Appendix A

(Form available on the public drive Y:/Grant Application Notice - Budget Committee)

Davis COUNTY

New Grant Application/Acceptance Notice

Department: Clerk/Auditor *Contact:* Brian McKenzie or Becky Wright *Phone:* 3508

Grant Name: Utah State Historical Records Advisory Board Grant

Term of the Grant: July 15, 2019 - June 26, 2020

Did the County receive this grant in the prior County fiscal year? ☐Yes ☒No

Grant Amount: $1,175.00 *County Match Required:* $1,175.00

Why is Davis County seeking this grant?: This grant will provide additional resources to our efforts to preserve historical records

Does the grant require additional personnel? ☐Yes ☒No

If yes, what are the personnel requirements?:

Once the grant term is over, will this grant create reoccurring financial obligations or costs for the County (i.e. - personnel cost, ongoing maintenance, equipment replacement)?
☐Yes ☒No

If yes, what are the potential ongoing costs?:

What is the projected date for notice of award?: May 26, 2019

January 2016 version

UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

Grant Application

APPLICATION #

Section I: General Application Information

Organization Davis County		
Federal ID # or Equivalent # 87-6000297		
DUNS # **72979032**		
Contact Person (name and title) **Becky Wright**		
Address 61 S. Main Street		
City Farmington	**State** Utah	**Zip** 84025
Phone 801-451-3481		
Email bwright@co.davis.ut.us		

Project Title (One sentence summary)

Davis County Historical Records Preservation Project

Budget Summary (From completed detailed budget page, Section III)		
Grant Request	$	1174.95
Local Match	+ $	1174.95
Total Budget	= $	2349.90

Other Grants Supporting This Project and Any Other Funding Sought for This Project

None

Name of Organization Contact (please print or type)	Title
Becky Wright	Archivist 1
Signature	Date

Section II: Proposed Scope of Work

Instructions: All applications must clearly answer each of the questions in each of the sections. Please attach additional sheets if needed.

Records Information

Describe the records that will be the focus of this project.

The focus of this project is to ensure the long-term preservation of Davis County's unbound Marriage License and Application collections, as well as Oaths of Office and County Official Bonds/Surety Bonds, by properly housing and cataloging them.

Marriage licenses have been issued by the county clerk since 1887 and are among the most basic and important historical records retained by the County. Proof of marriage, in the form of a license, is often required when applying for legal rights and benefits available through a spouse. The license is issued after the completion of a marriage license application which identifies the applicants and their fitness to be married. After the wedding ceremony, the license and application are filed for permanent retention in the office of the county clerk.

Oaths of office documents are a written version of oral oaths taken by elected or appointed officials. The documents verify that the official oaths have been given in accordance with the Utah State Constitution. These oaths are administered and signed before the official enters into his or her duties. By statute, oaths are filed with the county clerk. These documents are to be retained permanently.

County officials bonds and surety bonds provided proof, through insurance payable to the county, that officials would faithfully perform their duties. County official bonds have a permanent. Davis County has several bonds which have been kept with oaths of office. Some bond documents include a signed oath of office.

What is the volume of records?

New marriage records are created daily in the Davis County Clerk/Auditor's Office. There are currently more than 90,000 marriage licenses on file and more than 13,600 marriage license applications. These records fill 54 linear feet of shelf space. Approximately 8,600 records are still in an antique file cabinet waiting to be processed; these records will fill an estimated 12 linear feet of shelving.

The County does not have an exact count of oaths of office and county official bonds as they have not yet been fully processed. An estimate of 2,800 historical documents was made when moving these records from dusty cardboard file drawers to archival corrugated boxes. Most of these documents are still folded in thirds, as they were originally filed up to 150 years ago, and there are an unknown number of small letters and notes tucked inside of the documents. Historical and modern oaths of office and county official bonds are currently in three archival corrugated boxes and would fill approximately 7 linear feet of shelving.

What is the date range of the records?

Marriage licenses and marriage license applications date from 1887 to the present. Davis County only has physical copies of marriage license applications dating from 1887 to 1939 and from 2011 to the present; the applications from 1939 to 2011 only exist on microfilm.

Oaths of office date from 1869 to the present, with new documents created and filed every year. County official bonds date from about 1869 to the 1980s, after which time elected officials were covered by blanket bonds. There may be some time gaps in these records.

What kind of information do they contain?

