

STATE OF MISSOURI—TERMS AND CONDITIONS -- Revised 10/19/05

This contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained herein. Any change must be accomplished by a formal signed amendment prior to the effective date of such change.

APPLICABLE LAWS AND REGULATIONS

- The contract shall be construed according to the laws of the State of Missouri (state). The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the state.
- The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- The exclusive venue for any legal proceeding relating to or arising out of the contract shall be in the Circuit Court of Cole County, Missouri.

INVOICING AND PAYMENT

- The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified herein.
- The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the state.
- Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the specific contract terms.
- The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.
- The State of Missouri reserves the right to purchase goods and services using the state purchasing card.

DELIVERY Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

INSPECTION AND ACCEPTANCE

- No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

CONFLICT OF INTEREST Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.

WARRANTY The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the state, (2) be fit and sufficient for the purpose intended, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

REMEDIES AND RIGHTS

- No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

CANCELLATION OF CONTRACT

- In the event of material breach of the contractual obligations by the contractor, the state may cancel the contract. At its sole discretion, the state may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide state within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- If the contractor fails to cure the breach or if circumstances demand immediate action, the state will issue a notice of cancellation terminating the contract immediately.
- If the state cancels the contract for breach, the state reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the state deems appropriate and charge the contractor for any additional cost incurred thereby.
- The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

BANKRUPTCY OR INSOLVENCY Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the state immediately. Upon learning of any such actions, the state reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

INVENTIONS, PATENTS, AND COPYRIGHTS The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

NON-DISCRIMINATION AND AFFIRMATIVE ACTION In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- The identification of a person designated to handle affirmative action;
- The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- The exclusion of discrimination from all collective bargaining agreements; and
- Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the state shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the state until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

AMERICANS WITH DISABILITIES ACT In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

VENDOR COPY

MISSOURI LOCAL RECORDS GRANT PROGRAM		<input type="checkbox"/> <i>Interim</i>		
FINANCIAL STATUS REPORT		<input checked="" type="checkbox"/> <i>Final</i>		
LOCAL GOVERNMENT ENTITY City of Boomtown 111 Main Street Boomtown, MO 65456		Grant Number LRPG 07 - 012		
TIME PERIOD COVERED BY THIS REPORT From: 7/1/2006		To: 5/1/07		
GRANT AWARD AMOUNT: \$11,492 * TOTAL SPENT TO DATE ON PROJECT: \$11,500				
PROJECT EXPENDITURES TO DATE: (All budget line items require additional documentation to be submitted unless previously submitted to the Grant Administrator, i.e. time sheets, vendor invoices, etc.)				
Budget Line Items:	Grant Funds	+ Cash Match	+ In-Kind	= TOTAL
Personnel	\$300	\$0	\$1563.08	\$1863.08
Supplies	\$0	\$174.78	\$0	\$174.78
Vendor	\$7500	\$1605	\$0	\$9105.00
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotals	\$7800	\$1779.78	\$1563.08	\$11,142.86
Equipment (Grant funds @ 50% or less)	\$175	\$175		\$
*TOTALS:	\$7975.00	\$1954.78	\$1563.08	\$11,492.86
Total grant payment(s) received to date: \$8050.00		+ Interest Earned: \$8.66		\$8058.66
(Any payment adjustment for earned interest will be made with the Final Report)				
GRANT FUNDS: a) needed to cover grant-funded expenditures				\$
OR				
b) to be returned to Local Records (Final Report)				\$83.66
NUMBER of microfilm reels received: 20				
COMMENTS on relevant FUNDING procedures or problems:				
Typed/Printed Name/Title of person completing report: John Public, Clerk		Phone #: 314-251-6549	Fax #: 314-542-5646	
CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and obligations are for the purpose set forth in the award documents and Grant Agreement form.				
Signature of Authorized Official:			Title: Commissioner	
RETURN TO:		ATTN: Grant Administrator, Local Records Preservation Grant Program, P.O. Box 1747, Jefferson City, MO 65102		

SECURITY MICROFILM

The original roll of Microfilm is sent to LRG for inspection and acceptance, a duplicate roll of microfilm is provided for security.

DISASTER COMPLIANCE

Being an authorized KODAK DOCUMENT CONVERSION CENTER, our clients are automatically covered by the KODAK DISASTER COMPLIANCE PROGRAM, including film restoration. Best of all - this service is provided at NO CHARGE!!!!!!!

VENDOR LIABILITY

Vendor will assume responsibility for Customer's records at time Vendor picks up said records and liability does not cease until Vendor returns completed microfilm and records.

Vendor will microfilm Customer's records in accordance with the Association for Information and Image Management, National Bureau of Standards and the State of Missouri.

COMPLETION OF MICROFILMING

Inspection

As each roll of microfilm is produced, it is promptly developed and inspected for filming quality, density, resolution and contrast so as to meet Local Record's requirements. In the event that the microfilming quality does not meet Local Record's established standard, the records are immediately re-filmed at Vendor's expense.

Microfilm Delivery and Turnaround

All microfilming for Customer will be completed and the microfilm returned in accordance with an mutually agreed upon length of time as established by Customer and Vendor. Due to the nature of the document conversion business, Vendor follows a schedule to coordinate incoming orders with existing repeat microfilming orders to assure the best possible turnaround. It is Vendor's policy to return film in partial shipments as completed rather than hold shipment until completion of project. Customer will be invoiced as work is completed and shipped.

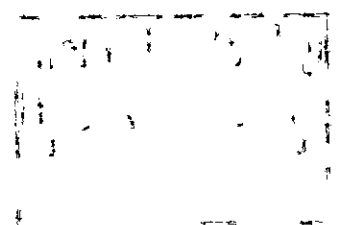
SECURITY OF RECORDS

Only authorized personnel are allowed access to Customer's records. The confidential nature of all records is preserved through the employment of only properly trained associates. Each Vendor associate is required to sign a statement of Confidentiality.

PRICES

It is estimated there are 119 record books comprising approximately 53,000 pages for microfilming:

a) Microfilming	
53,000 pages x .085/pg	\$4,505.00
b) Duplicate Rolls	
33 rolls x \$15/roll	495.00
TOTAL	\$5,000.00



PENCO Clipper Shelving Components



Box Post

Offset Angle Post

Box Posts — A high strength roll formed tubular box section usually used at unit fronts; permits full access to shelf width. Designed to be used in common between units, or at row ends. Permits vertical shelf adjustment on 1" centers using clips or nuts & bolts. Internal flange is punched on 3" centers to accept side sway bracing or closed side panels.

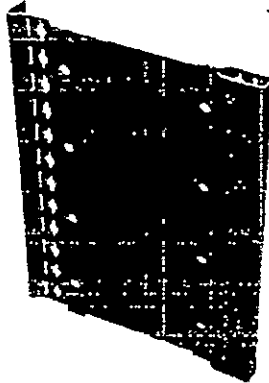
Offset Angle Posts — A roll formed high strength post which permits 1" vertical shelf adjustment, using clips or nuts & bolts. Can be used at rear of units, or at front and rear. Offset recess adds rigidity and allows for independent shelf clip adjustment. Ends of flanges are punched on 3" centers to accept sway braces or closed panels.

Height	14 Ga.		16 Ga.	
	Cat. No.	Cat. No.	Cat. No.	Cat. No.
39"	1B4039	-	-	-
48"	1B4048	-	-	-
75"	1B4075	-	-	-
87"	1B4087	1B6087	-	-
99"	1B4099	-	-	-
123"	1B4123	-	-	-
147"	1B417C	-	-	-

Height	14 Ga.		16 Ga.	
	Cat. No.	Cat. No.	Cat. No.	Cat. No.
39"	1A4039	-	-	-
48"	1A4048	-	-	-
75"	1A4075	-	-	-
87"	1A4087	1A6087	-	-
99"	1A4099	-	-	-
123"	1A4123	-	-	-
147"	1A417C	-	-	-

14 Ga. Clipper Post Capacities - (pounds)

Unbraced Length (Max. Space Between Shelves)	Box Post		Double Angle (Bolted on 12" Centers)	
	Box Post	Single Angle	Box Post	Double Angle
9"	6740	3760	8270	8270
12"	6450	3490	7670	7670
15"	6070	3130	6880	6880
18"	5630	2700	5940	5940
21"	5090	2180	4790	4790
24"	4480	1680	4460	4460



Closed Upright Assembly

Closed Upright Assemblies

Steel Panels used to close the sides of 87" high shelving units. Panels are securely welded to posts for rigidity, helping to reduce installation time and costs.

Deep	High	Box Post	Offset Angle Post	Box Post Intermediate
		1 Box Post 1 Angle Post 1 Side Panel	2 Offset Angles 1 Side Panel	1 Box Post 2 Offset Posts 1 Side Panel
12"	87"	Cat. No. 15412CC	Cat. No. 15412AC	Cat. No. 15412BC
18"	87"	Cat. No. 15418CC	Cat. No. 15418AC	Cat. No. 15418BC
24"	87"	Cat. No. 15424CC	Cat. No. 15424AC	Cat. No. 15424BC

A & B. Clipper Clips — One piece 14 gauge rugged compression clip inserts into either box or offset angle posts to hold shelf securely while allowing easy removal if changes are needed.

- A — Cat. No. 10002Z - For Hi-Performance Shelves
- B — Cat. No. 100001Z - For Standard Flange Shelves

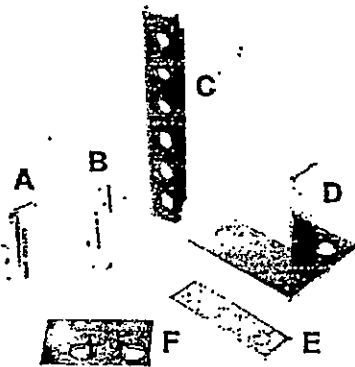
D. Floor Anchor Clip — Heavy gauge device punched for fastening posts to floor. Includes hardware to fasten to post. Catalog No. 10006Z

E. End Tie Clip — Used to join units back-to-back. Box post only. Catalog No. 10005Z

F. Foot Plate — Used to distribute unit load and protect the floor. For box and angle post. Catalog No. 10007Z

C. Post Splice — Used to join Box or Angle posts for high rise or mezzanine applications. One per post. Catalog No. 10030H

G. Shim, 11 Gauge - (not shown) For optional placement beneath Floor Anchor Clip. Catalog No. 10011C



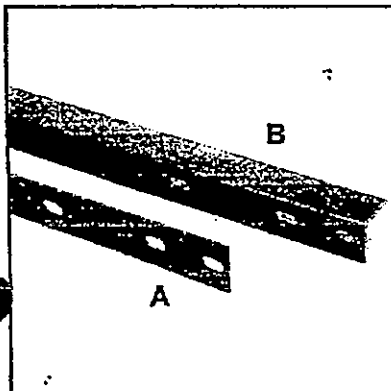
Conventional Flange Shelves

Clipper Conventional Flange Shelves are fabricated from 18 gauge cold rolled steel. All sides of the shelf are double flanged for added strength. The corners are lapped and welded for positive reinforcement. Shelves secure to posts with Penco's unique compression Clipper clip, or can be bolted. Shelves are punched laterally for divider placement on alternating 1" and 2" centers.

Clipper Conventional Flange Shelf Capacities - 18 Gauge

Class 0		Class 1-B		Class 2-B		Class 2-A	
For Normal Loads No additional reinforcement.		For Normal Loads Requiring Impact Resistance. A Standard Class 0 Shelf with the addition of a 1" x 1/8" reinforcing bar in the front flange.		For Medium Loads. Same as Class 1-B with the addition of a reinforcing bar in the rear flange.		For Medium to Heavy Loads. A standard Class 0 shelf with the addition of field installed 1" x 1" x 1/8" reinforcing angles in front and rear flanges.	
Shell Size W x D	Class 0 Cat. No.	Deflection At Center Front Edge	Capacity	Capacity	Capacity	Capacity	Capacity
24" x 12"	12810C	.200"	990	1270	1580		
24" x 18"	12830C	.200"	1110	1430	1430		
24" x 24"	12840C	.200"	1140	1090	1090		
30" x 12"	12910C	.250"	760	980	1230		
30" x 18"	12930C	.250"	820	1060	1320		
30" x 24"	12940C	.250"	920	1030	1030		
36" x 9"	13000C	.300"	620	790	980		
36" x 12"	13010C	.300"	620	810	1010		
36" x 15"	13020C	.300"	620	820	1020		
36" x 18"	13030C	.300"	660	850	1050		
36" x 24"	13040C	.300"	700	920	1090		
36" x 30"	13050C	.300"	790	860	860		
36" x 36"	13060C	.300"	740	740	740		
				Class 1, shelves do not have appreciably more load carrying capabilities over Class 0, but should be used where impact or concentrated loads occur along the front edge.			
42" x 12"	13110C	.350"	520	690	850		
42" x 15"	13120C	.350"	520	690	860		
42" x 18"	13130C	.350"	550	710	880		
42" x 24"	13140C	.350"	580	740	930		
42" x 30"	13150C	.350"	620	800	800		
42" x 36"	13160C	.350"	680	740	740		
48" x 12"	13210C	.400"	450	590	740		
48" x 18"	13230C	.400"	470	600	770		
48" x 24"	13240C	.400"	480	640	790		
48" x 30"	13250C	.400"	510	670	830		
48" x 36"	13260C	.400"	550	720	720		

All shelves are supplied with Clipper Clips. Nuts and bolts may be substituted upon request. All capacities are for safe static loads distributed uniformly over the entire shelf surface as determined by test. Refer all "Pass Thru" or other unusual conditions to Penco Engineering for their evaluation.



