

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:(304)269-8200
FAX: (304)269-2416
Email:lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
Rod Wyman, President
Agnes Queen, Commissioner
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, JANUARY 13, 2026**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order** (*action required*)
- 2. 10:00 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review two business days prior to the meeting date. (*action required*)

APPOINTMENT:

- 3. 10:05 AM** **Gary Morris, Fiduciary Commissioner:** Mr. Morris presents the Myers Estate for reconsideration. (*action required*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The January 8, 2026 Upshur County Commission meeting agenda is submitted for review. (*information only*)
- 5. Notice from John E. Law, CPA, A.C.:** John E. Law, Certified Public Accountants, provides notice that the firm will be concluding operations in the upcoming year. (*information only*)
- 6. WV State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The Auditor's Office has remitted the November 12, 2025 to November 20, 2025 distribution of Public Utilities and IRP Truck Taxes in the amount of \$16,314.38. The general county portion is \$4,972.05. The general county portion for the last reporting period was \$12,729.70. The general county portion for this time period last year was \$5,902.86. (*information only*)
- 7. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: WV Public Health Meeting, Lewis County Board of Health, Building Commission, 911 Advisory Board, etc.

BUSINESS

8. **West Virginia Archives & History Grant:** Tina Helmick, County Administrator, presents the Records Management and Preservation Board Grant applications and resolutions for FY 2026-2027 for consideration. *(action required)*
9. **James Gum, Lewis Gilmer E-911:** Director James Gum requests advice and consent per West Virginia Code § 7-7-7 to hire Jaime Collins-Clemons as a Telecommunicator with a start date of February 1, 2026 and a salary of \$30,000. Mr. Gum requests a waiver for the 90-day probationary period for insurance. *(action required)*
10. **Consideration of Approval of Letter to WV State Tax Department Mineral and Industry Division:** Per WV Code §11-3-24, the Lewis County Commission directs the Lewis County Assessor and WV State Tax Department Mineral and Industry Division to work on the Lewis County property tax books until February 2026, to correct all errors in name, description and valuation of property to comply with the provisions set forth in the referenced WV Code. The Commission will be requested to approve this letter. *(action required)*
11. **Time Sheets, Leave Requests and Annual Leave Transfers:** Annual Leave Transfers – list available at meeting, Tina Helmick-time sheet. *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

12. **Actions of the Clerk:** County Clerk Becky Carder presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
13. **Approval of Estates:** County Clerk Becky Carder presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
14. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
15. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*

ADJOURNMENT:

16. **With no further action being required by the Lewis County Commission the meeting will be adjourned.** *(action required)*

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Agenda Items may require an executive session.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.

- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.
- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Commissioners may participate and vote via conference call if two (2) commissioners are in attendance.

Additional Notices

The Lewis County Commission meeting scheduled for January 20, 2026 is canceled.

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: January 8, 2026
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• December 18, 2025
- 9:15 a.m. Presentation and request for funding from Sheila Zickefoose, Board President of the Buckhannon Community Band, outlining plans to host an Inaugural WV Community Band Festival in honor of the United States Semi-quincentennial (250th Anniversary). *
- 9:30 a.m. Heather Sparks, Chief Tax Deputy, presenting the Final Disposition of 2024 real property taxes.
- 9:45 a.m. Sheriff J. Michael Coffman, providing a year end report for the Upshur County Sheriff's Department and Drug Task Force.

Items for Discussion / Action / Approval:

1. Election of Commission President for 2026 Calendar Year. *
2. Oath of Office for the Commission President. *
3. Establish date and time for regular Commission Meetings. *
4. Approval of Local Rules for Commission Meetings. *
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3. *
6. Discuss agenda format and material. *
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex. *
8. Approval of 2026 Holiday Schedule and Administrative Closures. *
9. Affidavit of Commission President, Sheriff and County Clerk establishing Facsimile Signature. *
10. Consider Commissioner Board Appointments: *
 - Court Security Advisory Board
 - Lewis-Upshur Community Corrections Board
 - Upshur County Farmland Protection Board

- Lewis-Upshur Local Emergency Planning Committee
- Region VI Work Force Investment Board
- Region VII Planning & Development Council
- Upshur County 4H Foundation
- Upshur County Development Authority
- Upshur County Enhanced Emergency Telephone Board
- Upshur County Extension Service Committee
- Upshur County Fire Board Incorporated
- Upshur County Senior Center Board
- Upshur County Family Resource Network
- Upshur County Youth Council, Incorporated (SYC)
- Corridor H Authority
- Mountain CAP of West Virginia, Incorporated
- Buckhannon-Upshur Airport Authority
- Emergency Food and Shelter Program

11. Approval of Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services. *
12. Consider adopting the 2026 Standard IRS Mileage Rates – Effective January 1, 2026. *
13. Approval and signature of WV Records Management and Preservation Board Grant Application and Certification Form with ranking, for Fiscal Year 2026-2027. If awarded, there is a 10% cash match requirement to be paid by the Upshur County Commission for all grant funds expended. The grant allows for preservation and maintenance of county records for public and county use. *
14. Review and approve revisions to the Internal Purchasing Policy of the Upshur County Commission. Pursuant to WV Code §5-22-1c, solicitation for competitive bids for every construction project will occur for projects exceeding \$50,000 in total cost. This threshold was previously \$25,000. *
15. After review and consideration, authorize the Commission President to execute a Deed prepared by the Law Firm of Hymes and Coonts PLLC, transferring the Fidler's Mill property from the Friends of Fidler's Mill, Inc. to the Upshur County Commission. *
16. Consider approving an advertisement for a Request for Bids for Environmental Credits for the John C. Allen Regional Hub Project. Procuring mitigation credits will offset stream and wetland impacts for the project. All sealed bids must be received no later than 4 p.m. on Wednesday, February 4, 2026 at the Office of the Upshur County Commission. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, February 5, 2026. This project is partially being funded by the Economic Enhancement Grant Fund. *
17. Approval and signature of a Victims of Crime Act (VOCA) Grant Contract Agreement, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, Federal and Standard Conditions & Assurances, Resolution, and Schedule of Payments. The grant award is in the sum of \$37,630 to be used to provide crime victims notification of criminal charges, personal safety planning, court accompaniment, court notifications, change in case status, assistance obtaining restitution and referrals. *
18. As a result of successful temporary procedure changes implemented during the month of December 2025 by participating in the 2025 Bring Love Home Challenge, consider the following as permanent changes at the Lewis Upshur Animal Control Facility:

- a) Lengthen the fostering time period in the Foster to Adopt Program from a two-week period to a three-week period. *
 - b) Offer Sundays as adoption pick-up days. *
19. Consider authorizing G.W. Morris II, consulting attorney, to file an Affidavit on behalf of the Commission in the Upshur County Circuit Court against Carolyn Sue Sipe and Cato Energy, LLC regarding a Safe Structures and Sites case. The Affidavit states that the Defendants have failed to answer the Plaintiff's Complaint regarding a dilapidated structure located in Buckhannon District – Tax Map 3 – Parcel 45. *
 20. Review and authorize signature of a Memorandum of Understanding between the 18th Judicial Circuit Community Corrections Board and the Upshur County Commission for snow removal services at their 83 and 85 West Main Street locations. *
 21. Approval of advertisement for the purpose of accepting applications for admission to competitive examinations to be utilized as part of the criteria to establish an eligibility list for appointment to entry level position of Deputy Sheriff. Applications are due no later than Friday, January 30, 2026. *
 22. Review and consider the transfer of Russ Warner from part-time groundskeeping/court security to full-time Parks and Recreation Coordinator/Groundskeeper, effective January 11, 2026. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
 23. Consider a request from Sheriff J. Michael Coffman to hire Stan Lowther as part-time Court Security Officer, effective January 11, 2026. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
 24. Correspondence from Sheriff J. Michael Coffman, requesting a pay wage increase for six Court Security Officers. Upon approval, the changes will take effect January 25, 2026. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
 25. Consider approving an Application for Donated Leave and the granting of leave under the Family Medical Leave Act (FMLA). *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
 26. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from WV Secretary of State, Kris Warner, regarding a Notice of Legal Responsibilities and Extension of Assistance for the 2030 Census Redistricting Data Program, which is scheduled to begin January 2026.
2. Letter addressed to A&S Recovery regarding violation of the Procedures to Dispatch Wrecker Services adopted by the Upshur County Commission.
3. Correspondence from Tabatha Perry, County Administrator, notifying the Joint Committee on Government and Finance that Upshur County received less than \$10,000 of Coalbed Methane Gas Severance Tax in FY 2026. The total funds received were \$2,822.10 and were used to offset County Regional Jail expenses.

4. Thank you letter and update from the Appalachian Citizen’s Law Center regarding the Black Lung Resolution approved in March 2025.
5. Upshur County Sheriff’s Department Financial Statement for period ending November 30, 2025.
6. Upshur County Mileage reports – November, 2025.
 - Addressing and Mapping
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Parks & Recreation
 - Sheriff
 - Upshur 911
7. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Mountaineer Mile Ribbon Cutting Ceremony January 7, 2026
 - b) Agendas and/or Notice of Meetings:
 - Elkins Road PSD January 6, 2026
 - c) Meeting Minutes:
 - Upshur County Family Resource Network
 - October 14, 2024
 - April 14, 2025
 - May 12, 2025
 - June 9, 2025
 - August 11, 2025
 - Upshur County Fire Board
 - November 18, 2025

*Dates and times of monthly board meetings are viewable at:
www.upshurcounty.org -- Upcoming events are listed on the main page.

8. **2026 Board of Review & Equalization Meeting Schedule – Meetings will be held at the Upshur County Administrative Annex unless otherwise noted.**

01/29/2026 (Thur)	10:00 a.m. No appointments — Review Property Books
02/03/2026 (Tues)	1:00 p.m.
02/05/2026 (Thur)	10:00 a.m. – Commission Meeting Room
*02/10/2026 (Tues)	1:00 p.m.
*02/12/2026 (Thur)	11 a.m. or 1:00 p.m. Tentative Coal, Oil & Gas Industrials
02/17/2026 (Tues)	10:00 a.m. Adjourn Sine Die

*Submitted as proposed dates for WV State to hold Coal, Oil & Gas Industrial Hearings (10/28/2025).

9. Appointments Needed or Upcoming:
 - Upshur County Building Commission – 5-year term beginning immediately through November 10, 2030. (No specific Party registration is necessary)
 - Buckhannon-Upshur Airport Authority – County appointments:
 1. Immediate vacancy through June 30, 2026 to fill an unexpired term.
 2. Three additional new seats approved November 20, 2025.
 - Mountaineer Trail Network – immediate vacancy through June 30, 2026 to fill an unexpired term.

***If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or chughes@upshurcounty.org. Upcoming term expirations

*are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Tabled from 9/25/2025 - Review a Resolution from the Upshur County Fire Board requesting the Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872.

Next Regular Meeting of the Upshur County Commission

January 15, 2026 --- 9:00 a.m.

Upshur County Courthouse Annex

****The meeting scheduled for January 29th, 2026 has been cancelled.**

JOHN E. LAW, CPA, A.C.
CERTIFIED PUBLIC ACCOUNTANTS

132 EAST FIRST STREET • P.O. BOX 389
WESTON, WEST VIRGINIA 26452

JOHN E. LAW, CPA
BETTY L. HILL, CPA
THOMAS A. STARK

PHONE: (304) 269-3304
FAX: (304) 269-3260

December 18, 2025

Dear Lewis County Building Commission,

After more than six decades of service to our community, our firm will be concluding operations in the coming year. As our firm approaches its forthcoming closure, we want to express our sincere gratitude for the trust and loyalty you have shown us throughout the many years we have had the privilege of serving you. As part of this transition, we are preparing to wind down all operations, and as part of this process, we must begin reducing the range of services we provide.