Marriage licenses may include the names of the groom and bride (including maiden name), the cities where they live, their ages, the date and city where the marriage took place, the names of witnesses, the name and title of the person who performed the marriage, the name of the county clerk and, if applicable, the deputy clerk who processed the document.

Marriage license applications may include not only the names of the couple getting married, but their street addresses, dates of birth, color or race, marital status at the time of application (single, widowed or divorced), and the number of previous marriages. Older applications often include occupations of the bride and groom.

Applications may also include the names of the parents of the bride and groom, as well as their birthplace and race or nationality. If either party in a marriage is under age, the application also includes a consent form for the parent or guardian to complete and sign. Additional documents may be appended to marriage records, such as court records, jail marriage forms or marriage officiator designation forms.

An oath of office document typically includes the name of the person elected to public office, the office held, the term of office, and the official's signature. The record also has the date the oath was subscribed and sworn, the name and signature of the county officer who administered the oath, and the signature of the county clerk with the date he/she signed it.

Information on municipal surety bonds varies by document. Bonds typically include the name of the elected official, office held, the term of office, the name of the insurance company, the bond amount, and the premium to be paid. A national or international insurance company is named, often with a local company or bank as a partner.

How are the records historically significant to your institution, your locality, region, and the state?

Davis County was established in 1850 and has been keeping records ever since. These records are significant at the institutional level because they allow citizens to know their government is behaving fairly and ethically and they protect the legal, financial, and historical foundation of the county and its citizens.

Davis County began issuing marriage licenses in 1887. For historians or genealogists, many of whom live in the County or surrounding region, marriage records are a treasure trove of information. In addition to family history, older marriage records provide information related to local, state, and regional immigration and labor. Some of Davis County's marriage licenses were signed by well-known historical figures including presidents of The Church of Jesus Christ of Latter-day Saints and mayors such as Ogden's Harmon Peery.

The date Davis County began issuing marriage licenses is significant to state history. According to information on the Utah Division of Archives and Records Service website, Utah began requiring licenses in response to the federal Edmunds-Tucker Act of 1887. The act signaled an official end to polygamy and marriage licenses were a means of enabling the law to be enforced.

Oaths of office are among the oldest documents permanently retained by Davis County. Printed and signed oaths are important to the county as records documenting its organization and leadership over the years. Davis County's collection includes oaths signed by pioneers after whom local cities and geographical features are named. County officials are still required to sign oath documents.

Davis County has several county official bonds/surety bonds dating back to the early 1900s. These bonds are historical documents that provide additional evidence of who served as elected officials and that give insight into the workings of county government.

Taken all together, the document collections that are the focus of this preservation project help support the historical picture of Utah, including the evolution of laws and government.

Are the records in the custody of your institution or is the original source material held by another institution?

All records included in this project are in the custody of the Davis County Clerk/Auditor's Office.

Project Scope

What are you planning to do with the records in this proposed project?

The Davis County Clerk/Auditor's Office is committed to the preservation of records that document the history and transactions of our county and citizens. Marriage licenses and applications are to be kept permanently, as are oaths of office and county official bonds. The goal of this proposed project is to protect the physical integrity of these unbound, and sometimes fragile, documents by housing them in archival-quality folders and document cases.

Davis County still has 8,600 marriage licenses and applications housed in an antique file cabinet – it is beautiful but not of archival quality. These unprocessed documents will be carefully unfolded, scanned, and indexed in the Davis County Clerk's database prior to being housed in the new archival products mentioned above. All other marriage licenses and applications have already been added to the database and will be rehoused in archival folders and cases. Interleaving paper and polyester sleeves are being requested for placement around acidic or fragile papers and those with sticky, deteriorating tape.

Oaths of office and county official bonds/surety bonds will also be carefully unfolded, scanned and cataloged as they are placed in archival folders and document cases.

How would this project promote the preservation of the records?

Marriage licenses and applications dating from 1965 to the present are currently filed in colored folders and placed on open shelves in the Clerk/Auditor's vault. These folders are not of archival quality. Older marriage documents were folded in thirds and filed in an antique cabinet – unfortunately, the cabinet drawers are not as tall as the marriage licenses and every time a drawer is pulled the tops of the documents rub against the cabinet.

Placing marriage documents in appropriately-sized archival folders will prolong paper life, and housing the folders in archival document cases will add an extra level of protection against dust, light, and other dangers.

