
**Missouri Secretary of State
Local Records Grant Program
Reader/Printer Scanner Request Form**

1. Do you currently have records on microfilm or fiche?

Yes

No

2. If yes, how many reels of film do you currently have and what size film is it?

35 mm

16 mm

FICHE

3. How often is the microfilm, or original records, used and what is the estimated number of searches completed?

Daily:

Weekly:

Monthly:

4. What type of reader/printer/scanner equipment are you requesting?

Analog Reader/Printer

Digital Reader/Printer

Reader/Scanner

Other (identify/describe)

5. Will a microfiche attachment be needed?

Yes

No

6. Will you need a workstation for this desired equipment?

Yes

No

7. Vendor Reader Printer Specifications and Costs, including any costs for delivery, installation and training, must be included as a support attachment. **Grant project funds or local match cannot be used for the purchase of maintenance contracts.**

Note: At various times, state or federal contract purchases of equipment is available to local governments. Contact the State of Missouri Cooperative Purchasing Program at 573-751-2387 or purchmail@oa.mo.gov. Federally contracted equipment is available through GSA; check with your vendor for this option.