A - Reinforcing Bar: Rolled steel bars inserted in the shelf channel for reinforcement. Hardware is included.

Wide	Deep	High	Cat. No.
30"	1/8"	1-3/32"	16660H
36"	1/8"	1-3/32"	16670H
42"	1/8"	1-3/32"	16680H
48"	1/8"	1-3/32"	16690H

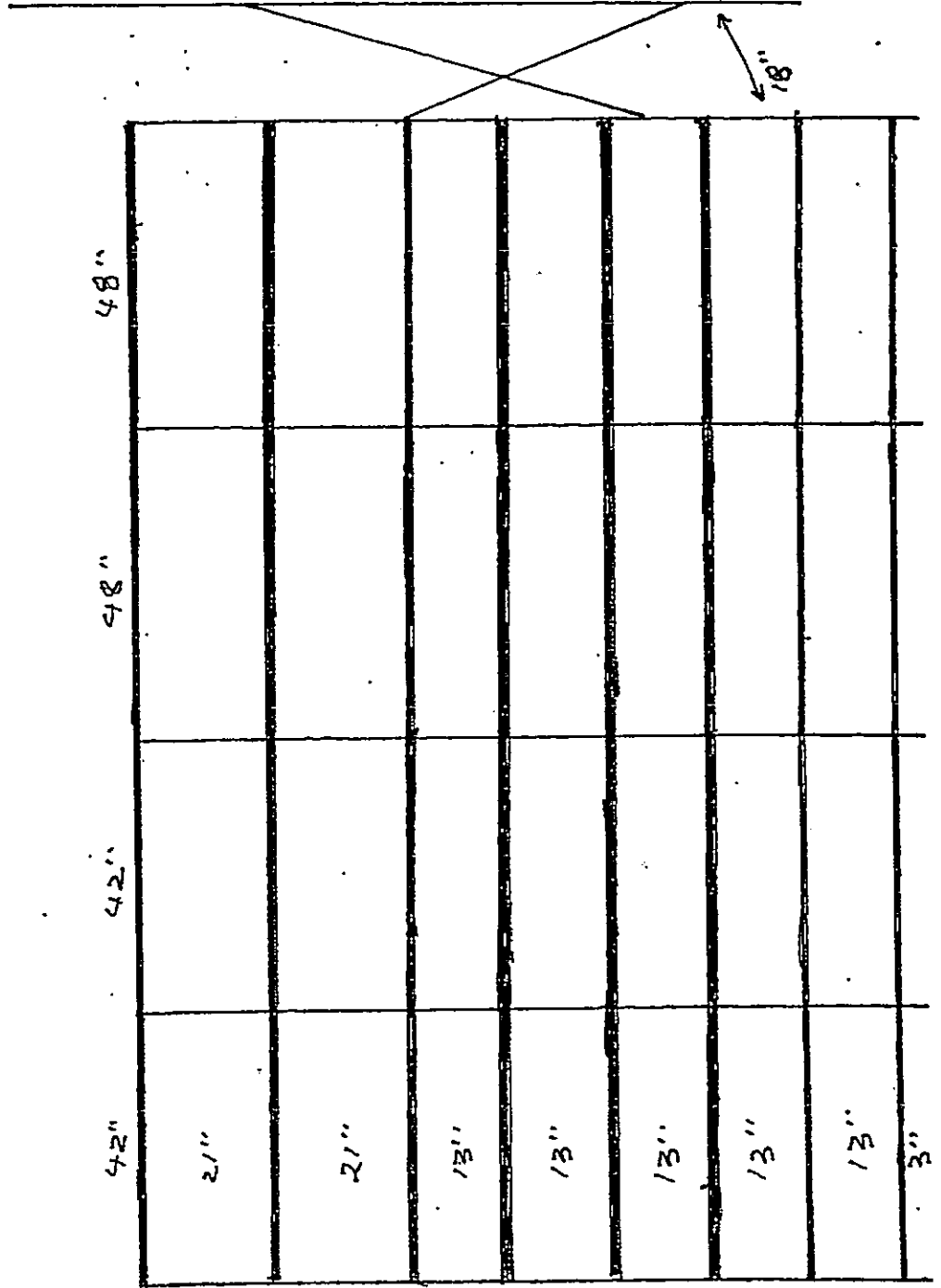
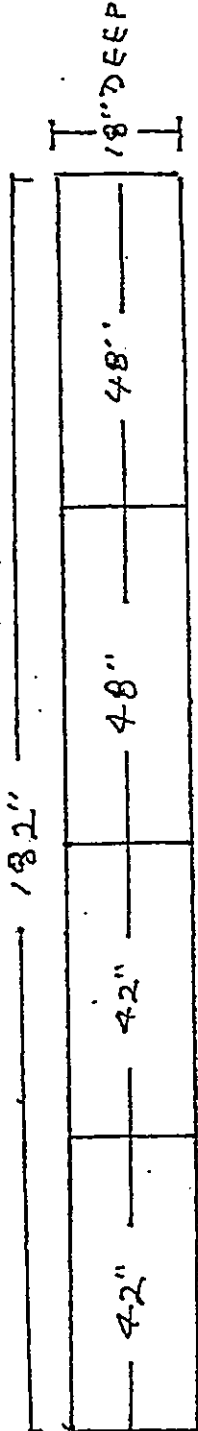
B - Reinforcing Angle: 1/8" thick rolled steel angles added to the shelf flanges for developing class 2A shelves. Hardware is included.

Wide	Deep	High	Cat. No.
36"	1"	1"	16520H
42"	1"	1"	16530H
48"	1"	1"	16540H



Clipper shelving used for records storage.

10 ft Tall
15 ft wide



2/28/06
W Findley

Indoff

P.O. BOX 11131
SPRINGFIELD, MO 65808
(417) 889-8546
FAX: (417) 889-8431

Indoff

P. O. Box 11131, Springfield, MO 65808

Phone: (417) 889-6545 Fax: (417) 889-6431 Web site: www.indoff.com

February 28, 2006

Ms Kaye Brown
Christian County Court House
Ozark, MO 65721

RE: shelving

Dear Ms Brown:

Thanks a million for meeting with me concerning the need for shelving. The following drawing will give you an idea as to how the shelving will look against the north wall:

Two units of heavy duty (18 gauge) shelving, Penco Clipper open style (or equal), 123"H x 18"D and there will be two units that will be 42"L and two units that will be 48"L. As shown on the drawing, this will be adjustable on 1" centers/vertical and will give you space to store the books up high and use the standard "banker boxes" for all levels from the floor up 5 levels. I am allowing 3" of air space beneath the shelving (I believe that this is a State of Mo requirement).

Your NET cost ----- \$ 1303.00

One unit of wire shelving to be mobile, 72"L x 18"D x 72"H. This unit will allow storage of current items and will give you 5 levels. This will allow you to store 20 "banker boxes" - not including the top shelf.

Your NET cost ----- \$ 314.00

One rolling archive ladder (see catalog page 368), item is #HS6R1 with the top step at 70" ----- \$ 490.00

Please review and let me know if you have any questions. As always I WILL appreciate YOUR business!!

Thanks!
Warren Findley

Products and Services For Industry and the Office



SQUARE FOOTAGE OF VAULT FOR PAINTING PURPOSES

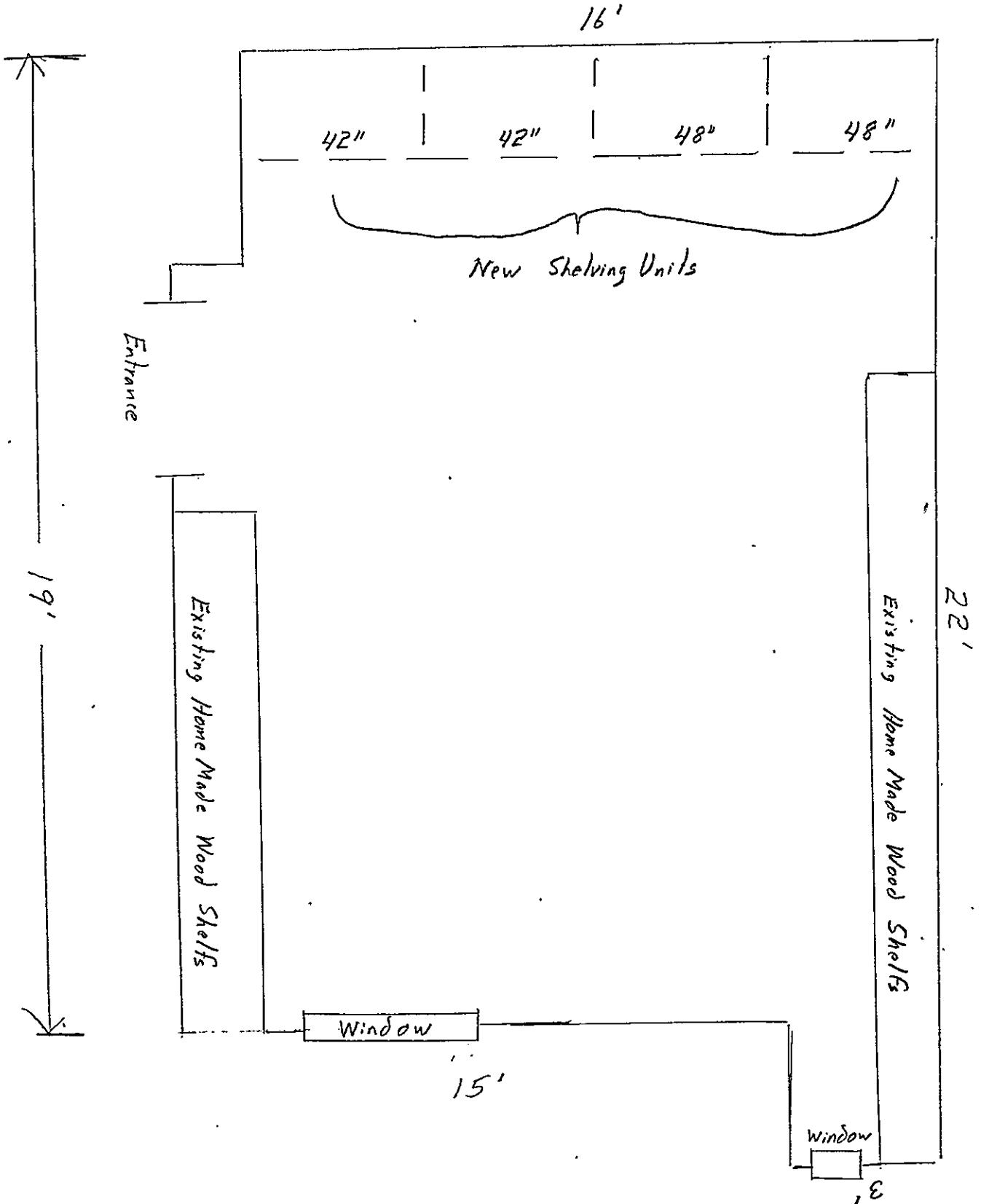
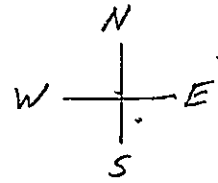
CEILING:

Main area	$16' \times 19' = 304$
Beam area	$2' \times 19' = 38$
Corner	$3' \times 4' = 12$
Total	<u>354</u>

WALLS:

East	$12' \times 22' = 264$
North	$12' \times 16' = 192$
West	$12' \times 19' = 228$
South	$12' \times 18' = 216$
Total	<u>900</u>

Vault Area



Christian County - Kay Brown

FY07 Budget Summary

Budget Category	Grant Funds	Cash Match (Local match must be at least 30% of the project subtotal below)	In-Kind	TOTAL
Personnel	832		1,548	2,380
Supplies	230			230
Travel				
Vendor	5,530	2,190		7,720
Consultant				
Other: Specify				
Shelving (Standard Metal)	2,107			2,107
Subtotals	<u>8,699</u> (70% maximum)	+ <u>2,190</u> (10% minimum)	+ <u>1,548</u>	= <u>12,437</u> (100%)
<hr/>				
Equipment: Specify	50% GRANT funds maximum	50% CASH match minimum		
Subtotals				<u>Equipment total</u>
<hr/>				
Grant Funding Requested/Awarded				Complete Project Cost:
	<u>8,699</u>			<u>12,437</u>