Archivists in the Clerk/Auditor's Office have been scanning and indexing unbound marriage documents into the Davis County Clerk's staff database for a year which has resulted in a decrease in requests to retrieve original records from the vaults. Completing this process as the items are rehoused will help to preserve the records more by reducing the need to handle original documents.

Oaths of office and county official bonds were folded in thirds and filed in a non-archival cardboard drawer. Davis County archivists have already removed these documents from the dusty drawers and placed them in archival corrugated boxes; however, they are still folded. Organizing and cataloging these records will reduce handling, and rehousing them in appropriately-sized archival folders and document cases will slow the aging of the paper.

All projects require an online public access component. What is the online public access component of your project?

Lists of records held by the Clerk/Auditor's Office were created over the years on an as-needed basis. The result is a hodge-podge set of documents and electronic files to search in order to identify responsive documents for records requests. To address this issue, the Clerk/Auditor's Office recently joined ArchivesSpace for the purpose of creating one catalog for all records retained by the Clerk. Entries describing content and providing a basic inventory of marriage licenses and applications, oaths of office and county official bond collections will be included in the catalog's public interface.

What archival techniques, standards, or guidelines will be followed to accomplish your project?

Archivists who are part of the Davis County Clerk/Auditor's designated records staff strive to follow the guidelines of the Northeast Document Conservation Center (NEDCC). When additional guidance is needed, staff members search the websites of reputable sources such as the National Archives and/or contact experienced personnel at local archives, universities, and museums. Specific guidelines to be followed for this project include:

- foldering and boxing with chemically stable materials
- removing corroded fasteners

- carefully unfolding documents when doing so will not cause damage
- storing materials by size and type
- providing spacers to prevent slumping of documents
- encouraging safe handling practices including hand washing prior to document handling

For cataloging, "Describing Archives: A Content Standard" (DACS) standards will be used and the housing material will be labeled in a way to minimize the need to open multiple boxes to find a specific record.

What will be the end product(s) or outcome(s)?

When the Davis County Historical Document Preservation Project is completed, unbound marriage records, oaths of office, and surety bonds will be properly housed in archival folders and document cases and safely stored on shelves in the vault of the Clerk/Auditor's Office. Each folder and case will be clearly labeled to make records easy to find, resulting in decreased handling. Members of the public, as well as County employees, will be able to access a catalog to find and read descriptions of Davis County's collections of marriage records, oaths of office, and surety bonds. These improvements will help the public determine whether the County has records they are searching for, and help staff members fulfill records requests more efficiently. Overall, this project will prolong the lifespan of the historical documents.

What measurements will be used to determine that the project has been successful?

Documentation of completed project goals will be provided via photos and written records, as well as receipts for items purchased.

Plan of Work
Grant work may not begin before July 15, 2019 and must be completed by June 26, 2020. For digitization projects a letter of agreement between your organization and the organization providing the digitization must be submitted. A template is provided at https://archives.utah.gov/USHRAB/forms.html.

Please provide a timeline for completing each step or phase of the proposed project. For each step list the timeframe, the staff members involved and their roles, and the techniques used to accomplish the step.

Step 1: Obtain bids
July 15-19
Staff: Becky Wright (bid process)
Technique: Contact two reputable sources of archival materials by phone and/or email to obtain bids for archival folders, document cases, interleaving and polyester sleeves.

Step 2: Place materials order
July 22-26
Staff: Becky Wright (ordering)
Technique: Work with the County's purchasing department and an archival company representative to place an order for the above-listed products. Ensure order is correct and received in its entirety.

Step 3: Establish format for cataloging and labeling marriage document folders and cases
July 29-Aug. 2
Staff: Rebecca Abbott (management), Jessy Turner (catalog lead/label production), and Becky Wright (research)
Technique: Follow DACS guidelines for cataloging as required by ArchivesSpace. Determine the best practices for folder and document case labeling by researching reputable internet sites, books, and interviews with experienced archivists as necessary.

Step 4: Rehouse marriage documents from old folders
Aug. 5-Sept. 30
Staff: Becky Wright and Jessy Turner (shared responsibility of all tasks)
Technique: Wash hands prior to handling documents. Remove documents from old folder. Examine documents to find any needing special treatment such as interleaving or polyester sleeves. Use interleaving and polyester sleeves of equal size to surrounding documents to avoid creasing. Place documents into a new archival folder of the appropriate size. Create a catalog entry and label for each folder before rehousing the records in the correct archival case.

