

## Basic Information for Your Organization

Your Organization	
Name	Union County Clerk of Court
Address (Street or PO Box)	p.o. Box 703
Address (City, State, Zip)	Union SC 29379
SCEIS Vendor Number (Determines remittance)	C75637815
Organization website address	gearupunionsc.com
Organization type (nonprofit, local government, etc.)	Local Government

Organization Contact	
Name	Melanie Lawson
Position	Clerk of Court
Telephone	864-429-1630
Email	mlawson@countyofunion.com

State Contribution	
Amount	\$20,000.00
Earmark Name	Union County Clerk of Court
Project Summary	Union County Land Records Digitation Preservation
State Agency Providing Contribution	SC Legislative Grant/Dept. of Parks Recreation Tourism

Person Completing this Report	
Name	Melanie Lawson
Position	Clerk of Court

### Governing Board and Executive Officer - Nonprofit Organizations Only

**For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.**

[illegible]

Your Organization's Executive Officer	
Name	Title

## Accounting of how the funds will be spent

Provide below an accounting of how the state funds will be spent\*. Total expenditures should equal appropriation received. Expenditure descriptions similar to those used in your organization's accounting are preferred to maximize comparability of this budget to your organization's accounting of actual expenditures. If expenditures exceeding 10% of the total state contribution, provide additional details or subcategories of expenditures.

\* Per Proviso 11-9-110, a contribution must not be made to an organization until it agrees in writing to allow the State Auditor.

Description	Budget
Approximatley 2 deed books repaired	\$3,790.00
at \$1,895.00 each book	
Place index bboks (Granot/Grantee books onlin for	
public access	
upload plats	
See attached Cotts Contract for more detailed	
information	Remainder \$16,210.00
<b>Grand Total</b>	<b>\$20,000.00</b>

*Insert additional lines if needed. Grand total should equal the state funds to be received.*

Goals accomplished

List the goals to be accomplished with the state funds to be received. Goals should be stated in a way that can be measured. At least one goal is required, but if there are more goals than lines provided, copy and paste the last line as needed to expand the list.

Goal	Description
1	Repair the 2 deed books and upload on line
2	Upload plats on microfilm online for public access
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

If additional lines are needed, copy and paste Goal 15.



**SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION  
&  
TOURISM**

**PROCUREMENT CERTIFICATION FORM**

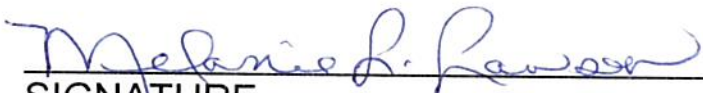
Grantee Union County Clerk of Court

PROJECT NAME: Union County Land Records  
Digitization/Preservation

I hereby certify that all labor, materials and contracts acquired or performed in the accomplishment of the above named project will be accomplished in accordance with the named entity's established procurement guidelines. Any questions, concerns or grievances should be directed to this agency.

Melanie L. Lawson  
PRINTED NAME

Union County Clerk of Court  
TITLE

  
SIGNATURE

10/12/2023  
DATE



State of South Carolina  
Office of the Secretary of State  
The Honorable Mark Hammond

Sep 19, 2023

County of Union  
Ann H Boggs  
210 W MAIN ST  
UNION, SC 29379-2215

RE: Exemption Confirmation

Charity Public ID: C75637815

Dear Ann H Boggs :

This letter confirms that the Secretary of State's Office has received and accepted your Application for Exemption. **If you submitted your Application for Exemption using the Charities Online Filing System, this letter of confirmation has been issued pending further review by Division of Public Charities staff.**

The exemption for your charitable organization will expire on Nov 15, 2024. If any of the information on your Application for Exemption form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization. Additionally, if at any time your charitable organization no longer qualifies for an exemption, the organization must immediately register with the Secretary of State's Office. Please note that failure to comply with the registration provisions of the Solicitation of Charitable Funds Act may result in fines of up to \$2,000.00 for each separate violation.

If you have any questions or concerns, please visit our website at [www.sos.sc.gov](http://www.sos.sc.gov) or contact our office using the contact information below.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Wickersham", followed by a long horizontal line.

Kimberly S. Wickersham  
Director, Division of Public Charities

**Statement of Non-Discrimination  
By Organizations Funded in the  
South Carolina General Appropriations Act**

To meet requirements of a provision of the South Carolina General Appropriations Act regarding your funding, please fill in the blanks below, sign and return to PRT with your other credentials. If desired, you may retype the statement on your own letterhead.

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**Statement of Non-Discrimination**

October 12, 2023  
Date

Assurance is hereby given by the Union County Clerk of Court

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(Name of Organization)

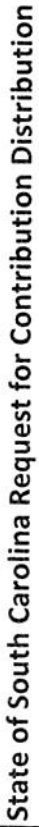
that no person shall, upon the grounds of race, creed, color or national origin be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.