Certification of Authority to Secure and Encumber Project Funds

John G. Vukobratovic, Presiding Commissioner
 Printed Name/Title of Authorizing Official

[Signature]
 Signature of Authorizing Official

Date March 1, 2006

Grant Request - Microfilming		Date 02-28-2006	
Personnel:			
1 Hour Document Preparation Per Book (Pre-Filming)		2	Hours Per Book
1 Hour Film Review Per Book (After-Filming)		\$10.00	Cost Per Hours
		\$20.00	Cost Per Book
\$ 10.00 Estimated Average Hourly Personnel Cost			
		119	Number of Books
119 Document Record Books			
		\$2,380.00	Total Personnel Costs
Supplies:			
Lowe's Home Improvement Center (See Estimate Form and Supporting Information)		\$229.66	Total Supplies Costs
Vendor:			
Edco Microfilming (See Estimate Form and Supporting Information)		\$5,529.75	
Ken Davis Services (See Estimate Form and Supporting Information)		\$2,190.00	
		\$7,719.75	Total Vendor Costs
Shelving:			
Indoff Products (See Estimate Form and Supporting Information)		\$2,107.00	Total Shelving Costs

GLOBAL EQUIPMENT COMPANY
P.O. Box 100090
BUFORD GA 30515



INVOICE NO 102132528	INVOICE DATE 05/25/07	CUSTOMER NO 631737
ORDER NO 1500128	ORDER DATE 05/09/07	CUSTOMER PHONE NO (417) 581-6360
TOTAL AMOUNT DUE 923.00		

(770) 822-5600
(800) 645-2986

SOLD TO:

4.1.722 1 MB 0.360.24061S11.XRX
CHRISTIAN COUNTY CLERKS
102132528
NORMA RYAN
100 W CHURCH ST RM 206
OZARK MO 65721-6901



RETURN THIS PAYMENT STUB WITH YOUR REMITTANCE TO INSURE PROPER CREDIT TO YOUR ACCOUNT



ORIGINAL INVOICE

INVOICE NO 102132528	INVOICE DATE 05/25/07
-------------------------	--------------------------

P.O. Box 100090
BUFORD GA 30515
(770) 822-5600 FED-TAX-ID: 11-3584699

PLEASE REFER TO ABOVE INVOICE NO. WHEN REMITTING AND WHEN YOU ARE MAKING ANY INQUIRIES REGARDING THIS ORDER.

SOLD TO
NORMA RYAN
CHRISTIAN COUNTY CLERKS
100 W CHURCH-ST RM 206
OZARK MO 65721

SHIPPED TO
NORMA RYAN
CHRISTIAN COUNTY CLERKS
100 W CHURCH ST RM 206
OZARK MO 65721

YOUR ORDER NO 0711038-CEK		ORDERED BY NORMA RYAN		PAGE 1 OF 1	
SHIPPED VIA UPS FREIGHT	FOB SHIPPING POINT PITTSBURG PA	FREIGHT CHARGES PREPAID	TERRITORY	DATE SHIPPED 05/24/07	TERMS NET 30

QUANTITY	STOCK NO.	DESCRIPTION	UNIT PRICE	AMOUNT
1	954802	9 STEP EASY TURN ROLLING LADDER - SAFETY ANGL	663.00	663.00
		SHIPPING TAX		260.00
				9.00
TOTAL				923.00

THANK YOU FOR YOUR BUSINESS
Please allow 5 - 10 days for delivery
**PLEASE NOTE THE NEW REMIT TO ADDRESS **
P.O. Box 100090
BUFORD GA 30515
To Inquire on your delivery, please use
Tracking # 639488415
Please visit www.globalindustrial.com for the largest selection
of industrial products on the web at the best prices.

RECEIVED
JUN 04 2007
KAY BROWN
COUNTY CLERK

NO STATEMENT ISSUED - PLEASE PAY ON INVOICE

UNLESS OTHERWISE INDICATED THIS INVOICE BECOMES PAST DUE 30 DAYS FROM DATE OF INVOICE AND A FINANCE CHARGE WILL BE DUE ON THE UNPAID BALANCE AT THE RATE OF 1.12% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 13%. THIS CHARGE WILL BE COMPUTED BY APPLYING THE DAILY RATE OF .0495% TO THE DAILY PAST DUE BALANCE FOR THE NUMBER OF DAYS PAST DUE FROM THE INVOICE PAYMENT DATE. NO FINANCE CHARGE WILL BE INCURRED IF PAYMENT IS RECEIVED PRIOR TO DUE DATE. IN THE EVENT OF A DEFAULT WITH RESPECT TO THE PAYMENT OF THE PURCHASE PRICE OR ANY PART THEREOF FOR A PERIOD OF 30 DAYS FROM THE DUE DATE THEREOF, WE SHALL BE ENTITLED TO RECEIVE FROM THE PURCHASER ALL REASONABLE ATTORNEY'S FEES INCURRED IN THE COLLECTION OF SUCH PURCHASE PRICE. WE HEREBY CERTIFY THAT THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 3, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 THEREOF.
IF YOU HAVE A STATE SALES TAX YOU MUST PAY IT DIRECT, AS SAME HAS NOT BEEN CHARGED ON THIS INVOICE.
PURSUANT TO SECTION 111.104 OF THE N.Y.S. GENERAL OBLIGATIONS LAW, A DRAWER NEGOTIATING A CHECK WHO KNOWS OR SHOULD KNOW THAT PAYMENT OF SUCH CHECK WILL BE REFUSED BY THE DRAVEE BANK EITHER BECAUSE THE DRAWER HAS NO ACCOUNT WITH SUCH BANK OR THE DRAWER HAS INSUFFICIENT FUNDS ON DEPOSIT WITH SUCH BANK SHALL BE LIABLE TO THE PAYEE WHO HAS PRESENTED SUCH CHECK FOR PAYMENT, NOT ONLY FOR THE FACE AMOUNT OF THE CHECK, BUT ALSO FOR ADDITIONAL LIQUIDATED DAMAGES, AS FOLLOWS: IF YOU HAD NO ACCOUNT WITH THE BANK UPON WHICH THE CHECK WAS DRAWN, AN ADDITIONAL SUM WHICH MAY BE EQUIVALENT TO SERVICE THE FACE AMOUNT OF THE CHECK OR SEVEN HUNDRED FIFTY DOLLARS, WHICHEVER IS LESS; OR IF YOU HAD INSUFFICIENT FUNDS ON DEPOSIT WITH THE BANK UPON WHICH THE CHECK WAS DRAWN, AN ADDITIONAL SUM WHICH MAY BE EQUIVALENT TO TWICE THE FACE AMOUNT OF THE CHECK OR FOUR HUNDRED DOLLARS, WHICHEVER IS LESS. CRIMINAL PENALTIES MAY ALSO APPLY.

Ken Davis
Construction / General Contracting

1082

P.O. Box 522
Ozark, MO 65721

Mobile: 417-849-5182

Home: 417-581-8097

Invoice

DATE 3/8 20 07

NAME: Kay Brown Ct-Clerk

ADDRESS: CC. Courthouse

PHONE:

PAID

CASH

CHECK # JK

DESCRIPTION

PRICE

AMOUNT

- > Move wooden shelving
- > Prime shelves, walls + Ceiling
- > Paint floors, Grey
- > Paint walls + Ceiling + shelving cabinets white
- > Paint metal doors black

Material + labor 1840.00

RECEIVED

MAR 12 2007

KAY BROWN
COUNTY CLERK

TAX

TOTAL 1840.00

101-040-420

Primer/Paint Materials for	325.00	
Walls, shelving, + Ceiling		
labor charges for 2 workers to		
Prime + paint walls, shelving	1300.00	
+ Ceiling		
Disassemble unneeded shelves	6.50	
John Michaelson	2190.00	

ST

Indoff Incorporated

11816 Lackland Avenue

St. Louis, MO 63146

Telephone: 314 997 1122

INVOICE 939036

Invoice Date 3/28/2007

Remit To:

P.O. Box 842808

Kansas City, MO 64184-2808

Bill To :

Christian County Clerk

Attn: Mrs Kay Brown

Public Square

Ozark MO 65721

Ship To:

Christian County Clerk

Public Square

Ozark MO 65721

Customer	Ship Via	F.O.B.	Tag	Terms
159941		Origin	archive storage area	Net 15 Days

Customer Purchase Order Number	SalesPerson	Order Date	Sales Order Number
71120CLK	1008	3/10/2007	6038145

Quantity Shipped	Item Description	UM	Unit Price	Extended Price
16.00	shelving components archive shelving angle posts OAP123	EA	.00	
5.00	shelving components side braces ESB1224	EA	.00	
2.00	shelving components BB42 back braces	EA	.00	
2.00	shelving components BB48 back braces	EA	.00	
16.00	Shelving components Q4218 shelves	EA	.00	
16.00	Shelving components Q4818 shelves	EA	.00	
1.00	Freight	EA	.00	
1.00	labor labor to install	EA	.90	
1.00	shelving archive shelving as quoted-delivered and assembled-two units 42"L plus 2 units 48" long-all to have 8 levels that are 18" deep	EA	1,878.75	1,878.75

Nontaxable Subtotal 1,878.75
 Taxable Subtotal
 Tax (0 %)
 Total Invoice 1,878.75 ✓

Handwritten: 36 BB 2M

Handwritten: 101-020-395

RECEIVED
 APR 02 2007
 KAY BROWN
 COUNTY CLERK

Handwritten: Grant Fund
~~50 p match~~

Handwritten: Sam



**Microfilm & Imaging
Of Kansas City**

Invoice

Microfilm • Imaging • Retrieval Software • Storage • Record Destruction

204 N.W. Platte Valley Drive
Riverside, MO 64150
www.mkc.com

Telephone: 816-455-8667
Fax: 816-455-4350

DATE	INVOICE #
3/19/2007	11852

BILL TO:

Christian County Clerk
Honorable Kay Brown
100 W. Church St.
Ozark, MO 65721

P.O. NUMBER	TERMS	PROJECT
	Due on receipt	

QUANTITY	DESCRIPTION	RATE	AMOUNT
13.546	Exposures 35MM Microfilm	10.08	1,083.68
18	Duplicate Rolls - 35MM ROLLS 1 - 18	10.00	180.00
<p>RECEIVED</p> <p>MAR 21 2007</p> <p>KAY BROWN COUNTY CLERK</p> <p><i>Christ fund</i></p>		<p><i>JG</i></p> <p><i>JA</i> <i>BB</i></p> <p><i>Sam</i></p>	
TOTAL			\$1,263.68

Thank you for your business



**Microfilm & Imaging
Of Kansas City**

Invoice

Microfilm • Imaging • Retrieval Software • Storage • Record Destruction

204 N.W. Platte Valley Drive
Riverside, MO 64150
www.mikc.com

Telephone: 816-455-8667
Fax: 816-455-4350

DATE	INVOICE #
3/27/2007	11860

BILL TO:

Christian County Clerk
Honorable Kay Brown
100 W. Church St.
Ozark, MO 65721

P.O. NUMBER	TERMS	PROJECT
	Due on receipt	

QUANTITY	DESCRIPTION	RATE	AMOUNT
6,940	Exposures 35MM Microfilm	30.08	523.20
9	Duplicate Rolls 35MM	10.00	90.00
	ROLLS 19-27		
		56	
		Grant fund	
		K B P	
		Sam	
<p>RECEIVED MAR 29 2007 KAY BROWN COUNTY CLERK</p>			
<p>It's been a pleasure working with you!</p>			<p>TOTAL \$613.20 ✓</p>

A/P EXPENSE BY G/L ACCOUNT

ALL INVOICES

ACTIVITY FROM: 03/01/07 TO: 05/31/07

G/L ACCOUNT	VENDOR NO.	INVOICE NO.	INVOICE DATE	SOURCE JOURNAL	TRANS DATE	H L D	DISTRIBUTION AMOUNT	LAST CHECK NO.
101-020-330	00-CENTURY	050807-CLK	05/08/07	AP- 0224	05/31/07	N	140.87	079358
				PHONE				
	VENDOR 00-CENTURY TOTAL:						283.61	
	ACCOUNT 101-020-330 TOTAL:						283.61	
101-020-340				POSTAGE				
	00-RESERVE	032907	03/29/07	AP- 0154	03/29/07	N	265.78	078425
	ACCOUNT 101-020-340 TOTAL:						265.78	
101-020-350				REPAIRS & MAINTENANCE				
	00-PCNET	SI-31958	02/28/07	AP- 0118	03/08/07	N	108.75	077992
	ACCOUNT 101-020-350 TOTAL:						108.75	
101-020-395				LOCAL PRESERVATION GRANT EXPENSE				
	00-INDOFF	939036	03/28/07	AP- 0197	05/14/07	N	1,878.75	079121
	00-MFAA	23635	04/11/07	AP- 0203	05/16/07	N	2.28	079266
	00-MICROFI	11852	03/19/07	AP- 0190	05/03/07	N	1,263.68	078987
	00-MICROFI	11860	03/27/07	AP- 0190	05/03/07	N	613.20	078987
	VENDOR 00-MICROFI TOTAL:						1,876.88	
	ACCOUNT 101-020-395 TOTAL:						3,757.91	
	REPORT TOTALS:						6,004.56	