We greatly appreciate the opportunity to support your organization with quality tax and accounting services over the years. However, this letter serves as formal notification that our firm will no longer be able to provide payroll services or prepare 990 tax returns. This includes filing 990 Postcards and submitting Annual Reports with the Secretary of State's Office. These service changes will take effect on **January 1, 2026**.

If we currently process your payroll or quarterly payroll reports, our office will complete all final payroll filings—including W-2 and 1099 forms—in **January 2026** for the 2025 tax year. If you require additional time to transition your payroll to another program or service provider, we will continue processing your payroll through **January 31, 2026**. Please note that we will not prepare any **2026 quarterly payroll reports**.

We understand that the winding down of our office and the reduction of services may cause inconvenience. Our office is committed to supporting you throughout this transition. Although we will no longer be able to provide 990 tax services, payroll services, or related filings, we are happy to provide any records or guidance your new tax preparer may need to ensure a smooth process. At this time, we are unable to provide recommendations for other tax preparers or CPA firms.

Thank you for your understanding and for the many years of trust you have placed in us. It has been our privilege to serve you and support your organization.

Warm regards,

John E. Law, CPA

President of John E. Law CPA, A.C.



State of West Virginia

Office of the State Auditor
County Collections Division
State Capitol, Building 1, Suite W-118
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Mark A. Hunt
State Auditor and
Commissioner of Delinquent
and Nonentered Lands

Toll Free: (888) 509-6568
www.wvsao.gov

December 15, 2025

Honorable David B. Gosa
Sheriff & Treasurer
Lewis County
110 Center Ave
Weston, WV 26452

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$16,314.38 in the next few days from the State Auditor's Office representing the Public Utilities Tax and IRP Trucks Ad Valorem Fees collected by this office for the period of 11/12/2025 to 11/20/2025.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2025 County Current Expense	21.23	4,953.82	4,975.05
2025 School Current	28.81	7,369.95	7,398.76
2025 School Excess Levy	20.05	3,920.52	3,940.57
Totals	\$70.09	16,244.29	\$16,314.38

Any bond money collected is being forwarded to the Municipal Bond Commission for credit.

If this office can be of future assistance, please contact Lora S. Lane at (888) 509-6568. Extension 8511.

Sincerely,

Mark A. Hunt
State Auditor

MAH/pu

12/30/25
88699

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
2nd Floor
Weston, WV 26452
Phone: (304)269-8200
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COMMISSIONERS:
ROD WYMAN
President
BOBBY STEWART
Commissioner
AGNES QUEEN
Commissioner

RESOLUTION

WHEREAS: the West Virginia Division of Culture and History will grant funds to eligible governments for local projects, and

WHEREAS: the Lewis County Commission desire to obtain such funding, and

WHEREAS: the Lewis County Commission does authorize application for the West Virginia Division of History Records Management and Preservation and

WHEREAS: is it necessary for the Lewis County Commission to authorize application for said funds, and

WHEREAS: the Lewis County Commission must give assurances that West Virginia Division of Culture and History Records Management and Preservation Grant regulations related to grant administration, civil rights, and other applicable state and federal laws will be followed, and

WHEREAS: the Lewis County Commission must designate an official representative to act in connection with the grant application and execute all necessary program documents,

NOW THEREFORE BE IT RESOLVED THAT:

1. The Lewis County Commission authorizes the application of the West Virginia Division of Culture and History Records Management and Preservation Grant, and
2. The Lewis County Commission will comply with all laws and regulations pertaining to the program, and
3. The Lewis County Commission will utilize the funds to scan case files in the Lewis County Sheriff's Office, and
4. Rod Wyman, President, or Tina Helmick, Administrator is designated as the authorized official to act in connection with this change of scope.

Rod Wyman, President
Lewis County Commission

Date

I, Rebecca Carder, Clerk, do hereby certify that the above is a true copy of a resolution adopted this date at a meeting of the Commission. I further certify that a quorum of the Commission was present and a majority of its members voted affirmatively for this resolution.

Rebecca Carder, County Clerk

Date

West Virginia
Records Management and Preservation Board
Grant Guidelines
For Fiscal Year 2026-2027
Due: January 16, 2026

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted on behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications may be emailed (please send to rmpbgrants@wv.gov) and must be completed and sent on or before January 16, 2026. Applications may also be hand-delivered or mailed by this date to RMPB, c/o Kyle Campbell, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Applications sent by mail must be postmarked by January 16, 2026; Faxed applications will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness, and applicants contacted no later than January 20, 2026, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 13, 2026, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2026-27 (July 1, 2026, through June 30, 2027).

Applicants are encouraged to contact Kyle Campbell, county records archivist, or Aaron Parsons, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the January 16, 2026, deadline for submission.

Eligible Projects:

Personnel Costs (\$15,000 maximum)

- To conduct an inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

Records Storage and Shelving (\$20,000 maximum)

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

Reformatting (\$10,000 maximum)

To improve access and preservation of records through digitization or microfilming of permanent records that exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to Archives and History. The images provided to Archives and History will not be retained beyond the life of the storage device.

Equipment (\$10,000 maximum)

To purchase computer terminals and single-function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long-term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for the destruction of confidential records that have met their retention requirement.

