023.

Lauren Harmon, Grants Administrator  
Local Government Records Office  
MS Dept. of Archives and History  
Post Office Box 571  
Jackson, MS 39205-0571

- **What county offices can receive the Local Government Records Grant?**  
The only requirement for eligibility is the collection of the records management fee. These offices could include the Chancery Clerk, Circuit Clerk, Justice Court, Sheriff, Tax Assessor, Tax Collector, and Building Code/Planning & Zoning Offices. If more than one office is interested in applying for funds, they should submit one application for the grant in conjunction with one another.
- **Can municipalities apply for the Local Government Records Grant?**  
Currently, municipalities **CANNOT** apply. The eligibility is limited to county offices collecting the records management fee.
- **Do matching 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 matching funds 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 serve as the necessary proof that you have authority to spend these funds.
- **Can historical societies that hold county records apply for the grant?**  
A historical society that holds county records **CAN** apply for the grant but only in conjunction with a county office that collects the records management fee.
- **Do we need letters of recommendation? Can they come from an entity like a genealogical society or does it need to be from a legislator?**  
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. While not required, 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. The letters must demonstrate interest in the specific grant proposal.
- **What project items are eligible for reimbursement with the Local Government Records Grant?**
  - Shelving: Bulk Rack, Mobile Aisle, Roller Docket, or Open Shelving. It **must** be low-VOC painted or powder-coated steel.
  - Equipment for Digitization or Storage of Electronic Records
  - Archival Preservation Supplies
  - Book Rebinding or Repairs
  - Ultraviolet Film for Windows and Lighting
  - Vendor Digitization and Indexing Projects (**must** follow MDAH reformatting standards)
  - HVAC Upgrades to Areas Containing Archival or Historic Records

- **Are archival file folders and storage boxes an eligible expenditure?**  
These items **ARE** eligible purchases for grant awards.
- **Is shredding an eligible expense?**  
Shredding **IS NOT** an eligible, reimbursable expense for grant funds.
- **What name should be listed under “Property Owner” on the application?**  
The Property Owner is whoever owns the property where the proposed project work is to take place—most likely, this will be the county itself.
- **Should there be itemized quotes for the proposed budget breakdown? Or, should it just be a quote for the entire cost of the project?**  
While an itemized breakdown of the proposed project is helpful, there must be a quote or estimate for the entire project included in this portion of the application.
- **Can I receive reimbursement for a records management project completed before the grant application period?**  
The grant cannot be used to reimburse expenses of work done before or after the period specified in the Memorandum of Agreement.
- **Do applicants have to provide a definitive start and end date of the project on the application?**  
The applicant must provide an **estimated** start and end date. The projects **cannot** begin until counties are notified by MDAH that they have been selected for grant awards.
- **Can MDAH recommend specific vendors?**  
No – MDAH and LGRO **cannot** recommend specific vendors in their official capacity.
- **When will applicants know whether or not they have been selected for grant monies?**  
The MDAH Board of Trustees will select grant recipients at their meeting in January. The LGR Staff will notify all applicants in writing after recipients have been determined.