General Ledger Detail Report

CHRISTIAN COUNTY (CCC)

Detail Postings for Period 01 Thru 05 Ending 5/31/2007

Account Number/Description	Period Date	Journal	Source	Batch	Beginning Balance	Debit	Credit	Net Change	Ending Balance
101-430-395					0.00				
LOCAL PRESERVATION GRANT									
01 1/31/2007 CR-000147	G/L			00539	2007	0.00	33.44		33.44-
Comments: Doc: 18564 01/31/07 Jan'07 Interes									
02 2/28/2007 CR-000217	G/L			00563		0.00	25.93		59.37-
Comments: Doc: 18634 02/28/07 FEB '07 INTERES									
03 3/31/2007 JE-000007	G/L			00202	137.60	0.00	32.18		91.55-
Comments: TO RECLS RCT# 18721									
04 4/30/2007 CR-000367	G/L			00625		0.00	32.77		124.32-
Comments: Doc: 18796 04/30/07 APRIL '07 INTER									
05 5/31/2007 JE-000441	G/L			00660		0.00	13.28		137.60-
Comments: MAY'07 INTEREST									
Report Total:					0.00	0.00	137.60	137.60-	137.60-
					0.00	0.00	137.60	137.60-	137.60-

Handwritten annotations: "2007" above the first row, "137.60" next to the third row, and "INT" with a bracket next to the last three rows.

General Ledger Detail Report

CHRISTIAN COUNTY (CCC)

Detail Postings for Period 05 Thru 12 Ending 12/31/2006

Account Number/Description	Journal	Source	Batch	Beginning Balance	Debit	Credit	Net Change	Ending Balance
101-430-395				0.00				
LOCAL PRESERVATION GRANT								
09 9/15/2006 CR-000645	G/L		00444		0.00	5,837.00		5,837.00-
Comments: Doc: 18201 09/15/06 LRPg 07-057 GRA								
09 9/30/2006 CR-000682	G/L		00450		0.00	28.74		5,865.74-
Comments: Doc: 18248 09/30/06 Sep'06 Interest								
12 12/31/2006 JE-000005	G/L		00180		0.00	30.51		5,896.25-
Comments: CorF18335-10/31/06								
12 12/31/2006 JE-000005	G/L		00180		0.00	31.95		5,928.20-
Comments: CorF18409-11/30/06								
12 12/31/2006 JE-000005	G/L		00180		0.00	37.24		5,965.44-
Comments: CorF18481-12/31/06								
Report Total:				0.00	0.00	5,965.44		5,965.44-
				0.00	0.00	5,965.44		5,965.44-

8006

128.44

Grant money
INT

Minute Books Series Inventory

1. Book 1 - Feb 6, 1882 - Aug. 1885
2. Book 2 - Nov. 2, 1885 - Apr. 19, 1890
3. Book 3 - Aug. 6, 1888 - Jun. 9, 1890
4. Book 4 - Aug. 1, 1890 - Nov. 1892
5. Book 5 - Nov. 9, 1892 - Jan. 2, 1895
6. Book 6 - Dec. 22, 1894 - Jan. 3, 1898
7. Book 7 - Jan. 3, 1898 - July 23, 1901
8. Book 8 - Aug. 5, 1901 - October 8, 1906
9. Book 9 - Nov. 5, 1906 - Jan. 17, 1911
10. Book 10 - Nov. 23, 1914 - March 2, 1920
11. Book 11 - April 5, 1920 - Dec. 13, 1924
12. Book 12 - Jan. 5, 1925 - Jan. 7, 1931
13. Book 13 - Feb. 2, 1931 - Dec. 21, 1935
14. Book 14 - Jan. 6, 1936 - Nov. 13, 1939
15. Book 15 - Dec. 4, 1939 - July 7, 1943
16. Book 16 - July 8, 1943 - Dec. 2, 1947
17. Book 17 - Dec. 15, 1947 - Dec. 4, 1950
18. Book 18 - Dec. 4, 1950 - Sept. 28, 1953
19. Book 19 - Oct. 5, 1953 - Jan. 30, 1956
20. Book 20 - Jan. 30 1956 - Mar. 3, 1958
21. Book 21 - March 2, 1958 - April 29, 1960
22. Book 22 - May 2, 1960 - June 1, 1962
23. Book 23 - June 4, 1962 - July 31, 1964
24. Book 24 - Aug. 3, 1964 - Oct. 17, 1966
25. Book 25 - Oct. 18, 1966 - June 30, 1969
26. Book 26 - July 2, 1969 - Sept. 1, 1972
27. Book 27 - Jan. 4, 1972 - Dec. 29, 1975
28. Book 28 - Jan. 2, 1976 - April 2, 1979
29. Book 29 - April 2, 1979 - April 23, 1982
30. Book 30 - April 30, 1982 - June 10, 1985
31. Book 31 - June 14, 1985 - June 6, 1988
32. Book 32 - June 10, 1988 - Mar. 25, 1991
33. Book 33 - Mar. 29, 1991 - Aug. 16, 1993
34. Book 34 - Aug. 20, 1993 - Mar. 4, 1994

County Court Indexes Inventory

1. Book 1 - Aug. 1865 - Dec. 1886
2. Book 2 - Jan. 1887 - Nov. 1893
3. Book 2 - Jan. 11, 1894 - Dec. 31, 1902
4. Book 3 - Dec. 1898 - Dec. 1921
5. Book 4 - Mar. 1921 - Dec. 1936
6. Book 5 - Jan. 1937 - Nov. 1960
7. Book 6 - Feb. 1961 - Nov. 1987
8. Book 7 - Nov. 1987 - Nov. 2001

One volume Ozark Special Road District
June 7, 1910- Feb. 5, 1918

**LOCAL RECORDS PRESERVATION GRANT
MISSOURI SECRETARY OF STATE**

Offered through the
Local Records Preservation Program

Grant Agreement

This Agreement is entered into between the Missouri Office of the Secretary of State, (hereinafter, the "Office") and the **Christian County Government for County Clerk** (hereinafter, the "Grantee"). In consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

- (1) **PURPOSE:** The Missouri General Assembly pursuant to Section 109.221, RSMo, has authorized funds to be used for preserving local records. The purpose of this Agreement is to award to the Grantee the use of such funds, to be administered by the Office, for the purpose of implementing a local records preservation project.

- (2) **GRANT AWARD:** The Office shall pay to the Grantee an amount not to exceed **Eight Thousand Three Hundred Thirty Nine Dollars (\$8,339.00)** as full payment for performance of the work and services set forth in this Agreement. The Office shall transmit payment to the Grantee as follows:
 - (A) **Five Thousand Eight Hundred Thirty Seven Dollars (\$5,837.00)** after the execution of this Agreement.

 - (B) **Two Thousand Five Hundred Two Dollars (\$2,502.00)** after the Grantee submits to the Office all reports and documentation required under the terms of this Agreement; provided that the Office approves such reports and documentation.

- (3) **SCOPE OF GRANT:** The Grantee shall use the grant funds awarded under the terms of this Agreement to implement the local records preservation project described in the Grantee's project plan and project budget as amended by the Office, which are attached and incorporated as part of this Agreement. **In addition, the Grantee shall note the following conditions:**
 - (A) **Your proposal revisions were received after copies of grant applications were distributed to the Board for pre-session review. You may choose to revise the project and redistribute the awarded funds through the "Request to Revise" process. Local Records approval must be officially conferred before any desired grant fund reallocation can occur or its expenditure encumbered.**

- (4) **NOTICE:** All notices, reports, or communications required by this Agreement shall be made in writing and shall be effective upon receipt by the Grantee or the Office at their respective addresses of record. Either party may change its address of record by written notice to the other party.

(A) Notice to the Office: Notices to the Office shall be addressed and delivered to the following:

Maria Hines
Local Records Division
600 W. Main
P.O. Box 1747
Jefferson City, MO 65102

(B) Notice to Grantee: Notices to the Grantee shall be addressed and delivered to the following:

Kay Brown
Christian County Clerk
100 West Church Street, Room 206
Ozark MO 65721

(5) PROJECT NUMBER: The Project Number for the work and services under this Agreement is **LRPG-07-057**.

(6) REPORTS: The Grantee shall submit to the Office:

(A) An interim report summarizing and evaluating the Grantee's accomplishments pursuant to this Agreement. The Grantee shall submit the interim report by **January 15, 2007**.

(B) A final report summarizing and evaluating the work and services completed pursuant to this Agreement. The final report shall be submitted by **June 1, 2007**.

(7) OFFICE ASSISTANCE: The Office shall provide forms for completing certain interim and final reports. The Office may advise and assist the Grantee, as resources permit, in implementing and evaluating the work and services to be performed pursuant to this Agreement.

(8) RECORDS: The Grantee shall retain, for not less than three years from the termination date of the grant period, records documenting the expenditure of all funds provided by the Office pursuant to this Agreement. The Grantee shall, upon request, provide to the Office any records so retained.

(9) AUDIT AND ACCOUNTING: The Grantee shall use adequate fiscal control and accounting procedures to disburse properly all funds provided by the Office pursuant to this Agreement. The Grantee shall deposit unused funds provided pursuant to this Agreement in an interest bearing account and use any accrued interest from the account for the work and services to be provided pursuant to this Agreement. The Grantee shall return to the Office any funds from accrued interest that are not used for the work and

services to be provided pursuant to this Agreement. The Grantee shall submit to the Office copies of all financial reports and audits performed pursuant to Article VI, Section 24 of the Missouri Constitution, Section 105.145, RSMo, or 15 CSR 40-3.030. **If there are any adverse audit findings the grantee must submit a copy of the audit findings and keep the Office apprised of local action and resolution.**

- (10) **LAW TO GOVERN**: This Agreement shall be construed according to the laws of the state of Missouri. The Grantee shall perform all work and services in connection with this Agreement in conformity with applicable state and federal laws and regulations including, but not limited to, Article VI, Section 24 of the Missouri Constitution, Section 105.145, RSMo, Section 109.221, RSMo, 15 CSR 40-3.030, and 15 CSR 30-45.030.
- (11) **SUBCONTRACTING**: The Grantee may subcontract work and services set forth in this Agreement, provided that the Office shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Grantee shall be solely responsible for the services provided in connection with this Agreement and solely liable to any subcontractor for all expenses and liabilities incurred under the subcontract.
- (12) **AMENDMENTS**: *Any change in this Agreement, whether by modification or supplementation, shall be accomplished by a formal written amendment signed and approved by the duly authorized representatives of the Grantee and the Office.*
- (13) **INDEMNIFICATION**: The Grantee shall be responsible for the acts, omissions to acts or negligence of the Grantee, its agents, employees and assigns. The Grantee shall hold harmless and indemnify the Office, including its agents, employees and assigns, from every injury, damage, expense, liability or payment, including legal fees, arising out of any activities conducted by the Grantee in connection with or in any way relating to this Agreement.
- (14) **SOVEREIGN IMMUNITY**: The State of Missouri, its agencies and its subdivisions do not waive any defense of sovereign or official immunity upon entering into this Agreement.
- (15) **INDEPENDENT CONTRACTOR**: The Grantee, its agents, employees and assigns shall act in the capacity of an independent contractor in performance of this Agreement and not as an agent, employee or officer of the Office of the Secretary of State.
- (16) **CANCELLATION**: *The Office, by providing the Grantee with written notice of cancellation, may cancel this Agreement at any time for a failure by the Grantee to fulfill its obligations under this Agreement. The Office shall determine if the Grantee has fulfilled its obligations under this Agreement.* Should the Office exercise its right to cancel this Agreement, the cancellation shall become effective upon the date specified in the notice of cancellation sent to the Grantee. In the event of a cancellation of the Agreement, the Office shall compensate the Grantee for work and services completed prior to the notice of cancellation.