Conservation (\$10,000 maximum)

To restore, mend, encapsulate, rebind, or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

Ineligible Projects:

Furniture

Software programs, storage devices, or servers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Climate control projects such as dehumidifiers, heating/cooling, and fire suppression systems

Key Information:

- ❖ Applications are due no later than January 16, 2026
- ❖ Applications are to be sent by email (to rmpbgrants@wv.gov), certified mail, or hand-delivered
- ❖ Applications are for Fiscal Year 2027 (July 1, 2026-June 30, 2027)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original scans of the application (only pages 4-8)

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. ___Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2. ___Resolution of support for the project, with the original signature of the President of the County Commission in blue ink
3. ___Letter of support with original signature of specific office holder participating in the records project
4. ___Certification Form (Page 8) with original signature in blue ink of the President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. ___Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. ___Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. ___Original scans of the application (only pages 4-8) with supporting materials
8. ___Other relevant information, if applicable

**West Virginia
Records Management and Preservation Board
Grant Application
2026-2027**

Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

Applicant Contact Information:

County:	Lewis
County Office:	Lewis County Sheriff
Name of Office Holder:	Mickey Metz
Mailing Address:	117 Court Ave. Weston, WV 26452
Telephone Number	304 269 8200
E-Mail Address:	mmetz@lewiscountywv.org

County Commission President:	Rod Wymen
Mailing Address:	110 Center Ave. Weston, WV 26452
Telephone Number:	304 269 8200
E-Mail Address:	c/o thelmick@lewiscountywv.org

Grant Administrator:	Tina Helmick
Telephone Number:	304 269 8200
E-Mail Address:	thelmick@lewiscountywv.org

Activity Description:

Provide a detailed explanation of the project. Identify internal and external staff or vendors necessary to complete work on the project. Include a time frame and schedule for project completion.

Since the closure of county jails in 1989, records from the Lewis County Sheriff's Tax Office have been stored in three vacant jail cells. The records were not properly labeled and have never been inventoried nor organized. The Lewis County Sheriff is requesting a WV Records Management and Preservation grant in the amount of \$15,000.00 to identify and organize records in these three jail cells. Following the WV Records Retention Schedule for this office, the records that can be purged will be requested to destroy and then shredded and those that are required to be maintained properly labeled. The goal is to complete the inventory and organization to allow scanning of these records for access to employees and public, as well as preservation of the documents.

Using an average benefited overtime salary of \$21.93 per hour, this will provide nearly 684 hours for employees to identify, organize, and create final disposition for these records. This will be done after normal working hours by staff of the tax office as they are familiar with what records are what. That averages a little over 13 hours per week. We anticipate a minimum of 4 months work per cell.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

To the best of our knowledge by a limited visual examination, we have observed the following types of records: Cancelled checks and bank statements; delinquent property taxes; land books; personal property tax books; sheriff's monthly financial statements; sheriff's official receipt books; sheriff's orders and checks; sheriff's records of tax collected; sales listing and lienholder forms; teller individual reports and posts; daily office activity and posts; monthly tax distribution; tax lien certified letters; exonerations correcting erroneous assessments; DMV renewal reports; conservator accounts; and estate accounts. This list is not inclusive because of the volume of boxes and inadequate labeling. From the best of our visual knowledge we can see that some of these span back as far as 1986, but could be even further after a proper inventory is done.

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

Without funding from the WV Records Management and Preservation Grant, this project will not be done. It is crucial to identify the records in these cells and critical to manage them. At present the tax office has run out of storage space. We must identify what we have and adapt to the WV Records Retention Schedule to gain storage and create a solid base for future record preservation. This will also allow for the integrity of the records that must be kept to be preserved.

Provide statements about past and future activities to protect records.

The Lewis County Sheriff's Tax Office has been storing all of their old records in three vacant jail cells that are now full. They are so full that finding specific records seems to be very challenging if not next to impossible. The records are not properly labeled nor is everything accessible. With this grant it would allow for better organization and proper preservation of the records.

Project Budget (Attach Cost Estimates):

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs (\$15,000 maximum award)	\$16,500	\$15,000
Records Storage and Shelving (\$20,000 maximum award)		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$10,000 maximum award)		

Total RMPB Request

\$15,000 _____

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

Certification Form:

I agree that funds granted under the Records Management and Preservation Board's grant program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	
Name of County Commission President:	
Signature of County Commission President:	
Date:	
PRIORITY 1	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

PRIORITY 2	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
PRIORITY 3	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	



LEWIS COUNTY SHERIFF'S OFFICE

STATE OF WEST VIRGINIA

MICKEY E. METZ, SHERIFF



Tax Department
Phone: (304) 269-8222
Fax: (304) 269-8698

Law Enforcement
Phone: (304) 269-8251
Fax: (304) 269-2644

West Virginia Records Management and Preservation Grant
1900 Kanawha Blvd, East, Bldg 9
Charleston, WV 25305-0300

January 5, 2026

Enclosed please find an application for Fiscal Year 2027 funding for my office. We are excited to start a new project that will assist with inventory and management of records in the Tax Office, along with the request for destruction of the records that have exceeded the time frames on the retention schedules.

The award of this funding will allow the Lewis County Sheriff's Tax Office to inventory and organize records and clear out old records that have reached the time frames on the retention schedule so that the proper records that must be maintained can be viewed quickly and easily. The benefits of having our records organized will allow for a more efficient response to request for records along with allowing us to preserve our county's history.

The assistance you provide to Lewis County is greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Mickey E. Metz".

Mickey E. Metz
Lewis County Sheriff

110 Center Avenue
Weston, WV 26452

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
2nd Floor
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
ROD WYMAN
President
BOBBY STEWART
Commissioner
AGNES QUEEN
Commissioner

RESOLUTION

WHEREAS: the West Virginia Division of Culture and History will grant funds to eligible governments for local projects, and

WHEREAS: the Lewis County Commission desire to obtain such funding, and

WHEREAS: the Lewis County Commission does authorize application for the West Virginia Division of History Records Management and Preservation and

WHEREAS: is it necessary for the Lewis County Commission to authorize application for said funds, and

WHEREAS: the Lewis County Commission must give assurances that West Virginia Division of Culture and History Records Management and Preservation Grant regulations related to grant administration, civil rights, and other applicable state and federal laws will be followed, and

WHEREAS: the Lewis County Commission must designate an official representative to act in connection with the grant application and execute all necessary program documents,

NOW THEREFORE BE IT RESOLVED THAT:

1. The Lewis County Commission authorizes the application of the West Virginia Division of Culture and History Records Management and Preservation Grant, and
2. The Lewis County Commission will comply with all laws and regulations pertaining to the program, and
3. The Lewis County Commission will utilize the funds to scan case files in the Lewis County Clerk's Office, and
4. Rod Wyman, President, or Tina Helmick, Administrator is designated as the authorized official to act in connection with this change of scope.

