West Virginia
Records Management and Preservation Board
Grant Guidelines
For Fiscal Year 2027-2028
Due: January 1, 2027

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted on behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications may be emailed (please send to rmpbgrants@wv.gov) and must be completed and sent on or before January 1, 2027. Applications may also be hand-delivered or mailed by this date to RMPB, c/o Kyle Campbell, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Applications sent by mail must be postmarked by January 1, 2027; Faxed applications will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness, and applicants will be contacted no later than January 11, 2027, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 12, 2027, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2027-28 (July 1, 2027, through June 30, 2028).

Applicants are encouraged to contact Kyle Campbell, county records archivist, or Aaron Parsons, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the January 1, 2027, deadline for submission.

Eligible Projects:

Personnel Costs ($15,000 maximum)

- To conduct an inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.

- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

Records Storage and Shelving ($20,000 maximum)
To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

Reformatting ($10,000 maximum)
To improve access and preservation of records through digitization **or** microfilming of permanent records that exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to Archives and History. The images provided to Archives and History will not be retained beyond the life of the storage device.

Equipment ($10,000 maximum)
To purchase computer terminals and single-function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long-term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for the destruction of confidential records that have met their retention requirement.

Conservation ($10,000 maximum)
To restore, mend, encapsulate, rebind, or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

Ineligible Projects:

Furniture
Software programs, storage devices, or servers
Personnel costs for new permanent positions
Personnel costs to refund or supplement salaries of staff for regular work hours
Climate control projects such as dehumidifiers, heating/cooling, and fire suppression systems

Key Information:

- Applications are due no later than January 1, 2027
- Applications are to be sent by email (to rmpbgrants@wv.gov), certified mail, or hand-delivered
- Applications are for Fiscal Year 2028 (July 1, 2027-June 30, 2028)
- Eligible projects are listed on page 2
- County Commission must indicate priority ranking for multiple submissions
- Include original scans of the application (only pages 4-8)

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. _____Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices

2. _____Resolution of support for the project, with the original signature of the President of the County Commission in blue ink

3. _____Letter of support with original signature of specific office holder participating in the records project

4. _____Certification Form (Page 8) with original signature in blue ink of the President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.

5. _____Photographs, floor plans, etc., which may demonstrate or document the need for the project

6. _____Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application

7. _____Original scans of the application (only pages 4-8) with supporting materials

8. _____Other relevant information, if applicable

West Virginia
Records Management and Preservation Board
Grant Application
2027-2028

Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

Applicant Contact Information:

County:	
County Office:	
Name of Office Holder:	
Mailing Address:	
Telephone Number	
E-Mail Address:	

County Commission President:	
Mailing Address:	
Telephone Number:	
E-Mail Address:	

Grant Administrator:	
Telephone Number:	
E-Mail Address:	

Activity Description:

Provide a detailed explanation of the project. Identify internal and external staff or vendors necessary to complete work on the project. Include a time frame and schedule for project completion.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

Provide statements about past and future activities to protect records.

Project Budget (Attach Cost Estimates):

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs ($15,000 maximum award)		
Records Storage and Shelving ($20,000 maximum award)		
Reformatting ($10,000 maximum award)		
Equipment ($10,000 maximum award)		
Conservation ($10,000 maximum award)		

Total RMPB Request $_____

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

Certification Form:

I agree that funds granted under the Records Management and Preservation Board's grant program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	
Name of County Commission President:	
Signature of County Commission President:	
Date:	
PRIORITY 1	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

PRIORITY 2	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

PRIORITY 3	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date: _____	