- (17) HEADINGS: The underlined headings appearing within this instrument shall not be incorporated as part of this Agreement and are included only for the convenience of the reader.
- (18) ENTIRE AGREEMENT: *This instrument embodies the whole agreement of the parties. No amendment shall be effective unless it is accomplished by a formal written amendment signed and approved by the duly authorized representatives of the Grantee and the Office.*
- (19) COPYRIGHT: The Grantee may copyright materials produced pursuant to this Agreement provided that the state of Missouri reserves the royalty-free, non-exclusive, irrevocable right to reproduce, publish or otherwise use the work or authorize others to use the work. Any publication resulting from or primarily related to funds provided pursuant to this Agreement shall contain an acknowledgment that the publication was supported in whole or in part with state funds.
- (20) ACCESS: The Grantee, at any time during the grant period, shall provide to the Office access to the site of the work being provided under this Agreement.
- (21) LOCAL MATCH: The Grantee shall provide a local matching contribution for this project valued **at the appropriate percentage match level as described in the Grantee's approved budget** which is attached and incorporated as part of this Agreement.

Christian County Government

MISSOURI OFFICE OF
SECRETARY OF STATE

John Grubbaugh
Signatory PRINTED Name

Mark R. Reading
Mark R. Reading, Executive Deputy

John Grubbaugh
Signature

7/13/06
Date

Presiding Commissioner
Title

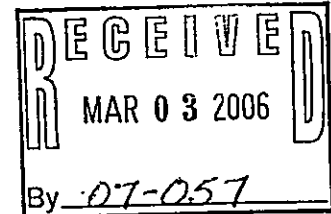
Lynn Morrow
Lynn Morrow, Director
Local Records Division

6-10-06
Date

7.13.06
Date



Missouri Secretary of State
Local Records Preservation Program FY 2007 Grant Application
James C. Kirkpatrick State Information Center
PO Box 1747, Jefferson City, MO 65102



State Senate District: 20th

State House District: 141 and 142

Applicant Agency: Christian County Clerk

County: Christian County

Agency Head Name, Title: Kay Brown, Christian County Clerk

Address: 100 West Church, Room 206, Ozark, Missouri 65721

Telephone: 417-581-6360

Fax: 417-581-8331

E-mail: kkbrown@christiancountymo.gov

Federal Employer Identification Number (FEIN):

44-6000473

Would you like your funds electronically deposited?

YES

NO

Authorizing Agency (if different from above): Christian County Government

Authorizing Official Name, Title: John Grubaugh, Presiding Commissioner

Address: 100 West Church Street, Room 100, Ozark, Missouri 65721

Telephone: 417-581-6360

Fax: 417-581-8331

E-mail: kaybrown@christiancountymo.gov

Primary Project Contact Name, Title:

Sharon Rossner, Chief Elections Deputy

Address: 100 West Church Room 206, Ozark, Missouri 65721

Telephone: 417-581-6360

Fax: 417-581-8331

E-mail: sharonrossner@christiancountymo.gov

Application Prepared by (Name, Title):

Kay Brown, Christian County Clerk

Address: 100 West Church, Room 206 Ozark, Missouri 65721

Telephone: 417-581-6360

Fax: 417-581-8331

E-mail: kaybrown@christiancountymo.gov

Date: February 28, 2006

STATE OF PURPOSE

The history of Christian County is stored in an old vault that is not adequate to survive a fire, tornado, or water damage. The Commission minute books and indexes, many permanent records and various history treasures are wasting away and are not easily accessible because nothing has been microfilmed. My goal is to preserve the history of our county through microfilm and to provide easy access to the records through a digital format using an existing computer. However, all records would be microfilmed on 35 mm film to the specifications of the Secretary of State Office.

PROJECT SUMMARY

The county clerk will gather, organize and prepare all the Commission Minutes, Resolutions, Ordinances, Indexes from 1861-2005. Our goal of this project is to improve the management of and access to the county commission records. In the future, we hope to microfilm all permanent retention records of Christian County. My next grant application request will be for the Christian County School Records.

DETAILED TIMELINE AND WORK PLAN

- July – Sept. Prepare records for vendor pick-up
- A. Remove paper clips and staples
 - B. Make target sheets for all the minute books and index books
 - C. Place records in order to be microfilmed
 - D. Make inventory list of all records to be removed from premises by vendor.
- Sept. – Oct. Initiate bidding, contracting and purchasing of shelving, microfilming service, and prepare the vault for painting.
- Oct – Feb
- A. Award the microfilming project
 - B. Paint the vault
 - C. Install shelving;
- March
- Anticipate project completion
 - Inspect all film
 - After approving the film, place the minute books and index books back on the shelves
- May-June Submit Final Report

PROJECT OBJECTIVES

100% of the Minute Books and Indexes from 1861-2005, will be microfilmed and a digitized copy will be placed on an office computer for viewing. A printer will be connected to the computer for making copies.

This project will be in use by February 2008.

However, this is the beginning phase of a commitment to good record management. Permanent records are currently available to the public through the Clerk's office. However, the ability to make copies is very difficult considering the age of many books and other permanent records. The binders cannot be expanded to a flat surface for making copies and the print is fading.

EVALUATION OF PROJECT RESULTS

Completion of this project will enable people to have easy access to the County Commission minutes for historical purposes. After the data is microfilmed and digitized it will be easier to view and the process of obtaining copies will be quicker through the use of the office computer and printer. However, documents that are admissible in court shall be obtained by microfilm copy that will be stored in the safety deposit box and can be read by the reader printer in the Recorder's office

BUDGET DETAIL, EXPLANATION AND JUSTIFICATION

The itemized estimates for supplies, microfilming and personnel are attached to the grant application. In the 10% match column, \$2,190.00 is given.

Personnel-estimate

Sharon Rossner estimated 121 hours @ \$10.25	= \$ 2,380
Jennifer Adams estimated 120 hours @ \$9.50	

Vendor-Microfilming & Imaging of Kansas City, Inc. 39,750 estimated images at \$.125 per image	= \$ 5,530
--	------------

Total	= \$ 7,910
-------	------------

FUNDING SOURCE

The cash match would be obtained through Christian County Government to pay 10% for microfilming and 20% in in-kind.

Personnel – estimate

Sharon Rossner estimated 121 hours @ \$10.25 = \$ 2,380
 Jennifer Adams estimated 120 hours @ \$ 9.50

Supplies- Lowe's Home Improvement = \$ 230

Vendor- Edco Microfilming 39,750 estimated images at \$.125 per image = \$ 5,530

Vendor – Ken Davis painting = \$ 2,190

Vendor – Indoff 5 shelving units and a ladder = \$ 2,107

Total

 \$12,437

FUNDING SOURCE

The cash match would be obtained through Christian County Government to paint the vault.

Most of the microfilming in Christian County Government is done in the Recorder of Deeds office. The need for microfilming in the Clerk's office does not carry the same priority but is equally as valuable to preserve the records of the county.

INTEREST BEARING ACCOUNT

The interest bearing account would be set up through the Ozark Bank, P.O. Box 220 Ozark, Missouri, 65721.

ACCOUNTING METHODS AND AUDIT PROCEDURES

The county Auditor will manage the finances. The fiscal checks and balance are covered by the treasurer, the clerk, and the county auditor. The auditing firm of Davis, Lynn, and Moots is the company that does the county's independent audit. They finished the 2005 audit on February 24, 2006. Our 2004 audit was finished in the fall of 2005.

STATEMENT OF PREVIOUS ACTIONS

No previous microfilming has been done in the Clerk's office. I have located the remaining minute books throughout the courthouse and have arranged the old records for easier accessibility. Since I have been elected, the County Commission replaced the broken windows in the vault. In addition, last year I had 8 foot florescent lights installed for better lighting.

Most of the microfilming in Christian County Government is done in the Recorder of Deeds office. The need for microfilming in the Clerk's office does not carry the same priority but is equally as valuable to preserve the records of the county.

INTEREST BEARING ACCOUNT

The interest bearing account would be set up through the Ozark Bank, P.O. Box 220 Ozark, Missouri, 65721.

ACCOUNTING METHODS AND AUDIT PROCEDURES

The county Auditor will manage the finances. The fiscal checks and balance are covered by the treasurer, the clerk, and the county auditor. The auditing firm of Davis, Lynn, and Moots is the company that does the county's independent audit. They finished the 2005 audit on February 24, 2006. Our 2004 audit was finished in the fall of 2005.

STATEMENT OF PREVIOUS ACTIONS

The previous grant period I received a grant to microfilm the minute books, indexes, and the county court records. We are in the process of preparing the vault for painting and soon to install shelving. I have located the remaining minute books throughout the courthouse, the library, and the Christian County Museum and they have arranged the old records for easier accessibility. Since I have been elected, the County Commission replaced the broken windows in the vault. In addition, last year I had 8 foot florescent lights installed for better lighting.

IMPACT OF THIS PROJECT AND ITS IMPORTANCE IN TERMS OF LONG-RANGE PLANNING

This project will have a significant impact. By microfilming the minute books, and index books, county court records, poll tax books and justice dockets, the history of Christian County will be protected from disaster. The digitizing of the records will make them more accessible for copying.

FUTURE RECORDS MANAGEMENT AND PRESERVATION PROJECTS

For future record management, I will submit additional grant applications to the Secretary of State for preserving the county's school records, maps and other history treasures that are permanent records of interest to the public.

FY07 Budget Summary - Local Records Revision

Budget Category	Grant Funds	Cash Match (Local match must be at least 30% of the project subtotal below)	In-Kind	TOTAL
Personnel	832		1,548	2,380
Supplies	230			230
Travel				
Vendor	5,530	2,190		7,720 5,530.00
Consultant				
Other: Specify <i>Renovation (Ladder)</i>		2,190		
Shelving (Standard Metal)	2,107 16,170.00			2,107 16,170.00
Subtotals	<u>8,699 79,790.00</u> (70% maximum) 68,473	<u>2,190</u> (10% minimum) 19,710	<u>1,548</u> 13,070 =	<u>12,437 11,717.00</u> (100%)

Equipment: Specify	50% GRANT funds maximum	50% CASH match minimum	
<i>Renovation/mat</i>	115.00	115.00	230.00
<i>Ladder</i>	245.00	245.00	490.00
Subtotals	<u>360.00</u>	<u>360.00</u>	<u>720.00</u> Equipment total

Grant Funding Requested/Awarded	Complete Project Cost:
<u>8,699</u> 8,339.00	<u>12,437</u> 12,437.00

Certification of Authority to Secure and Encumber Project Funds

John G. Grubbs Presiding Commissioner
 Printed Name/Title of Authorizing Official

[Signature]
 Signature of Authorizing Official

Date March 1, 2006

Kay Brown
 County Clerk

Matt 6/19/06



ROBIN CARNAHAN
SECRETARY OF STATE
STATE OF MISSOURI

STATE CAPITOL
ROOM 208
(573) 751-2379

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

June 23, 2006

The Honorable Kay Brown
Christian County Clerk
100 West Church, Room 206
Ozark, MO 65721

Dear Ms. Brown:

I am pleased to inform you that the office of Christian County Clerk will receive funds under the Local Records Preservation Grant program in the amount of \$8,699.00.

Grant agreement papers are included in this mailing. The awarded applicant, or their authorizing agency if the awarded applicant does not have the authority to enter into binding agreements, must sign and return both copies of the agreement to this office for signature by a duly designated representative of the State of Missouri.

Upon return receipt of your copy of the completed agreement, or July 1, 2005, whichever is later, you may initiate action on your project. Please mail the agreement copies to the grant administrator, Maria Hines. If you have questions she can be contacted by phone at 573-751-2798 or via email at: maria.hines@sos.mo.gov.

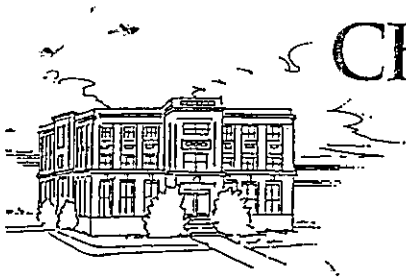
These awarded funds acknowledge and support your concerted effort to preserve Missouri's heritage through effective records management and preservation. Congratulations and best wishes for the successful completion of your project.

Very truly yours,

Robin Carnahan
Secretary of State

CC: John Grubaugh, Presiding Commissioner

June 23, 2006



CHRISTIAN COUNTY COMMISSION

100 W. CHURCH ST., ROOM 100
OZARK, MO 65721
Phone: 417-581-2112 • Fax: 417-581-5924

JOHN GRUBAUGH
Presiding Commissioner

BILL BARNETT
Western Commissioner

TOM HUFF
Eastern Commissioner

March 1, 2006

Robin Carnahan
Secretary of State
208 State Capitol
P.O. Box 1767
Jefferson City, MO 65102

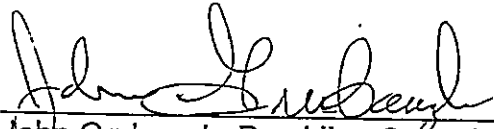
Re: Local Records Preservation Program FY2007 Grant Application
(Records to be microfilmed)

Dear Mrs. Carnahan:

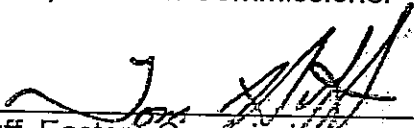
The Christian County Government agrees to provide matching funds at 30% for the above grant project, if this grant is awarded.