Step 5: Continue processing marriage documents
Oct. 1-June 26, 2020
Staff: Becky Wright and Jessy Turner (shared responsibility of all tasks)
Technique: Focus on marriage records in antique file cabinet that have not yet been processed. Wash hands before handling documents. Carefully unfold documents and remove fasteners. Scan and index documents into the Davis County Clerk's database. Place documents in file numerically based on marriage license number. Add interleaving or polyester sleeves as necessary using materials of equal size to surrounding documents to avoid creasing. Create the catalog entry for each folder and label for each folder before rehousing the records in the correct archival case.

Step 6: Establish format for organizing, cataloging, and labeling oaths of office and official bonds folders and cases
Oct. 1-4
Staff: Rebecca Abbott (management), Jessy Turner (catalog lead/label production) and Becky Wright (research)
Technique: Follow DACS guidelines for cataloging as required by ArchivesSpace. Determine best practices for organizing loose documents by researching reputable internet sites, books, and interviews with experienced archivists as necessary.

Step 7: Sort and organize oaths of office and bonds, placing them in folders as work progresses
Oct. 7-Nov. 29
Staff: Becky Wright and Jessy Turner (shared responsibility of all tasks)
Technique: Wash hands prior to handling documents. Place documents in folders as determined after researching best practices for organizing these records.

Step 8: Scan, catalog, and house oath and bond documents, labeling each folder and document case as decided

Dec. 2-June 26, 2020

Staff: Becky Wright and Jessy Turner (shared responsibility of all tasks)

Technique: Wash hands prior to handling documents. Remove documents from old folder. Examine documents to find any needing special treatment such as interleaving or polyester sleeves. Use interleaving and polyester sleeves of equal size to surrounding documents to avoid creasing. Create the catalog entry for each folder before rehousing.

Staff and Volunteers

Please list each staff member and volunteer involved in the project. Provide their qualifications and job title.

Rebecca Abbott, Davis County Records Manager. Seven years records management experience with responsibility over said records and staff.

Becky Wright, Archivist 1. Undergraduate degree with a minor emphasis in history. More than 20 years research experience as a newspaper writer/reporter. Research and document handling experience as an amateur genealogist.

Jessy Turner, Archive Specialist 2. Undergraduate degree history; master's degree in library science; five years of library and archive work experience.

Additional Davis County Clerk staff may be trained for specific tasks as necessary.

Section III: Budget

Instructions: The **Grant Request** is the amount of grant money being requested. This amount must be matched by the organization on a one-to-one basis by a cash match, in-kind match, or a combination of the two.

The **Cash match** is the amount of money your institution contributes as part of the one-to-one match.

The **In-kind match** means services or products contributed to the project. In-kind match includes such items as staff time, volunteer time, supplies, and donated services.

Please be as detailed as possible.

For **Personnel**, please list each person, his/her position, and amount.

For **Materials and expenses**, please itemize. Do not simply put "supplies," but itemize the type of supplies.

For **Travel and mileage**, please itemize per travel event.

Please use attachments as necessary.

The **Total Budget** is the combined amount of grant request and local match.

Expenditure of Cash or the Value of In-kind Services	**Grant Request**	**Local Match**		**Total Budget**
		Cash match	In-kind match	
Personnel - labor, volunteer, contracted, professional and technical service. (For volunteers list individually at $11 unless professional rate can be verified in writing.)				
Materials and expenses (itemize)				
High capacity letter-size folders (8 boxes at 100/box)	166.00	166.00		332.00
High capacity legal-size folders (4 boxes at 100/box)	88.60	88.60		177.20
Regular capacity legal-size folders (1 box at 100/box)	44.30	44.30		88.60
Letter-size document cases (142)	486.35	486.35		972.70
Legal-size document cases (80)	328.00	328.00		656.00
Buffered interleaving, legal-size, (1 pkg at 100/pkg)	16.23	16.22		32.45
Polyester L-sleeves, 4 mil, (3 pkgs at 10/pkg)	42.30	42.30		84.60
Spacers (2)	3.17	3.18		6.35
Travel and mileage (mileage reimbursed @ .53 per mile)				
TOTALS	1174.95	1174.95		2349.90