Rod Wyman, President
Lewis County Commission

Date

I, Rebecca Carder, Clerk, do hereby certify that the above is a true copy of a resolution adopted this date at a meeting of the Commission. I further certify that a quorum of the Commission was present and a majority of its members voted affirmatively for this resolution.

Rebecca Carder, County Clerk

Date



Rebecca L. Carder
Lewis County Clerk

110 Center Avenue
Weston, WV 26452-1964
(304) 269-8215 Fax (304) 269-8202

WV Division of Culture and History
Records Management and Preservation Grant
1900 Kanawha Blvd, East
Charleston, WV 25305

December 18, 2025

Board Members,

Enclosed please find the Lewis County Clerk's Grant Application for Fiscal Year 2027. We greatly appreciate the funding received in past years and look forward to receiving again.

We are making great progress in back indexing, but still have a long way to go. With our indexing available online, our online account users are increasing weekly. Also, our IDX is now set up for the general public to have access to purchase copies online. We are requesting funding to continue to back index our deeds and inventory records which are the most helpful when doing a chain of title.

Thanking you in advance for your consideration of our requests in this application. We appreciate greatly the assistance you provide to our office.

Sincerely,

A handwritten signature in blue ink that reads "Rebecca L. Carder".

Rebecca L. Carder
Lewis County Clerk

Funding requested for indexing by staff as they are familiar with the records, documents and terms used/needed to properly index.

We would like to back index Deeds and Inventory Records as those are the most helpful for doing title work.

Our deed books include not only deeds, but trust, oil & gas leases and assignments, right of ways, etc.

Our inventory record books include estate information such as appraisements, settlements, receipts and disbursements, disclaimers, and out of town/state wills, probate documents, etc.

Deed Book 354 / June 1976
to approximately
Deed Book 324 / August 1971

Inventory Book 73 / October 1969
to approximately
Inventory Book 49 / August 1954

West Virginia
Records Management and Preservation Board
Grant Guidelines
For Fiscal Year 2026-2027
Due: January 16, 2026

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted on behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications may be emailed (please send to rmpbgrants@wv.gov) and must be completed and sent on or before January 16, 2026. Applications may also be hand-delivered or mailed by this date to RMPB, c/o Kyle Campbell, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Applications sent by mail must be postmarked by January 16, 2026; Faxed applications will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness, and applicants contacted no later than January 20, 2026, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 13, 2026, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2026-27 (July 1, 2026, through June 30, 2027).

Applicants are encouraged to contact Kyle Campbell, county records archivist, or Aaron Parsons, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the January 16, 2026, deadline for submission.

Eligible Projects:

Personnel Costs (\$15,000 maximum)

- To conduct an inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

Records Storage and Shelving (\$20,000 maximum)

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

Reformatting (\$10,000 maximum)

To improve access and preservation of records through digitization or microfilming of permanent records that exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to Archives and History. The images provided to Archives and History will not be retained beyond the life of the storage device.

Equipment (\$10,000 maximum)

To purchase computer terminals and single-function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long-term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for the destruction of confidential records that have met their retention requirement.

Conservation (\$10,000 maximum)

To restore, mend, encapsulate, rebind, or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

Ineligible Projects:

Furniture

Software programs, storage devices, or servers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Climate control projects such as dehumidifiers, heating/cooling, and fire suppression systems

Key Information:

- ❖ Applications are due no later than January 16, 2026
- ❖ Applications are to be sent by email (to rmpbgrants@wv.gov), certified mail, or hand-delivered
- ❖ Applications are for Fiscal Year 2027 (July 1, 2026-June 30, 2027)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original scans of the application (only pages 4-8)

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. ___Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2. ___Resolution of support for the project, with the original signature of the President of the County Commission in blue ink
3. ___Letter of support with original signature of specific office holder participating in the records project
4. ___Certification Form (Page 8) with original signature in blue ink of the President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. ___Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. ___Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. ___Original scans of the application (only pages 4-8) with supporting materials
8. ___Other relevant information, if applicable

**West Virginia
Records Management and Preservation Board
Grant Application
2026-2027**

Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

Applicant Contact Information:

County:	Lewis
County Office:	Lewis County Clerk
Name of Office Holder:	Rebecca Carder
Mailing Address:	110 Center Ave. Weston, WV 26452
Telephone Number	304 269 8200
E-Mail Address:	rcarder@lewiscountywv.org

County Commission President:	Rod Wyman
Mailing Address:	110 Center Ave. Weston, WV 26452
Telephone Number:	304 269 8200
E-Mail Address:	c/o thelmick@lewiscountywv.org

Grant Administrator:	Tina Helmick
Telephone Number:	304 269 8200
E-Mail Address:	thelmick@lewiscountywv.org

Activity Description:

Provide a detailed explanation of the project. Identify internal and external staff or vendors necessary to complete work on the project. Include a time frame and schedule for project completion.

The County Clerk staff is making great progress with scanning and is grateful for all previous funding for this ongoing project. Funding is requested for indexing by staff as they are familiar with records, documents and terms used/needed to properly index. We will continue and move forward from deed book 405/ June 1980 to approximately deed box 355/ July 1976 and inventory book 99/ December 1984 to approximately inventory book 84/March 1976 will be the focus for this round. All deed and fiduciary records have been imaged and are available on the county website. These documents can be printed if a pre-paid account is established with the county clerk's office. The software used by the county will allow printing when the account has exceeded the funds on record. Terminals have been installed in the vault to view and print records on site. Lewis County's success to date with this project would not have been possible without the assistance of the West Virginia Department of Culture and History and the West Virginia Independent Oil and Gas Association. The clerk is working to duplicate original books thus eliminating handling of fragile documents. This allows the county to preserve these records and create numerous copies for redundancy. Lewis County is very committed to preserving our history through our records while creating a user-friendly system of imaged documents. This has been demonstrated by our past success due to the WV Division of Culture and History and the Records Management and Preservation Grant. Again, this project will be done by internal staff after normal business hours. The use of internal staff with familiarity will create a better index and allow employees to continue to become familiar with documents.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

Continue with deed book 405/ June 1980 to approximately deed box 355/ July 1976 and inventory book 99/ December 1984 to approximately inventory book 84/March 1976 will be the continued focus for this round and we will move forward if/when we finish this up to book 354/June 1976, 324/August 1971, Inventory Book 73 October 1969 to book 49/ August 1954.

