



# for the Record

Devoted to Kentucky's State Archives and the Historical Record

Fall/Winter 2020

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## Kentucky State Archives Update

While the Kentucky Department for Libraries and Archives (KDLA) is not open to the public due to the current COVID-19 pandemic, the dedicated staff of the Archives and Records Management Division have been able to continue to provide high quality service to agencies and citizens who rely on us for research and for records management assistance

The Archives and Records Management (ARM) Division currently stores over 350,000 cubic feet of historical, permanent and non-permanent state and local government records. Essential staff have remained on-site to provide necessary services and have taken precautions to ensure their continued health. This has included halting pickups of records, quarantining received records for three days, and maintaining social distancing. ARM Division staff are happy to assist customers and are responding to requests by telephone, mail, or electronically. Some information is available online, including the federal census and Kentucky birth and death records, as well as a wide range of marriage records, wills, and many other resources necessary for genealogical research.

The ARM Division staff continue to provide records management and archival assistance to state and local government agencies within the Commonwealth. Staff of the State Records Branch in collaboration with the Electronic Records Branch are conducting records management training to state agencies. These trainings cover the basics of records management from creation to destruction. Staff utilize Microsoft Teams and Zoom to communicate and meet successfully with agencies. The Local Records Branch is creating a records management training presentation, and is working with the Kentucky Association of Counties (KACo), the Kentucky Sheriff's Association (KSA), and the Kentucky Association of Chiefs of Police (KACP) to allow local officials to obtain continuing education training credits. The training will be a general records management overview, electronic records management, e-mail management, disaster preparedness and recovery, and vital records protection. All of these presentations will be conducted via Zoom or Microsoft Teams. Other services offered by ARM Division staff are consultation and guidance on preservation, digitization, retention scheduling, and storage systems.

The Kentucky State Digital Archives (KSDA) (<https://kdla.access.preservica.com/welcome/>) is a cloud-based preservation system that provides access to historical, permanent state government records. While, KDLA is not open, researchers have access to a growing number of records available in KSDA, such as photographs, videos, speeches, and other records. As public records, items in the system can be viewed, downloaded, and printed free. The KSDA offers searching and viewing capabilities that will simplify exploration and discovery of a wealth of digital resources. Some particular records of interest are the Executive Journals from many of Kentucky's Governors and the Kentucky Work Projects Administration (WPA) photographs created in the late 1930s – early 1940s.

If you have any questions about our collections or services, please visit <https://kdla.ky.gov/> or call 502.564.8300.

*"The keeping of the public record of a civilized people is a continuing responsibility where properly the task is never completed. The vigilance necessary to preserve the record is synonymous with that of preserving the freedom of an open and democratic society." Dr. Thomas D. Clark, former Historian Laureate of Kentucky*

## Archives Research Room Hours and Holidays

Archives Research Room services are available via telephone and email, 9 a.m. to 4 p.m., Monday through Friday.

Telephone: 502-564-1770. Email: [kdla.archives@ky.gov](mailto:kdla.archives@ky.gov).

Please mark your calendars for these upcoming closures.

December 24-25	Thursday & Friday	Christmas
December 31 & January 1	Thursday & Friday	New Year's

**\*Due to COVID-19, closed to in-person services.**

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For The Record\*  
Vol. 21, No. 2  
A publication of the  
Friends of Kentucky  
Public Archives, Inc.  
P.O. Box 4224  
Frankfort, KY 40604  
\*For The Record is  
printed twice annually.

# NHPRC Grant Update

Despite on-site staffing limitations due to the COVID-19 pandemic, the Archives and Records Management (ARM) Division has continued its work on the National Historical Publications and Records Commission (NHPRC) grant-funded project “*Early Court Cases and State-Granted Naturalizations.*” The goal is to digitize the records created by the Kentucky General Court (1799-1850). The project also includes the digitization and indexing of naturalization records (1820-1945), which consists of documents originating in twenty nine Kentucky counties. Records from both of these collections will be fully described, and made accessible online via the Kentucky State Digital Archives (KSDA). The Kentucky Department for Libraries and Archives (KDLA) will also evaluate and implement crowd-sourcing software. So far, KDLA staff have captured 15,856 images from 978 folders of General Court cases, at 687.79 GB.



NATIONAL HISTORICAL  
PUBLICATIONS  
& RECORDS COMMISSION

## Available at the Kentucky State Archives

Copies of the 1967 Kentucky death certificates are available from the Kentucky Department for Libraries and Archives (KDLA). The death certificates are available in digital format. The cost is \$100.00, and will be sent on a DVD or flash drive, depending on your preference. To order, please contact Renita Van at 502-564-1722 or [renita.van@ky.gov](mailto:renita.van@ky.gov). Copies of individual records can be ordered online:

<https://secure.kentucky.gov/KDLA/Default.aspx>

Copies of death certificates for 1911-1966 are also available for purchase at \$100.00 per year.