It is our understanding that the grant request is for \$8,699.00 with a complete project cost of \$12,437.00.

Sincerely,


John Grubaugh, Presiding Commissioner


Bill Barnett, Western Commissioner


Tom Huff, Eastern Commissioner

73 Books microfilm. 2,598.80 + 210.00 for Dup.
Digitizing \$2,111.53



CHRISTIAN COUNTY COMMISSION

100 W. CHURCH ST., ROOM 100
OZARK, MO 65721
Phone: 417-581-2112 • Fax: 417-581-5924

JOHN GRUBAUGH
Presiding Commissioner

BILL BARNETT
Western Commissioner

TOM HUFF
Eastern Commissioner

March 1, 2006

Robin Carnahan
Secretary of State
208 State Capitol
P.O. Box 1767
Jefferson City, MO 65102

Re: Local Records Preservation Program FY2007 Grant Application
(Records to be microfilmed)

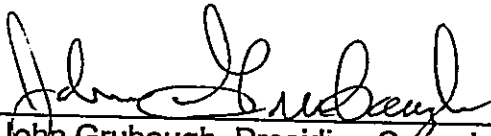
Dear Mrs. Carnahan:

The Christian County Government agrees to provide matching funds at 30% for the above grant project, if this grant is awarded.

32%

It is our understanding that the grant request is for ~~\$8,699.00~~ with a complete project cost of \$12,437.00.

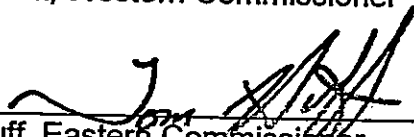
Sincerely,



John Grubaugh, Presiding Commissioner



Bill Barnett, Western Commissioner



Tom Huff, Eastern Commissioner

KAY BROWN

Clerk of the County Commission
OF
CHRISTIAN
COUNTY

100 W. CHURCH ROOM 206
OZARK, MO 65721
Phone: 581-6360 Fax: 581-8331

September 11, 2007

Secretary of State
Local Records
Attn: Lynn Morrow
P.O. Box 1747
Jefferson City, MO. 65102

Dear Lynn,

Well it looks like the Grant Project of 2006 is finally over. Please find a copy of the check and the invoice for the ladder for the vault. It is wonderful and I appreciate it so very much. It doesn't wobble much and it has guard rails and wide steps.

I will be submitting another grant application in December or January for your review before I actually submit it.

Thank you for your understanding and your assistance in this Grant Program.

Sincerely,

Kay Brown
Kay Brown

80711

DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT
06/22/2007	102168235	ACCT 631737	454.02	0.00	454.02

CHECK: 080711 08/23/2007 GLOBAL EQUIPMENT COMPANY 454.02

COUNTY OF CHRISTIAN
STATE OF MISSOURI

Nº 11038



Vendor Global Ind.
P.O. No. 07-11038-CLK

I CERTIFY THAT THE ITEMS LISTED BELOW ARE NECESSARY FOR THE PROPER OPERATIONS OF THIS DEPARTMENT AND THAT UNENCUMBERED BALANCES ARE SUFFICIENT TO MEET THE ESTIMATED COST

OFFICE County Clerk
Kay Brown
Authorizing Signature

DATE: 5-4-07

Quantity	Fund	Description	Price
1	Grant fund	Rolling Ladder ✓ GP954802	714.00
50%	Match	101-020-395 GP607442	636.00
		452.95 Frt	130.00
		#1499989 #1542039	760.90
		1.500128	
TOTAL >			

FOR PURCHASING DEPARTMENT This transaction complies with RSMo. Section 50.660, 50.753, 50.755, 50.757, 50.760, and 67.360 unless otherwise noted

Vendor _____ Code: P = Purchase S = Supply
B = Bid SB = State Bid
C = Contract Q = Quote

Approved By Buyer _____ Date _____

Auditor Certification

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of anticipated revenue appropriated for payment of same. (for use with First and Second class counties only)

Sampson Audited By SA Auditor Certification 5-7-07 Date _____ Account _____

ORDER TO ISSUE WARRANT

Christian County Commission on the _____ day of _____, _____, does hereby approve the purchase above, and, upon receipt of the item/items and/or the performance of such services and receipt of the correct invoice, thereafter orders the County Clerk to issue a warrant therefor.

JG Presiding Commissioner BB Western Commissioner JH Eastern Commissioner

I, _____, Clerk of the County Commission, hereby certify the above to be a true copy of proceedings of said County Commission, on the day and year above written as the same appears of record in my office.

WARRANT:

TREASURER OF THE COUNTY OF CHRISTIAN: Pay to the vendor above described \$ _____ out of any money in the treasury appropriated for the payment of the above-described item.

Given at the courthouse this _____ day of _____, _____; by order of the County Commission.

Attest: _____ Clerk _____ Check No. _____ Auditor _____

ORIGINAL INVOICE

INVOICE NO. 102168235	INVOICE DATE 06/22/07
--------------------------	--------------------------

P.O. Box 100090
 BUFORD GA 30515
 (770) 822-5600 FED-TAX-ID: 11-3584699

PLEASE REFER TO ABOVE INVOICE NO. WHEN REMITTING AND WHEN YOU ARE MAKING ANY INQUIRIES REGARDING THIS ORDER.

L D T O L
 NORMA RYAN
 CHRISTIAN COUNTY CLERKS
 100 W CHURCH ST RM 206
 OZARK MO 65721

S H I P P E D T O L
 NORMA RYAN
 CHRISTIAN COUNTY CLERKS
 100 W CHURCH ST RM 206
 OZARK MO 65721

YOUR ORDER NO. 07-11038-COK		ORDERED BY NORMA RYAN		PAGE 1 OF 1	
SHIPPED VIA UPS FREIGHT		F.O.B. SHIPPING POINT PARKESBURG		DATE SHIPPED 06/21/07	
FREIGHT CHARGES PREPAID		TERRITORY		TERMS NET 30	

QUANTITY	STOCK NO.	DESCRIPTION	UNIT PRICE	AMOUNT
1	607492	8 Step 24" W Perforated All Directional Steel La SHIPPING TAX	437.58	437.58
			<i>Credit 230.56</i>	247.00
				0.00
		TOTAL		684.58

THANK YOU FOR YOUR BUSINESS
 Please allow 5 - 10 days for delivery
 **PLEASE NOTE THE NEW REMIT TO ADDRESS **
 To Inquire on your delivery, please use Tracking # 127060404
 Please visit www.globalindustrial.com for the largest selection of industrial products on the web at the best prices.

P.O. Box 100090
 BUFORD GA 30515

454.02

3070 28 9.14 01.72

NO STATEMENT ISSUED - PLEASE PAY ON INVOICE

UNLESS OTHERWISE INDICATED THIS INVOICE BECOMES PAST DUE 30 DAYS FROM DATE OF INVOICE AND A FINANCE CHARGE WILL BE DUE ON THE UNPAID BALANCE AT THE RATE OF 1 1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%. THIS CHARGE WILL BE COMPUTED BY APPLYING THE DAILY RATE OF .0493% TO THE DAILY PAST DUE BALANCE FOR THE NUMBER OF DAYS PAST DUE FROM THE INVOICE PAYMENT DATE. NO FINANCE CHARGE WILL BE INCURRED IF PAYMENT IS RECEIVED PRIOR TO DUE DATE. *IN THE EVENT OF A DEFAULT WITH RESPECT TO THE PAYMENT OF THE PURCHASE PRICE OR ANY PART THEREOF FOR A PERIOD OF 90 DAYS FROM THE DUE DATE THEREOF, WE SHALL BE ENTITLED TO RECEIVE FROM THE PURCHASER ALL REASONABLE ATTORNEY'S FEES INCURRED IN THE COLLECTION OF SUCH PURCHASE PRICE.* WE HEREBY CERTIFY THAT THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 THEREOF.
 IF YOU HAVE A STATE SALES TAX YOU MUST PAY IT DIRECT, AS SAME HAS NOT BEEN CHARGED ON THIS INVOICE.
 PURSUANT TO SECTION 111.04 OF THE N.Y.S. GENERAL OBLIGATIONS LAW, A DRAWER NEGOTIATING A CHECK WHO KNOWS OR SHOULD KNOW THAT PAYMENT OF SUCH CHECK WILL BE REFUSED BY THE DRAWEER BANK EITHER BECAUSE THE DRAWER HAS NO ACCOUNT WITH SUCH BANK OR THE DRAWER HAS INSUFFICIENT FUNDS ON DEPOSIT WITH SUCH BANK SHALL BE LIABLE TO THE PAYEE WHO HAS PRESENTED SUCH CHECK FOR PAYMENT, NOT ONLY FOR THE FACE AMOUNT OF THE CHECK, BUT ALSO FOR ADDITIONAL LIQUIDATED DAMAGES, AS FOLLOWS: IF YOU HAD NO ACCOUNT WITH THE BANK UPON WHICH THE CHECK WAS DRAWN, AN ADDITIONAL SUM WHICH MAY BE EQUIVALENT TO SERVICE THE FACE AMOUNT OF THE CHECK OR SEVEN HUNDRED FIFTY DOLLARS, WHOEVER IS LESS; OR IF YOU HAD INSUFFICIENT FUNDS ON DEPOSIT WITH THE BANK UPON WHICH THE CHECK WAS DRAWN, AN ADDITIONAL SUM WHICH MAY BE EQUIVALENT TO TWICE THE FACE AMOUNT OF THE CHECK OR FOUR HUNDRED DOLLARS, WHOEVER IS LESS. CRIMINAL PENALTIES MAY ALSO APPLY.

THANK YOU FOR YOUR BUSINESS

Please allow 5 - 10 days for delivery
 **PLEASE NOTE THE NEW REMIT TO ADDRESS **
 To Inquire on your delivery, please use Tracking # 639488415
 Please visit www.globalindustrial.com for the largest selection of industrial products on the web at the best prices.

P.O. Box 100090
 BUFORD GA 30515

RECEIVED

JUN 04 2007

KAY BROWN
 COUNTY CLERK

NO STATEMENT ISSUED - PLEASE PAY ON INVOICE

UNLESS OTHERWISE INDICATED THIS INVOICE BECOMES PAST DUE 30 DAYS FROM DATE OF INVOICE AND A FINANCE CHARGE WILL BE DUE ON THE UNPAID BALANCE AT THE RATE OF 1 1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%. THIS CHARGE WILL BE COMPUTED BY APPLYING THE DAILY RATE OF .0493% TO THE DAILY PAST DUE BALANCE FOR THE NUMBER OF DAYS PAST DUE FROM THE INVOICE PAYMENT DATE. NO FINANCE CHARGE WILL BE INCURRED IF PAYMENT IS RECEIVED PRIOR TO DUE DATE. *IN THE EVENT OF A DEFAULT WITH RESPECT TO THE PAYMENT OF THE PURCHASE PRICE OR ANY PART THEREOF FOR A PERIOD OF 90 DAYS FROM THE DUE DATE THEREOF, WE SHALL BE ENTITLED TO RECEIVE FROM THE PURCHASER ALL REASONABLE ATTORNEY'S FEES INCURRED IN THE COLLECTION OF SUCH PURCHASE PRICE.* WE HEREBY CERTIFY THAT THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 THEREOF.
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KAY BROWN



100 W. CHURCH ROOM 206

OZARK, MO 65721

Phone: 581-6360

Fax: 581-8331

**CHRISTIAN COUNTY FINAL NARRATIVE REPORT
JUNE 6, 2007**

Christian County has numerous permanent record books that are stored in the County Clerk's Vault. These books contain the history of the county. If the court house suffered a fire or a natural disaster the history of the county would be destroyed forever. As the keeper of the record, it is my conviction that these records should be preserved for present and future generations through microfilming and digitizing. There are many other series of records, such as the school records, justice dockets, poll tax books and other books that will also need to be preserved. My future goal is to continue writing grants to preserve all the permanent records in my vault.

The County Clerk's vault has been in disarray since I took office in January 2003. The records which are kept in the vault were not easily accessible to the public or my office. The walls in the vault were of shades of brown, green, gray, and off white and in need of painting. The windows had large cracks that extended diagonally across the windows. The vault was very dim and needed more light. Before I wrote the grant I asked Linda Meyers, Secretary of State Archivist for her recommendations for the vault. We installed new windows and new lighting prior to applying for the microfilming grant. She suggested that we get new lightning and paint the vault white to make the vault brighter.

