



Tennessee Archives Management Advisory

Secretary of State, Tre Hargett

Direct Grants to Local Government Archives Guidelines for 2016-2017 Applications

- Grant applications must provide **all** detailed information. Significant omissions will be cause to reject an application.
- To give your program the best chance to be considered for a grant:
 - read these instructions carefully;
 - comply with them fully;
 - focus your grant request and justification carefully, specifically, and precisely.

Background. In 1998, the Secretary of State initiated a program to encourage development of local archives. The Tennessee State Library and Archives (TSLA) is the action agency, and the Assistant State Archivist is the action officer for this Archives Development Program (ADP).

In fiscal year 2016-2017, \$95,500 has been made available for grants up to \$7,000 for improvements to local archives. **In addition to county and municipal archives, eligibility for these grants has been extended to museums, libraries, non-profit organizations, historical societies, religious archives, colleges and universities, and other repositories of historical records in Tennessee.** We appreciate Secretary of State Tre Hargett for his commitment to the grants for the current FY 2016-2017.

The amount of funding is too small to subsidize major investments such as reconditioning space or the fees of engineers and architects or staff compensation. The amount of funding available is most effectively concentrated on purchases or activities that improve the storage conditions of archival collections, operations, or public accessibility. Eligible projects could include purchases of: archival shelving units, acid-free, lignin free folders and boxes, or other necessary archival supplies or environmental monitoring devices. Other potential projects might also include: indexing of collections, hiring professional consultants for a specific project, training or conservation, creating a disaster preparedness plan, or improving on-line access to collections through digitization.

Policies, Guidelines, and Procedures

The current round is for grants to be awarded in fiscal year 2016-2017 (that is in the year beginning 1 July 2016 and ending 30 June 2017). **Successful applicants will receive their awards by the reimbursement method and will be required to submit receipts with a reimbursement request form. Reimbursements are paid through direct deposit normally within 15 to 20 days from the date they are received by TSLA.**

Although having received a grant in previous years does not automatically eliminate an archive from funding, it is more likely to be considered for a grant in FY 2016-2017 if:

- the new proposal is well within the selection criteria,
- there is an overwhelming case for urgent need, and
- new applicants or start-up operations do not present a stronger case for funding.

Only those that best meet the grant criteria can be considered seriously for funding.

The following are policies and procedures for local government archives and records centers applying for the 2016-2017 round of Archives Development Grants.

1. To be eligible for a grant, a *county* must show that it has an active **public records commission** that includes at least the required statutory members, ex officio and appointed, and the county must certify that the public records commission meets **at least twice a year** as required by law. [See TCA § 10-7-401].¹
2. To be eligible for a grant, a county/municipality must show a clear, existing **budget commitment** and **legislative appropriation** to establish and/or sustain a formal archives and/or records office supervised by a county-appointed archivist or records officer.
3. Archival assistance grant proposals must come from the office of the local government executive or the official designated to administer grants (though they may be prepared by the local government archivist), and grants will be awarded only to the executive or grants administrator for disbursement.
4. A performance contract is required for each grant awarded.
5. Grants are to help local governments with their **own** efforts to build effective archives—**not** a substitute for local resources. To attract support, a local government **must** make and demonstrate a good-faith effort to develop archives out of its own resources.

¹ Since municipalities are not required by law to have public records commissions, this requirement does not apply to municipalities. Municipalities must meet all other requirements to be eligible.

6. So far as merits of applications permit, TSLA will take reasonable care to distribute grants equitably.

7. Within thirty (30) days after the end of the grant period (grant period ends 30 June 2017), a grantee **must file a report of how the funds were spent and what resulted to improve the local archives**. Those that fail to do this become ineligible for future grants until the report is filed and accepted. **TSLA will reject grant review reports that fail to justify use of funds**. TSLA may inspect the improvements claimed².

8. Grants will be awarded **only** for the following purposes:

8.1 Procurement of archival supplies, devices, furnishings, or services that directly help to salvage, restore, and preserve permanent records of the county/municipality.
Equipment or devices costing more than \$5,000 apiece are NOT eligible for purchase.

8.2 Procurement of supplies and services that directly help to achieve and maintain locator and inventory control of permanent records so that they may be readily inspected by the public according to TCA § 10-7-503(a).

9. Grants **will not** be awarded for the following purposes:

9.1 Major capital improvements such as land or structure purchases or renovations.

9.2 The care, rehousing, or exhibition of three-dimensional artifacts.

9.3 The purchase of exhibition cases, mounts, or other items associated with permanent or temporary exhibitions.

10. Counties and municipalities that have an archivist or records manager who has received training from TSLA's Tennessee Archives Institute, the Society of Tennessee Archivists, an archival education program of an accredited institution of higher education, or a recognized national organization such as AASLH, SAA, or Lyris, have a significant advantage in obtaining grants.

11. Local archives and records management programs most likely to be awarded grants are those that:

- Follow the grant application procedures and meet grant application deadlines;

² Notwithstanding the term above, if a county or municipality wishes to apply for a subsequent grant, the expenditure report must be received and accepted by TSLA before the new application will be considered.

- Meet and satisfy the guidelines for archives found in Tennessee Archives Management Advisory: Basic Archives Management Guidelines for Local Archives³;
- Keep public records as defined in Tennessee Code Annotated 10-7;
- Are open to the public and provide convenient public service during reasonable hours;
- Demonstrate confirmed commitment to develop archives according to Tennessee law, archival standards, and a careful development plan;
- Benefit from an active public records commission that regularly reviews and approves records disposition authorization requests and encourages archives development;
- Demonstrate a clear ability and designated personnel to administer the grant responsibly;
- Need to acquire archival supplies, devices, furnishings, or services to carry out their duties according to archival standards;
- Present a clear and well-focused plan to salvage, preserve, or arrange permanent public records so that they may be readily available for public examination in accordance with TCA § 10-7-503(a).
- Present realistic cost/funding estimates and budgets under \$7,000 for the grant objective.
- Offer well-focused, specific project proposals that identify specific objects or supplies to be procured, and that concentrate on the preservation, arrangement, and description of permanently valuable official local government records.

³ A Copy of *Basic Archives Management Guidelines for Local Archives* may be obtained from our web site at <http://tennessee.gov/tsla/aps/tama/tama05guidelines.pdf> or by contacting the Archives Development Program at (615) 253-3470.