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

The duplication of older county deed books will allow new books to be created that require a much smaller footprint in the vault than those used during the 1920's. This duplication will be done from already scanned images. The older books can then be preserved and put in offsite storage. In addition to saving space, the integrity of these valuable documents will be preserved by the elimination of handling.

Provide statements about past and future activities to protect records.

All deed and fiduciary records have been imaged and are available on the county's website. These documents can be printed if a pre-paid account is established with the county clerk's office. The software used by the county will allow printing when the account has exceeded the funds on record. Terminals have been installed in the vault to view and print records on site. Lewis County's success to date with this project would not have been possible without the assistance of the West Virginia Department of Culture and History and the West Virginia Independent Oil and Gas Association. The clerk is working to duplicate original books thus eliminating handling of fragile documents. This allows the county to preserve these records and create numerous copies for redundancy. Lewis County is very committed to preserving our history through our records while creating a user-friendly system of imaged documents. This has been demonstrated by our past success due to the WV Division of Culture and History and the Records Management and Preservation Grant.

Project Budget (Attach Cost Estimates):

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs (\$15,000 maximum award)	\$16,500	\$15,000
Records Storage and Shelving (\$20,000 maximum award)		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$10,000 maximum award)		

Total RMPB Request

\$15,000 _____

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

Certification Form:

I agree that funds granted under the Records Management and Preservation Board’s grant program

will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:			
Name of County Commission President:			
Signature of County Commission President:			
Date:			
PRIORITY 1			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
PRIORITY 2			

Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
PRIORITY 3	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
2nd Floor
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
ROD WYMAN
President
BOBBY STEWART
Commissioner
AGNES QUEEN
Commissioner

RESOLUTION

WHEREAS: the West Virginia Division of Culture and History will grant funds to eligible governments for local projects, and

WHEREAS: the Lewis County Commission desire to obtain such funding, and

WHEREAS: the Lewis County Commission does authorize application for the West Virginia Division of History Records Management and Preservation and

WHEREAS: is it necessary for the Lewis County Commission to authorize application for said funds, and

WHEREAS: the Lewis County Commission must give assurances that West Virginia Division of Culture and History Records Management and Preservation Grant regulations related to grant administration, civil rights, and other applicable state and federal laws will be followed, and

WHEREAS: the Lewis County Commission must designate an official representative to act in connection with the grant application and execute all necessary program documents,

NOW THEREFORE BE IT RESOLVED THAT:

1. The Lewis County Commission authorizes the application of the West Virginia Division of Culture and History Records Management and Preservation Grant, and
2. The Lewis County Commission will comply with all laws and regulations pertaining to the program, and
3. The Lewis County Commission will utilize the funds to scan case files in the Lewis County Circuit Clerk's Office, and
4. Rod Wyman, President, or Tina Helmick, Administrator is designated as the authorized official to act in connection with this change of scope.

Rod Wyman, President
Lewis County Commission

Date

I, Rebecca Carder, Clerk, do hereby certify that the above is a true copy of a resolution adopted this date at a meeting of the Commission. I further certify that a quorum of the Commission was present and a majority of its members voted affirmatively for this resolution.

Rebecca Carder, County Clerk

Date

West Virginia
Records Management and Preservation Board
Grant Guidelines
For Fiscal Year 2026-2027
Due: January 16, 2026

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted on behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff, and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) require separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 4-8) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application must be submitted. Please see Page 3 for a list of Supporting Materials necessary to complete the application.

Applications may be emailed (please send to rmpbgrants@wv.gov) and must be completed and sent on or before January 16, 2026. Applications may also be hand-delivered or mailed by this date to RMPB, c/o Kyle Campbell, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Applications sent by mail must be postmarked by January 16, 2026; Faxed applications will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness, and applicants contacted no later than January 20, 2026, if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 13, 2026, and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2026-27 (July 1, 2026, through June 30, 2027).

Applicants are encouraged to contact Kyle Campbell, county records archivist, or Aaron Parsons, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant or review draft proposals in advance of the January 16, 2026, deadline for submission.

Eligible Projects:

Personnel Costs (\$15,000 maximum)

- To conduct an inventory of records and remove non-records, duplicates, and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

Records Storage and Shelving (\$20,000 maximum)

To provide for physical storage units and systems for records, such as manually operated mobile track shelving systems, roller shelving, open steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

Reformatting (\$10,000 maximum)

To improve access and preservation of records through digitization or microfilming of permanent records that exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in TIFF format to Archives and History. The images provided to Archives and History will not be retained beyond the life of the storage device.

Equipment (\$10,000 maximum)

To purchase computer terminals and single-function printers for public access use in the records room, and/or scanners for county government employees to use for digitizing long-term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades, and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include micro-cut shredders for the destruction of confidential records that have met their retention requirement.

Conservation (\$10,000 maximum)

To restore, mend, encapsulate, rebind, or recover original permanent records, record books or original maps. Counties should consider digitizing the original records during any restoration project as this sometimes provides the best opportunity to reformat the records to enhance accessibility.