The time line goals presented in my grant were detained due to preparing and completing the election process for the 2006 August Primary and November General Elections. Our workload in a General Election year is greatly increased and the time line prior to December 1, 2006, was comprised of duties associated with those big elections. We began preparation of the books for microfilming November 20, 2006 and completed preparation January 22, 2007. The preparation process consisted of: removing paper clips and staples, preparing and placing target sheets and blank page sheets, numbering the pages, placing records in order to be microfilmed, and making an inventory list of all records to be removed from the premises by the vendor. We had received quotes prior to writing the grant from microfilming companies but not an official bid. We placed a public notice in the paper to receive bids for the project. The initial quote was much greater than the bid because of the reduced number volumes we would microfilm. The original 119 books to be microfilmed were decreased to 73 volumes. This change in the number of books was a result of the careful review of Ms. Meyers, the Secretary of State Archivist. She stated that not all the books could be microfilmed in this project because only the minute books, indexes, and the county court records were mentioned in the grant request.

KAY BROWN



100 W. CHURCH ROOM 206
OZARK, MO 65721
Phone: 581-6360 Fax: 581-8331

The lowest bid was from Microfilm & Imaging of Kansas City. We accepted the bid and on February 14, 2007, the books were sent to be filmed. While the books were gone, we moved everything out of the vault. The contractor came and painted the vault antique white from the ceiling to the floor. We purchased shelving and it was detained three weeks and we finally got it on March 28, 2007. On May 4th we ordered the ladder. The microfilm was mailed to the office and the books were returned to our office on Friday May 18, 2007. On May 21, 2007, Judy Morisset, began scanning the books to ensure that it was legible and no pages were missing. She finished the project on May 30, 2007. We do not have the ladder yet. However, we are expecting it any day.

My initial goal was to microfilm all the books in my vault but only 73 could be processed in this grant cycle. However, I will submit another grant in January for the remainder of the series of books that were not processed in this grant cycle. One big problem we encountered was ordering the ladder. The ladder was shipped two weeks ago but it came fully assembled and it weighed 225 pounds. The catalog stated the ladder came unassembled but it arrived in one piece and was not feasible to get it into the vault. So it was sent back and we are waiting for another ladder that comes totally unassembled. The goals I set were realistic but I failed to include all the different book series in my application.

This project has made a big impact in my office. The vault is not depressing to walk into. The project forced me to go through files that were thirty years old and needed to be destroyed. It has had an overall effect on the organization in the office. As a result, the work environment of the office has improved. We also found some old pictures that we framed and some history as well. It is wonderful to walk in the vault and not feel overwhelmed with clutter and disorganization. The newspaper did a story on Judy Morisset that volunteered her time to help us clean the vault so we could paint and install the shelving. I will have a story in the paper as soon as the ladder is installed and I get through two boxes of old files that are sitting in the vault.

Since the books have been microfilmed and digitized, we had three requests for copies of minutes. The local historian, Wayne Glenn was impressed with the change in the vault and the accessibility to the records through the use of the digitized copy of the microfilm. He asked if the microfilming would continue. I assured him that there were more microfilming projects to do and it will continue.

KAY BROWN

Clerk of the County Commission
OF
CHRISTIAN
COUNTY

100 W. CHURCH ROOM 206
OZARK, MO 65721
Phone: 581-6360 Fax: 581-8331

Thank you for providing a way to improve accessibility to the records of Christian County. It is a great comfort to know if there was a disaster that 73 of the books are safe and the other records will be in the near future.

Thank you for all your help.

Sincerely,

Kay Brown

Kay Brown

KAY BROWN



100 W. CHURCH ROOM 206
OZARK, MO 65721

Phone: 581-6360 Fax: 581-8331

June 7, 2007

Local Records Grant Program
P.O. Box 1747
Jefferson City, MO. 65102
ATTN: GRANT ADMINISTRATOR

Dear Lynn,

Please find the Final Narrative report, the Financial Status Report, and the Time Sheets information. I hope I did this correctly. I am sending you the originals in the mail. Also I still do not have my ladder and I can't pay for it until it arrives. I did include the cost of the ladder in the Financial Status Report.

Please call me if you have questions. I am learning and I so appreciate your great staff that has been so helpful through this process. I am not familiar with grant writing and felt somewhat insecure because there are so many variables that it was difficult to project what the costs would be.

Thank you,
Kay Brown, Christian County Clerk

My final review was Wednesday, January 24th, 2006. The archivist, Ms. Linda Meyers, went through the books and preparation and all the records were approved to be sent to the selected microfilming vendor. It was her recommendation that I send a request to revise, with copies of the inventory list, to Ms. Maria Hines. After Ms. Meyers last visit, I examined all the books and made all the changes that were noted in her previous visit. By examining the books, I discovered that some books had earlier dates particularly in the index books. I made the changes on the target pages, and on the inventory lists to reflect the new dates.

My intent was to provide a month, day and year for every book on the target pages and inventory. However, none of the indexes except one have a day recorded in the book, only the month and year. The minute books and county court records do have a month, day and year.

It was brought to my attention that the cost of the microfilming and digitizing the records, if purchased from the same vendor would be over the \$ 4,500.00 dollar limit and would require a public notice in the newspaper. Hence, I have placed a notice in the newspaper for bid this week.

**MISSOURI LOCAL RECORDS GRANT PROGRAM
FINANCIAL STATUS REPORT**

Interim
X Final

LOCAL GOVERNMENT ENTITY/ADDRESS

Grant Number
LRPG 07 - 057

TIME PERIOD COVERED BY THIS REPORT From: **7/1/2006** To: **6/1/2007**

* TOTAL SPENT TO DATE ON PROJECT: \$ 8,135.59

GRANT AWARD AMOUNT: \$ 8,339.00

PROJECT EXPENDITURES TO DATE (All project budget lines require documentation):

Budget Line/s	Total	In-kind Share	Local Cash	Grant Funds
Renovation	<u>1,840.00</u>	<u> </u>	<u>1,840.00</u>	<u> </u>
Personal	<u>1,612.81</u>	<u>1,176.81</u>	<u> </u>	<u>436.00</u>
Shelving	<u>1,878.75</u>	<u> </u>	<u> </u>	<u>1,878.75</u>
Microfilm	<u>1,881.03</u>	<u> </u>	<u> </u>	<u>1,881.03</u>
Subtotals	<u>7,212.59</u> =	<u>1,176.81</u> +	<u>1,840.00</u> +	<u>4,195.78</u>
Equipment (Grant funds @ 50% or less)	<u>923.00</u> =		<u>461.50</u> +	<u>461.50</u>
TOTALS:	<u>*8,135.59</u> =	<u>1,176.81</u> +	<u>2,301.50</u> +	<u>4,657.28</u>

Interest earned: total of grant payment/s received to date:
\$ 266.04 + \$ 5,837.00 = \$ 6,103.04
 (Any Payment adjustment for earned Interest will be made with Final Report)

Grant Funds: a) needed to fully cover grant-funded expenditures \$
OR
 b) to be returned to Local Records \$ 1,545.76

NUMBER of microfilm reels received: 27 rolls (1 extra Duplicate)

Comments on relevant FUNDING procedures or problems:
 The county is required to cover 30% of the costs. The minimum being 10% in cash and the other 20% in-kind contribution .We exceeded those amounts. For this reason, would the amount that would be returned to the State be less and some of the local cash amount be reimbursed back to General Revenue?

Typed/ Printed Name/Title → Kay Brown, Christian County Clerk
 person who completed this report
 Telephone number: 1-417-581-6360 Fax number: 1-417-581-8331

CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purpose set forth in the award documents and grant agreement form.

Kay Brown
 Signature of Authorized Official, Title

June 7, 2007
 Date

County Court Record Series Inventory

1. Book 1 - Aug. 21, 1865 -- Sept. 13, 1875
2. Book 2 - Oct. 8, 1875 - April 4, 1881
3. Book 3 - April 6, 1881 - April 10, 1885
4. Book 4 - May 4, 1885 - August 8, 1888
5. Book 5 - Aug. 27, 1888 - Feb. 4, 1892
6. Book 6 - Feb. 4, 1892 - Nov 9, 1894
7. Book 7 - Nov. 9, 1894 - Aug. 5, 1897
8. Book 8 - Aug. 5, 1897 - Feb. 9, 1901
9. Book 9 - March 4, 1901 - Sept. 28, 1903
10. Book 10 - Sept. 23, 1903 - April 23, 1906
11. Book 11 - May 7, 1906 - Feb. 4, 1909
12. Book 12 - Feb. 4, 1909 - Aug. 11, 1911
13. Book 13 - Sept. 4, 1911 - Jan. 21, 1914
14. Book 14 - Feb. 2, 1914 - Jan. 1, 1918
15. Book 15 - Dec. 15, 1913 - March 7, 1921
16. Book 16 - Feb. 4, 1918 - Dec. 8, 1921
17. Book 17 - Mar. 8, 1921 - Dec. 8, 1926
18. Book 18 - Jan. 2, 1922 - Sept. 1, 1924
19. Book 19 - Jan. 5, 1925 - Nov. 7, 1932
20. Book 20 - Dec. 9, 1926 - Aug. 1931
21. Book 21 - Aug. 4, 1931 - May 5, 1937
22. Book 22 - Oct. 29, 1932 - Oct. 7, 1942
23. Book 23 - June 7, 1937 - July 6, 1948
24. Book 24 - Oct. 9, 1942 - Feb. 10, 1956
25. Book 25 - July 8, 1948 - July 1, 1957
26. Book 26 - Feb 20, 1956 - Sept. 15, 1969
27. Book 27 - July 12, 1957 - Sept. 17, 1965
28. Book 28 - Sept. 27, 1965 - Dec. 27, 1971
29. Book 29 - Sept. 19, 1969 -- Feb. 9, 1979
30. Book 30 - Feb. 9, 1979 - Dec. 28, 1987

County Court Indexes Inventory

1. Book 1 - Aug. 1865 - Dec. 1886
2. Book 2 - Jan. 1887 - Nov. 1893
3. Book 2 - Jan. 11, 1894 - Dec. 31, 1902
4. Book 3 - Dec. 1898 - Dec. 1921
5. Book 4 - Mar. 1921 - Dec. 1936
6. Book 5 - Jan. 1937 - Nov. 1960
7. Book 6 - Feb. 1961 - Nov. 1987
8. Book 7 - Nov. 1987 - Nov. 2001

One volume Ozark Special Road District
June 7, 1910- Feb. 5, 1918

Minute Books Series Inventory

1. Book 1 - Feb 6, 1882 - Aug. 1885
2. Book 2 - Nov. 2, 1885 - Apr. 19, 1890
3. Book 3 - Aug. 6, 1888 - Jun. 9, 1890
4. Book 4 - Aug. 1, 1890 - Nov. 1892
5. Book 5 - Nov. 9, 1892 - Jan. 2, 1895
6. Book 6 - Dec. 22, 1894 - Jan. 3, 1898
7. Book 7 - Jan. 3, 1898 - July 23, 1901
8. Book 8 - Aug. 5, 1901 - October 8, 1906
9. Book 9 - Nov. 5, 1906 - Jan. 17, 1911
10. Book 10 - Nov. 23, 1914 - March 2, 1920
11. Book 11 - April 5, 1920 - Dec. 13, 1924
12. Book 12 - Jan. 5, 1925 - Jan. 7, 1931
13. Book 13 - Feb. 2, 1931 - Dec. 21, 1935
14. Book 14 - Jan. 6, 1936 - Nov. 13, 1939
15. Book 15 - Dec. 4, 1939 - July 7, 1943
16. Book 16 - July 8, 1943 - Dec. 2, 1947
17. Book 17 - Dec. 15, 1947 - Dec. 4, 1950
18. Book 18 - Dec. 4, 1950 - Sept. 28, 1953
19. Book 19 - Oct. 5, 1953 - Jan. 30, 1956
20. Book 20 - Jan. 30 1956 - Mar. 3, 1958
21. Book 21 - March 2, 1958 - April 29, 1960
22. Book 22 - May 2, 1960 - June 1, 1962
23. Book 23 - June 4, 1962 - July 31, 1964
24. Book 24 - Aug. 3, 1964 - Oct. 17, 1966
25. Book 25 - Oct. 18, 1966 - June 30, 1969
26. Book 26 - July 2, 1969 - Sept. 1, 1972
27. Book 27 - Jan. 4, 1972 - Dec. 29, 1975
28. Book 28 - Jan. 2, 1976 - April 2, 1979
29. Book 29 - April 2, 1979 - April 23, 1982
30. Book 30 - April 30, 1982 - June 10, 1985
31. Book 31 - June 14, 1985 - June 6, 1988
32. Book 32 - June 10, 1988 - Mar. 25, 1991
33. Book 33 - Mar. 29, 1991 - Aug. 16, 1993
34. Book 34 - Aug. 20, 1993 - Mar. 4, 1994

KAY BROWN

Clerk of the County Commission
OF
CHRISTIAN
COUNTY

100 W. CHURCH ROOM 206

OZARK, MO 65721

Phone: 581-6360

Fax: 581-8331

**CHRISTIAN COUNTY
INTERIM NARRATIVE REPORT
JANUARY 12, 2007**

Christian County has numerous permanent record books that are stored in the County Clerk's Vault. These books contain the history of the county. If the court house suffered a fire or a natural disaster the history of the county would be destroyed forever. As the keeper of the record, it is my conviction that these records should be preserved for present and future generations through microfilming and digitizing. There are many other series of records, such as the school records, justice dockets, poll tax books that will also need to be preserved. My future goal is to continue writing grants to preserve all the permanent records in my vault.