Signature

Melanie L. Lawson

Clerk of Court

Union County



## State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
\$20,000.00		Preserved Union County Land Records filed in Clerk of Courts Office

Organization Information	
Entity Name	Union County Clerk of Court
Address	210 West Main St.
City/State/Zip	Union SC 29379
Website	gearupunionsc.com
SCEIS Vendor #	
Entity Type	

Organization Contact Information	
Contact Name	Melanie Lawson
Position/Title	Union County Clerk of Court
Telephone	864-429-1630
Email	mlawson@countyofounion.com

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Union County Land Records Digitation/Preservation through Cott Systems who host our online	\$20,000.00	Restore Deed Books/digitize/upload online records for public access
our online ]deed/mortgage systems		Preserve plats/digitize upload online for public access
<b>Grand Total</b>	<b>\$20,000.00</b>	

**Please explain how these funds will be used to provide a public benefit:**

Old deed books and plats will be uploaded on line so the public searching land records for Union County will be able to retrieve the records through online search and also deed books and plats need repairing will be repaired for public use.



### Organization Certifications

- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
- 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
- 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
- 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.



Organization Signature

Union County Clerk of Court

Title

Melanie L. Lawson

Printed Name

10/12/2023

Date

### Certifications of State Agency Providing Contribution

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2024.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2024.

  
Agency Head Signature

  
Printed Name

10/12/2023  
Date



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*Pricing Proposal and Statement of Work*  
**Bindery & Preservation Solutions**

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Proposal Date: 11/14/23

In response to: Request for Pricing

Prepared for: Melanie Lawson  
Register of Deeds – Union County, SC

Prepared by: Cott Systems  
2800 Corporate Exchange Dr. – Ste: 300  
Columbus, Oh 43231  
Phone: 1-800-234-2688  
Fax: 614-866-543-6710  
[www.cottsystems.com](http://www.cottsystems.com)



## Bindery & Preservation Solutions Pricing Proposal

**Work site:** Union County, SC

**Office Holder:** Melanie Lawson – Register of Deeds

**Date:** 11/14/23

### Scope:

To preserve the binders and entry sheets of Index or Record Data by servicing and replacing the existing books with new Binders & Mylar encapsulations. These products/services include:

- Lot of 2 books - Plat Book C & E
  - Customer to ship book to Cott on a mutual agreed date
  - Cott to trim sheets to convert book from tight bound to loose-leaf
  - Cott to supply Mylar Encapsulations for preservation of entry sheets
    - Entry sheet size- 17 ½" x 11"
    - Final mylar pocket size: 18 ¼" x 12 ¾"
    - Drilled 4 round 5/16" holes @ 13 ½" OCC – to fit new binders
  - Cott to supply 2 new red leather binders:
    - Full Russia - Red imitation leather
    - Gold lettering on front and spine including
    - Including hubs
    - Binder to accommodate mylar pockets
  - Cott to place entry sheets in mylar pockets and assemble new volume
  - Cott to return ship - new books to customer when completed – approximately 3-4 weeks

**Total Price:** \$1,895.00 ea. plus shipping & any applicable taxes



In affixing their signatures, Cott Systems, Inc. and the Union County Register of Deeds office agree to partner in the aforementioned ongoing Bindery Services, pursuant to the terms and conditions described herein.

Signed: \_\_\_\_\_  
Quote prepared by: Martin Farrenkopf  
Bindery Solutions  
Cott Systems, Inc.

Signed: Melanie Lawson  
Melanie Lawson  
Union County, SC – Register of Deeds  
Name: Melanie Lawson  
Title: Clerk of Court  
Date: 12/14/2023





Contract for

# Deed Records for Hosted Online Index Books

Union County, South Carolina  
Melanie Lawson, Register of Deeds

December 21, 2023



Cott Systems, Inc.  
2800 Corporate Exchange Dr.  
Columbus, OH 43231  
(800) 234-2688 | [cottsystems.com](http://cottsystems.com)

## ADDENDUM FOR ONLINE INDEX SERVICES

This Addendum for Online Index Services ("Addendum") is by and between Cott Systems, Inc. ("Cott") and Union County, South Carolina ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's Master Agreement for Products and Services.

1. **Service.** Cott will electronically capture, where applicable, and catalog pages from the index books and/or index cards and/or record books along with, where applicable, the associated key tables, sub index, charts or tabs, and create setout names, alphabetical breakdowns or numeric breakdowns for the index book pages and/or index cards where appropriate, as specified. The electronic pages of the book(s) will be examined for quality and readability, and pages will be numbered to allow for linkage between index book and/or index card entries and record book entries where applicable.
2. **Source.** The source of index and record book images and/or index card images, may include, though is not limited to, microfilm, microfiche, aperture cards, CD/DVDs containing information in .TIF format and original hardcopy index and record books and/or index cards. Project efforts may include onsite scanning from original books and/or index cards, and if so, would be specified. While Cott will use reasonable efforts to provide a quality image, Customer is responsible for ensuring that the quality of captured index and record books pages and/or index cards is acceptable.
3. **Third Party Processing.** Customer acknowledges Cott may utilize a third party for off-site processing source documents.
4. **Fees.** The fees are set forth in the "Fees" and "Payments" sections.
5. **Early Termination.** Customer may terminate this service and this Addendum by providing written notice to Cott. Cott is entitled to recover from Customer all fees incurred through the date of termination (even if Go-Live has not occurred yet).
6. **Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the information made available through this service. Cott will not remarket or claim ownership of the information.
7. **Information Presented.** While Cott's systems allow for excluding certain information from being viewable when accessing Customer's base system utilizing Online Index Books or Online Books, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott exercises no control over, specifically rejects any responsibility for and will be held harmless from and against any liability for the form, content, accuracy or quality of information passing or obtained through or resident on the Online Index Books system or the Online Books. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing. Customer will be responsible for implementing and carrying out such standards and any information input errors.

