## CIRCUIT COURT PRESERVATION PROGRAM

## SECURITY SYSTEM GRANT

## GRANT CYCLE FY2021

|  |  |  |
| --- | --- | --- |
| Name of Locality | | |
| Name of applicant | Position Title | Phone Number |
|
| Name of Primary Project Contact (if different from applicant) | Position Title | Phone Number |
|
| E-mail – Primary Project Contact | Fax Number |  |
|
| Physical Address (Street, City, State, Zip Code) | Mailing Address - if different (Street, City, State, Zip Code) | |
| Signature of Circuit Court Clerk | Date | |
| **To Be Completed by Circuit Court Records Preservation Program Staff Only** | | |
| Application Received | Grant Awarded  Date  Grant Denied  Date | |
| Name Date | Notification Mailed  Date | |

## SECURITY SYSTEM GRANT – PROJECT DESCRIPTION AND REQUIREMENTS

1. An early warning smoke, fire, and intrusion detection system may be procured from a reputable vendor. State and/or local procurement guidelines must be followed. This system must be connected to an office monitored 24 hours a day (typically the sheriff’s department, a central 911 office, or a paid third-party monitoring firm). The maintenance cost for the first year may be included in the solicitation and covered by grant funds. Maintenance and repair costs after the first year are the responsibility of the clerk and/or locality. The locality must agree to incur the yearly costs thereafter. All submitted bids or proposals must include a professionally designed diagram of the system layout **created by the vendor**.
2. Camera monitoring and recording systems. The purpose of this grant is to discourage the unauthorized removal of or damage to historic records stored in the records room(s). It is not for monitoring the security of circuit court staff. This type of system must also be procured from a reputable vendor according to state and/or local procurement guidelines. All submitted bids or proposals must include a professionally designed diagram of the system layout **created by the vendor** identifying where the cameras and monitors are to be installed. This system includes a digital video recorder that does not require the use of videotapes. The maintenance cost for the first year may be included in the solicitation and covered by grant funds. Maintenance and repair costs after the first year are the responsibility of the clerk and/or locality.

## SECURITY SYSTEM GRANT – REQUEST FORM

**To Be Completed by Circuit Court Clerk or designated staff**

Select security system(s)

Early warning smoke and fire detection

Camera monitoring and recording

Enter the following: name of vendor and estimated project cost.

**Name of vendor** -

**Estimated project cost –**

1. Provide a brief summary explaining need for security system.

2. Please summarize the benefits of this project to your office.

3. What previous actions have you taken to improve the preservation and management of records in your custody?

4. Once the project is complete, what future actions will you take to ensure the long-term preservation of the original records in your custody?

5. Estimated length of project.

**Be sure to attach the following with application:**

Proposal of work and estimated costs for each item submitted to clerk by vendor(s).

Professionally designed diagram of the system layout **created by the vendor**.