Ineligible Projects:

Furniture

Software programs, storage devices, or servers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Climate control projects such as dehumidifiers, heating/cooling, and fire suppression systems

Key Information:

- ❖ Applications are due no later than January 16, 2026
- ❖ Applications are to be sent by email (to rmpbgrants@wv.gov), certified mail, or hand-delivered
- ❖ Applications are for Fiscal Year 2027 (July 1, 2026-June 30, 2027)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original scans of the application (only pages 4-8)

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. ___ Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2. ___ Resolution of support for the project, with the original signature of the President of the County Commission in blue ink
3. ___ Letter of support with original signature of specific office holder participating in the records project
4. ___ Certification Form (Page 8) with original signature in blue ink of the President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. ___ Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. ___ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. ___ Original scans of the application (only pages 4-8) with supporting materials
8. ___ Other relevant information, if applicable

**West Virginia
Records Management and Preservation Board
Grant Application
2026-2027**

Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

Applicant Contact Information:

County:	Lewis
County Office:	Lewis County Circuit Clerk
Name of Office Holder:	Beth Burkhart
Mailing Address:	117 Court Avenue Weston, WV 26452
Telephone Number	304 269 8210
E-Mail Address:	Beth.Burkhart@courtswv.gov

County Commission President:	Rod <i>Wynn</i>
Mailing Address:	110 Center Ave. Weston, WV 26452
Telephone Number:	304 269 8200
E-Mail Address:	c/o thelmick@lewiscountywv.org

Grant Administrator:	Tina Helmick
Telephone Number:	304 269 8200
E-Mail Address:	thelmick@lewiscountywv.org

Activity Description:

Provide a detailed explanation of the project. Identify internal and external staff or vendors necessary to complete work on the project. Include a time frame and schedule for project completion.

The Lewis County Circuit Clerk's Office is working on scanning all documents. The following is the list of the documents intended to be scanned into the CourtsPlus / Vault system for E-File access:

- a) Criminal
- b) Domestic
- c) Domestic Violence
- d) Civil
- e) Juvenile -- Abuse/Neglect, Juvenile Status, Juvenile Delinquent
- f) Mental Hygiene
- g) Miscellaneous

The date range of the documents intended to be scanned dependent upon the funds allotted to provide the hours necessary for the projected years of case records to be processed dependent upon files size and condition.

Domestic	1993-1997 / 2010-2012
Civil case files	1993-1997 / 2010-2012
Domestic Violence case files	2010-2012
Criminal case files	1993-1996

The Lewis County Circuit Clerk staff will be utilized for Grant Scanning outside of regular office hours after 4 PM and weekends.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

As noted, the date range of the documents intended to be scanned dependent upon the funds allotted to provide the hours necessary for the projected years of case records to be processed dependent upon files size and condition.

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

Domestic	1993-1997 / 2010-2012
Civil case files	1993-1997 / 2010-2012
Domestic Violence case files	2010-2012
Criminal case files	1993-1996

Activity Description (continued):

The management and access of the documents in the Circuit Clerk's Office will be greatly improved when all

are scanned and available on line for review. Staff will not have to spend time assisting inquiries and will be able to create a copy of the case immediately up receipt. Remote access will negate many of the issues the county faces with parking at the courthouse. In addition, the less the documents are handled the longer their life span. Preservation efforts will be greatly improved by on line viewing and redundant copies of all files that will be located off site. This is necessary in the event of damage to the books in the Circuit Clerk's Office.

This will be an additional tremendous assistance for the Lewis County Circuit Clerk's Office as they went online with the Supreme Court e-file system in early 2023.

Provide statement about past and future activities to protect records.

The Lewis County Circuit Clerk's office was able to scan over 300,000 pages of case records through the generosity of the Records Management and Preservation Grant Program. This grant is anticipated to add an additional 40,000 documents. The WV Supreme Court scanned mental health and guardianship files from the past 10 years. This project will allow the Circuit Clerk's Office to scan approximately ten years of additional files into the system. The county will continue to scan documents as funding allows until all files are digitized.

Each document scanned provides an avenue to access information without handling the pages. This has a tremendous impact on their condition and preservation. By digitizing the records, an external copy is created and this gives the county a redundancy method to protect our records in case of onsite damage.

Project Budget (Attach Cost Estimates):

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request formula (total cost / 1.1)
Personnel Costs (\$15,000 maximum award)	\$16,500	\$15,000
Records Storage and Shelving (\$20,000 maximum award)		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$10,000 maximum award)		

Total RMPB Request

\$15,000 _____

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

Certification Form:

I agree that funds granted under the Records Management and Preservation Board's grant program

will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:			
Name of County Commission President:			
Signature of County Commission President:			
Date:			
PRIORITY 1			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
PRIORITY 2			

Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

PRIORITY 3

Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

BETH A. BURKHART
LEWIS COUNTY
CIRCUIT AND FAMILY COURT CLERK
117 COURT AVENUE
WESTON, WV 26452

(304) 269-8210
FAX (304) 269-8249

TWENTY-SIXTH JUDICIAL CIRCUIT
THE HONORABLE Judge Jacob E. Reger
THE HONORABLE Judge Kurt W. Hall
(304) 472-5556 / (304) 269-8229
SEVENTEENTH FAMILY COURT CIRCUIT
Theresa Cogar Turner, FAMILY COURT JUDGE
(304) 269-0432

TERMS OF CIRCUIT COURT

FIRST MONDAY IN MARCH
SECOND MONDAY IN JULY
FIRST MONDAY IN NOV.

December 18, 2025

West Virginia Records Management and Preservation Grant
West Virginia Division of Culture and History
1900 Kanawha Blvd, East
Charleston, WV 25305

Please accept the enclosed application for West Virginia Records Management and Preservation Grant funding for the Lewis County Circuit Clerks office. I have requested \$16,500.00 funding for the purpose of document scanning. The county has assured the 10% match of \$1,500.00 if the project is funded.

My office is striving to preserve and protect documents by taking steps to alleviate damage from the repetitive physical handling of court records. The most effective process for record preservation is digital image recordation. I remain committed to ensuring that all records will be preserved accurately.

Thank you in advance for your consideration of this application. As always, the support provided to Lewis County by the West Virginia Division and Culture and History is greatly appreciated.