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer. Cott's Master Agreement for Products and Services also applies to the provision of services by Cott under this contract and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

Master Agreement for Products and Services

4/23/2019

(Date signed)

Online Index Books Hosted Services Addendum

9/21/2023

(Date signed)

Union County, South Carolina

(County, State)

**COTT SYSTEMS, INC.**

**CUSTOMER**

Deborah A. Ball 12-21-2023  
(Signature) (Date)

Deborah A. Ball

(Print Name)

Chief Executive Officer

(Print Title)

Jane E. Miller  
(Attest)

Melanie L. Lawson  
(Signature) (Date)

Melanie Lawson

(Print Name)

Clerk of Court

(Print Title)

Louise Anderson  
(Attest)



Customer acknowledgment required on additional page(s).

Please digitally sign and initial; or print, sign, and initial original copy.

Once contract is signed, please fax or email the entire contract to Cott.

To: Cott Systems | ATTN: Finance Dept. | 1.866.540.1072 | [contracts@cottsystems.com](mailto:contracts@cottsystems.com)

#### A Note Regarding COVID-19

Cott Systems adheres to all applicable local, state, and federal guidelines regarding COVID-19. Work by Cott team members, including though not limited to applicable travel and on-site work, or third-party providers of equipment, may be impacted by COVID-19 related restrictions. As your project progresses, we will work with you to make any necessary adjustments to coordinate the successful completion of your project.

8. **Disclaimer of Warranty.** EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE INFORMATION MADE AVAILABLE THROUGH THIS SERVICE OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE INFORMATION OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.
9. **Standard Terms.** Cott's Master Agreement for Products and Services also applies to the provision of products and services by Cott under this Addendum and the terms of such Agreement are hereby incorporated by reference. The terms actually set forth in this Addendum will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

The terms of this Addendum govern the provision of services by Cott under this Addendum and any Schedules executed by Cott and Customer hereunder from time to time.

X Customer Acknowledgement: Melanie Lawrence Date: 12/21/2023



**Fees**

\$15,995 and \$15 / mo.

**TERM:** contract to be coterminous with Online Index Book system term.

**Schedule of Payments**

Invoice upon receipt of signed contract	\$15,995
Invoice upon installation	\$0
Invoice upon Go-Live Date (training)	\$15 / month <sup>1</sup>

<sup>1</sup> Monthly fee is in addition to current monthly fee. In the event the image source requires broader scanner settings to ensure the resulting images are of adequate quality, a higher monthly fee may apply.

**PLEASE NOTE:** The pricing in this offer is valid through 1/22/2024. After this date, this offer will be priced at the current rate.

Customer to provide the following:

- Access to Hardcopy Books
- Permission to Take Aperture Cards Off-Site
- Broadband High-Speed Access

**Search Stations Specifications**

Use one of the following supported browsers: Microsoft Edge, Google Chrome, Mozilla Firefox

**X Customer Acknowledgement:**

Melanie Lawson

Date: 12/21/2023

## ORDER SUMMARY

1. **Index Book Scanning.** Includes delivery of index images on portable media.
  - Index to Deeds, A-Z, 1732 – 1969.
2. **Index Source.** On-site scanning in Union County by Cott Systems.
3. **Total Index Books.** 8 (loose leaf).
4. **Records for Online Index Books.**
  - Deeds, 1732-1969, v140-160.
5. **Total Record Books and Source.**
  - (21) Loose-Leaf: On-site scanning in Union County by Cott Systems.
  - (62) Aperture Cards: Off-site digitization.
6. **Requirements.**
  - Customer must assign page numbers (1, 2, 3, 4) to every page in the index books (every page between the front and back binder, including sub-index pages & tabs) to be used in identifying and tracking each image.
  - Aperture cards will be transported to Cott for scanning. Once scanning is complete, aperture cards will be returned shipped to the customer.
  - If any cards are needed while the cards are off-site, they will be scanned inside two (2) business days and emailed to the Customer.
  - Pricing assumes that all of the books are in loose leaf binders. Any book that is not loose leaf will be transported to Columbus, Ohio for scanning and returned shipped once scanning is complete.
7. **GB of Images (Storage Factors).** Includes 3 GB worth of record images for import.
8. **Deployment.** Hosted deployment.
9. **Implementation.** Project management and service installation are included.
10. **RECORDhub Gateway.** Includes adding RECORDhub access for new Online Index Books record images.