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## Local Records Grant Program

Digital Imaging Grant process for vendors.

For imaging projects, beginning with the FY21 grant cycle (July 2020-June 2021), Local Records Grants will cover the digital capture and preservation microfilm will be produced from images submitted by the imaging vendor to the Local Records Grant Program, 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. Digital images on the hard drive must be organized into folders for each roll of film to be produced.

Create folders containing required targets and images, folders should be named according to record series/volume/year that are included in the folder:

### 35mm microfilm

Orientation: Portrait 1,120 images per reel, includes targets  
Orientation: Landscape 600 images per reel, includes targets  
(Landscape orientation should only be used for projects with information across two pages)

Targets required in the following order for a reel that is not continued:

1. Two Density targets
2. Two Resolution targets (photograph original, no copies)
3. Reel Number target
4. Camera Operator's Certificate
5. Index and/or Finding Aid
6. Title Target
7. Blank Pages Not Scanned target (if applicable)
8. Poor Quality Statement target (if applicable)
9. Additional Bibliographic targets (if applicable)
10. Start
11. New File Begins
12. New File Begins before every Volume/Box/Folder
13. End of file/volume
14. Title Target
15. Two Resolution targets

16. Two Density targets

Targets required for a reel to be continued:

1. Two Density targets
2. Two Resolution targets (photograph original, no copies)
3. Reel Number target
4. Camera Operator's Certificate
5. Index and/or Finding Aid target
6. Title Target
7. Blank Pages Not Scanned target (if applicable)
8. Poor Quality Statement target (if applicable)
9. Additional Bibliographic targets (if applicable)
10. Start
11. New File Begins
12. New File Begins before every Volume/Box/Folder
13. Continued on Next Roll target
14. Title Target
15. Two Resolution targets
16. Two Density targets

Targets required for a reel that has been continued:

1. Two Density targets
2. Two Resolution targets (photograph original, no copies)
3. Continued from Last Roll target
4. Reel Number target
5. Camera Operator's Certificate
6. Index and/or Finding Aid
7. Title Target
8. Blank Pages Not Scanned target (if applicable)
9. Poor Quality Statement target (if applicable)
10. Additional Bibliographic targets (if applicable)
11. Start
12. New File Begins
13. New File Begins before every Volume/Box/Folder
14. End of file/volume
15. Title Target
16. Two Resolution targets
17. Two Density targets