Sincerely,



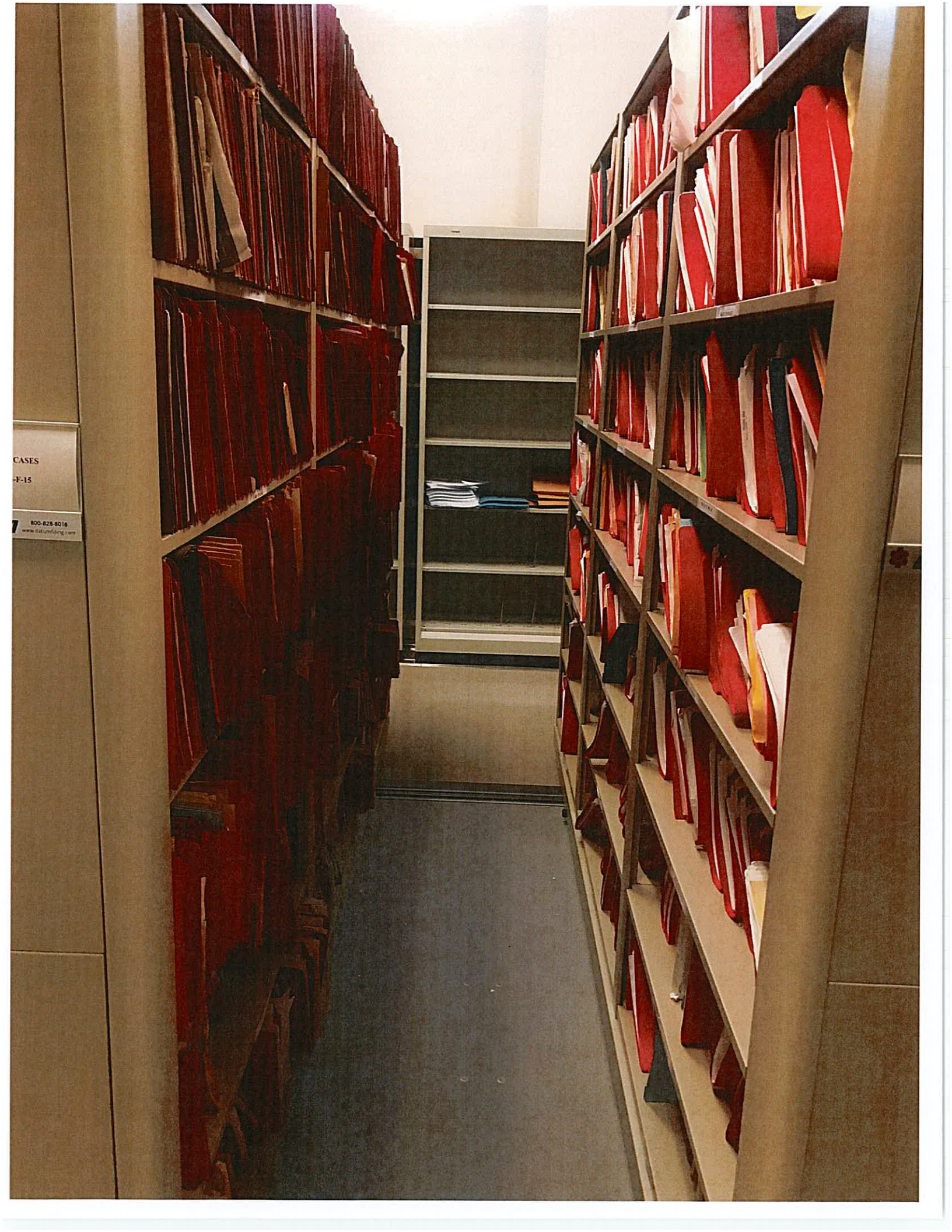
Beth A. Burkhart
Lewis County Circuit Clerk

RECORD SCANNING LIST – FY 26/27

Continuation of Scanning

Domestic	1993-1997 / 2010-2012
Civil case files	1993-1997 / 2010-2012
Domestic Violence case files	2010-2012
Criminal case files	1993-1996



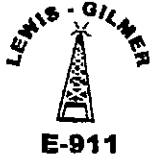


CASES
F-15

800-828-8018
www.dalumburg.com







Lewis - Gilmer E-911

James W. Gum, Director

TTY -- Phone: (304) 269-8243 • Fax: (304) 269-8203 • Email: LCE911@LCE-911.com

201 Orchard Street • Weston, WV 26452

To: Lewis County Commission

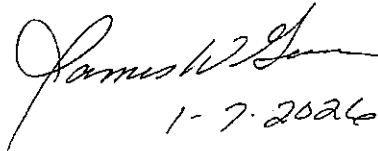
From: James W. Gum

Ref: Request to Hire

I am requesting permission to hire Jaime Collins-Clemons as a Telecommunicator for the Lewis-Gilmer E-911 Center. She has passed testing, interviews, and background checks. If hired her first day of Employment would February 1, 2026. Also requesting to wave the probation for insurance.

Thank you

James W. Gum, Director



1-7-2026

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:(304)269-8200
FAX: (304)269-2416
Email:lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
Rod Wyman, President
Agnes Queen, Commissioner
Bobby Stewart, Commissioner

John Breen
Lewis County Assessor
110 Center Avenue
Weston, WV 26452

WV State Tax Department
Mineral and Industry Division
1900 Kanawha Blvd, East
Charleston, WV 25305

January 7, 2026

Per WV Code §11-3-24, the Lewis County Commission directs the Lewis County Assessor and WV State Tax Department Mineral and Industry Division to work on the Lewis County property tax books until February 2026, to correct all errors in name, description and valuation of property to comply with the provisions set forth in the referenced WV Code. No assessments shall be increased without the proper notice as required by the Code and a list of changes will be provided at the end of the Board of Equalization and Review for County Commission Approval.

Sincerely,

Rod Wyman
President
Lewis County Commission