



JOHN R. ASHCROFT

SECRETARY OF STATE
STATE OF MISSOURI

JAMES C. KIRKPATRICK
STATE INFORMATION CENTER
(573) 751-4936

LOCAL RECORDS
(573) 751-9047

Local Records Grant Program: Digital Imaging Grant Process for Vendors.

Local Records Grants will cover the digital capture. Preservation microfilm will be produced from images submitted by the vendor to Local Records, in addition to the digital product provided by the vendor to the grantee.

Vendors are required to submit images to Local Records in the following format, for each roll of film to be produced—TIFF or JPEG (TIFF preferred), grayscale or bi-tonal (grayscale preferred). One image per frame, unless original crosses two pages (i.e., tax record book).

Include an invoice listing the Local Records Grant Number, County (City, if applicable), and record series. Also, provide a listing of records included on the hard drive.

Create folders of images by volume, or box, containing required targets and images. Folders should be named according to record series/volume/year that are included in the folder.

Required targets:

1. Title/Box target for each new volume/box
2. Blank Pages Not Scanned Target (if applicable)
3. Poor Quality Statement Target (if applicable)
4. Additional Bibliographic Targets (if applicable)
5. New File Begins (if applicable)

If there are any questions, please contact Local Records at: 573.751.9047 or local.records@sos.mo.gov

Effective July 2023