We have prepared the books for microfilming. Linda Meyers, the Secretary of State Archivist, has inspected the books and has approved two of the four series that will be microfilmed. Ms. Meyers noted that some of the books did not include on the outside label the month, day, and year. We agreed that the books need to be consistent with the title dates listed on the outside labels. However, we are on target to get the microfilming finished by the middle of February.

The time line goals presented in my grant were detained due to preparing and completing the election process for the 2006 August Primary and November General Elections. Our workload in a General Election year is greatly increased and the time line prior to December 1, 2006, was comprised of duties associated with those big elections. Now that those major elections are over, the time line can be easily adhered to. Initially, we were not going to do the County Court Records and the Minute Books because there was much repetition between the two series. After going through several books twice it was the consensus of the staff and me that there was additional information in both series. For this reason both series will be microfilmed. The original 119 books to be microfilmed were decreased to 73 volumes. This change in the number of books was a result of the careful review of Ms. Meyers, the Secretary of State Archivist. She stated that not all the books could be microfilmed in this project because only the minute books and the county court records were mentioned in the grant request.

KAY BROWN

Clerk of the County Commission
OF
CHRISTIAN
COUNTY

100 W. CHURCH ROOM 206

OZARK, MO 65721

Phone: 581-6360

Fax: 581-8331

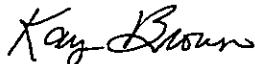
An unexpected benefit that we have derived from this project is the increase in organization that is taking place in the office and the anticipation of having an organized vault to find documents. I am excited about the progress we have made and wish that I had included all the record series in the grant to have processed.

I requested revised bids on December 13th, 2006, for microfilming and a separate bid for digitizing from Mid-Continent Micrographics, Casey Associates, and Edco. I have received revised bids from all the companies except Edco. Mr. Elkins stated on January 9, 2007, that he would send me a revised bid. As of today, I have not received a revised bid from Edco. Thus far, no expenditures have been made for this grant project.

Your website is an excellent resource to download forms and target templates. The packet of information you sent was very helpful. Your grant application is very detailed and easy to understand. It would be helpful to state in Capital letters that you must be specific in your series titles to microfilm. A heading such as "The titles of the books must be named specifically in your grant." For example: Poll Tax Books, Land Conveyance Books, etc. To a new clerk, those big books all look alike.

Thank you for all your help.

Sincerely,



Kay Brown



MISSOURI SECRETARY OF STATE
LOCAL RECORDS GRANT PROGRAM
REQUEST TO REVISE

Grant Administrator
P.O. Box 1747
Jefferson City, MO 65102
573-751-2798

Awarded Grantee:

KAY BROWN, CHRISTIAN COUNTY CLERK

Kay Brown 1/26/2007

Authorizing Agency, if different than above:

CHRISTIAN COUNTY

Grant Number LRP 07 - 057

BUDGET SUMMARY	AWARDED GRANT FUNDS PER ENTRY	REQUESTED GRANT FUNDS PER ENTRY:	NET CHANGE \$ (+ or -) AMOUNT
PERSONNEL			
SUPPLIES			
TRAVEL			
VENDOR			
CONSULTANT			
OTHER (Specify item/s & amount/s below)			
SHELVING (Standard Industrial)			
SUBTOTAL of the above categories			
EQUIPMENT (Specify item/s & amount/s below - requires 50% match)			
TOTAL		=	
% MATCH DOLLARS (LR willr complete the % levels) / Equipment	/ 50/50	/ 50/50	XXXXXXXXXXXX

JUSTIFICATION NARRATIVE - Describe the requested change/s and briefly explain the reason for each; indicate positive result occurring from the change and negative effect if change is not made. Identify specific OTHER &/or EQUIPMENT items in this section and show per item cost. Grantee name and grant number is required on each added narrative page

My final review was Wednesday, January 24th, 2006. The archivist, Ms. Linda Meyers went through the books and preparation and all the records were approved to be sent to the selected microfilming vendor. It was her recommendation that I send a request to revise; with copies of the inventory list; to Ms. Maria Hines. After Ms. Meyers last visit, I examined all the books and made all the changes that were noted in her previous visit. By examining the books, I discovered that some books had earlier dates particularly in the index books. I made the changes on the target pages and on the inventory lists to reflect the new dates.

My intent was to provide a month, day and year for every book on the target pages and inventory. However, none of the indexes except one have a day recorded in the book, only the month and year. The minute books and county court records do have a month, day and year.

It was brought to my attention that the cost of the microfilming and digitizing the records, if purchased by the same vendor would be over the \$ 4,500.00 dollar limit and would require a public notice in the newspaper. Hence, I have place a notice in the newspaper for bid this week.

Page 1 of 1

Local Records Approval:		Date:
	Telephone Number	Date
Print Project Contact Name ABOVE		Date
Authorized Official Signature & Title BELOW		Date



MISSOURI SECRETARY OF STATE
 LOCAL RECORDS GRANT PROGRAM
 REQUEST TO REVISE

Grant Administrator
 P.O. Box 1747
 Jefferson City, MO 65102
 573-751-2798

Awarded Grantee:
 Kay Brown, Christian County Clerk

Kay Brown 12/13/2006

Authorizing Agency, if different than above:

Grant Number LRP 07 - 057

BUDGET SUMMARY	AWARDED GRANT FUNDS PER ENTRY		REQUESTED GRANT FUNDS PER ENTRY:		NET CHANGE \$ (+ or -) AMOUNT
PERSONNEL					
SUPPLIES					
TRAVEL					
VENDOR					
CONSULTANT					
OTHER (Specify Item/s & amount/s below)					
SHELVING (Standard Industrial)					
SUBTOTAL of the above categories					
EQUIPMENT (Specify Item/s & amount/s below - requires 50% match)					
TOTAL		=			
% MATCH DOLLARS (LR willr complete the % levels) / Equipment	/ 50/50		/ 50/50		XXXXXXXXXXXX

JUSTIFICATION NARRATIVE - Describe the requested change/s and briefly explain the reason for each; indicate positive result occurring from the change and negative effect if change is not made. Identify specific OTHER &/or EQUIPMENT items in this section and show per item cost. Grantee name and grant number is required on each added narrative page

In reviewing the books to microfilmed, Ms. Linda Meyers noted that not all the books I had originally numbered in my grant application were minute books and county court indexes. The total number of volumes were reduced from 119 to 73 volumes. The series titles and inclusive dates have also been corrected. There will be a cost revision for a decreased number of volumes. However, at this time I do not have a specific cost.

Local Records Approval:		Date:
	Telephone Number	Date
Print Project Contact Name ABOVE		Date
Authorized Official Signature & Title BELOW		

MISSOURI LOCAL RECORDS GRANT PROGRAM

x *Interim*

FINANCIAL STATUS REPORT

Final

LOCAL GOVERNMENT ENTITY/ADDRESS

CHRISTIAN COUNTY CLERK
 ATTN: KAY BROWN
 100 WEST CHURCH, ROOM 206
 OZARK, MO. 65721

Grant Number
 LRPG 07 - 057

TIME PERIOD COVERED BY THIS REPORT From: 7/1/2006 To: JANUARY 15, 2007

* TOTAL SPENT TO DATE ON PROJECT: \$ 0

GRANT AWARD AMOUNT: \$ 8,339.00

PROJECT EXPENDITURES TO DATE (All project budget lines require documentation):

Budget Line Items	Total	In-kind Share	Local Cash	Grant Funds
<u>PERSONNEL</u>	<u>774.00</u>	<u> </u>	<u> </u>	<u> </u>
<u>VENDOR</u>	<u>0.00</u>	<u> </u>	<u> </u>	<u> </u>
<u>SHELVING</u>	<u>0.00</u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Subtotals	<u>774.00</u> =	<u> </u> +	<u> </u> +	<u> </u>
Equipment (Grant funds @ 50% or less)	<u>0.00</u> =	<u> </u>	<u> </u>	<u> </u> +
TOTALS:	* <u>774.00</u> =	<u> </u> +	<u> </u> +	<u> </u>

Interest earned \$ 128.44 + Total Grant Payment received: \$ 5,837.00 = \$ 5,965.44
 (Any Payment adjustment for earned Interest will be made with Final Report)

Grant Funds: a) needed to fully pay grant-funded expenditures \$
OR b) to be returned to Local Records \$

NUMBER of microfilm reels received:

Comments on relevant FUNDING procedures or problems:

Typed/ Printed Name/Title of person who completed this report → KAY BROWN, CHRISTIAN COUNTY CLERK
 Telephone number: 417-581-6360 Fax number: 417-581-8331

CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purpose set forth in the award documents and grant agreement form.

Kay Brown Christian County Clerk
 Signature of Authorized Official, Title

01/30/2007
 Date

RETURN TO: Local Records Preservation Grant Program
 PO Box 1747, Jefferson City MO 65102
 ATTN: GRANT ADMINISTRATOR



ROBIN CARNAHAN
SECRETARY OF STATE
STATE OF MISSOURI

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

LOCAL RECORDS
(573) 751-9047

TO: Kay Brown
Christian County Clerk

FROM: Maria Hines *MH*
Local Records Grant Administrator

DATE: August 15, 2006

RE: **LRPG 07- 057 Grant First Payment**

CC: Christian County Treasurer

RECEIVED

AUG 18 2006

**KAY BROWN
COUNTY CLERK**

We have requested the Secretary of State's fiscal office to make an initial partial payment of the total grant award. For grant awards of less than \$10,000, a 70% payment will be forwarded. For grant awards of \$10,000 or more, a 35% payment of the total grant award will be made. The enclosed purchase order details the amount of your first payment. Your check will be forthcoming from the State Treasurer's Office within the next four weeks.

For those local governments with established electronic fund transfer accounts and who elected direct deposit, the appropriate funds will be deposited in your designated account.

You may check payment status at the State's vendor payment website

<http://www.vendorpay/oa.mo.gov> This site provides detail for all State payments issued.

You may also wish to verify the payee location information at this site is accurate. If update information is necessary an access link to the vendor input form is provided: a completed and signed vendor input form will update any erroneous data.

Please advise this office should you not receive the funds within the next six weeks, or if you have any questions, comments or concerns.

We look forward to the successful implementation and completion of your FY 2007 local records project.

Memo

To: Lori Hughes
From: Maria Hines *MH*
CC: FY 2007 Grant File
Date: 08/10/06
Re: FY 2007 First Grant Payment

\$8,339 is awarded as a FY2007 Local Records Grant to the entity listed below, We are requesting a 70% payment at this time.

PAPER CHECK PAYMENT REQUESTED

Vendor Name: Christian County Treasurer
Vendor Number: 4460004730-1
Purchase Order Number: SCS 231 S7LR000 00 30
First payment amount: \$5,837.00
Grant Number: LRPB 07-057

Vendor Address: 100 West Church, Room 202
Ozark MO 65721

Mailing Recipient: Kay Brown, Christian County Clerk
..., Room 206

LR Project Contact:

CC:

Missouri Secretary of State
Local Records Preservation Program
FY 2007 GRANT PAYMENT PAYEE FORM

This form identifies: 1.) The local government agency/institution/organization to which grant payment will be made. 2.) The individual designated to receive mailed Local Records grant payment documentation, and when appropriate grant checks if electronic direct deposit is not requested.

Payment Payee Information:

1. List the name and address of the payment payee – **DO NOT INCLUDE AN INDIVIDUAL'S NAME**, **only the name and address of the local government agency to which the payment must be made.**

AGENCY:

Christian County Treasurer

ADDRESS: 100 West Church Room 202, Ozark, Missouri 65721

Address, city, zip

2. Please indicate the individual to whom grant payment documentation should be mailed. This person may be the project contact, or other designated individual representing the applicant or authorizing agency. **A paper check, if requested, and other payment information will be mailed directly to this individual.**

NAME/TITLE: Kay Brown, Christian County Clerk

ADDRESS: 100 West Church Room 206, Ozark, Missouri 65721

Address, city, zip

TELEPHONE: 417-581-6360