## **Terry Manuel Appointed State Archivist Beth Milburn Named Deputy Commissioner**

Terry Manuel, Kentucky Department for Libraries and Archives (KDLA) Commissioner and State Librarian, has been appointed State Archivist. Beth Milburn has been appointed KDLA's Deputy Commissioner. KDLA is an agency in the Education and Workforce Development Cabinet.

As State Archivist, Manuel will oversee records management services for state and local governments. The State Archivist is also the coordinator of the Kentucky State Historical Records Advisory Board (SHRAB), which provides advice, assistance, and leadership to nearly 300 archival and manuscript repositories in the state. Currently, the Kentucky State Archives holds over 120,000 cubic feet of permanent public records dating from before statehood to the present, and 238,000 cubic feet of state and local non-permanent public records held in the State Records Center. These holdings include records from most gubernatorial administrations and all 120 counties.

Manuel joined KDLA in 1992 and has served in many roles, including Regional Consultant, Technology Consultant, Branch Manager for Library Development, and Division Director of Library Services. He has held the position of Commissioner and State Librarian since 2016 and has been acting State Archivist since 2019. In addition to his bachelor's degrees in history and sociology from Pikeville College (now University of Pikeville), Manuel earned a master's degree in library and information science from the University of Kentucky and a master's degree of science in law at Champlain University.

"My goal is to provide a unified vision for the agency, enabling KDLA to take a more dynamic approach in meeting the informational and archival needs of the Commonwealth, and to uphold the high standards that Kentucky historian Dr. Thomas D. Clark established for the Commonwealth," Manuel said. Clark, Kentucky's Historian Laureate for Life from 1990-2005, crisscrossed the Commonwealth collecting documents others were ready to discard because he believed in the value of preserving the documents of Kentucky's heritage. Clark was primarily responsible for establishing the Kentucky State Archives and construction of the KDLA building in Frankfort, which is named for him. "I share Dr. Clark's commitment to preservation and hope to continue in the tradition that he and the state archivists who followed after him established for Kentucky," Manuel said.

As Deputy Commissioner, Milburn will oversee the programs and services of the Kentucky Talking Book Library, State Library, the Library Development Branch, and the fiscal operations at KDLA. She is a member of the Kentucky Virtual Library Leadership Team and Collections Workgroup, which has strengthened the partnership of these two state agencies. Milburn joined KDLA in 2008 as the continuing education consultant and has since held the positions of Library Development Branch Manager and Division Director of Library Services. Working with a committee of Kentucky public library directors and trustees and KDLA staff, Milburn contributed to the development of the Kentucky Public Library Trustee Certification Program. She also worked with the Kentucky Science Center and KDLA Youth Services to secure federal Library Services and Technology Act funding for a second Science in Play 2 Go traveling exhibit suitable for small libraries to share hands-on STEM activities with school-aged children and their families. Milburn earned a master's degree in Library and Information Science from the University of Kentucky.

## **Archives Research Room Supervisor Accepts New Position**



Walter Bowman, who served as the Supervisor of the Kentucky Department for Libraries and Archives' (KDLA) Archives Research Room for over eleven years, accepted a new position with the Kentucky Department of Military Affairs. He was with KDLA for 18 years.

Walter was known for his willingness to assist researchers and KDLA staff with their projects. His extensive knowledge of the holdings of the Archives enabled him to locate information from a wide range of sources, and he coordinated public outreach activities in order to reach as many clients as possible.

The KDLA staff and the customers of the Archives Research Room will miss Walters's dedication and professionalism, his commitment to KDLA, his sense of humor, and his obscure historical knowledge. We wish him the best of luck!

## **Friends Honor Life Member James "Jim" Powers**

At the September 3, 2020, meeting, the Board of Directors of the Friends of Kentucky Public Archives, Inc. passed a Memorial Resolution in honor of their friend and colleague, the late James "Jim" Powers, Life Member, long-time member of the Board of Directors, and former president of the Friends. Jim Powers passed away on August 27, 2020. Jim was an accomplished historian, archivist, and librarian. A man of many accomplishments, he brought energy, perseverance, and leadership to his service to the Friends, to Ashland and Boyd County, and to the Commonwealth of Kentucky. Jim's volunteer work in support of his community, in continuing education, in promotion of the arts and local history is evidence of his great spirit, humanity, and dedication to the improvement of the society in which he lived.

## **Friends Honor KDLA's Jerry Carlton**

At the September 3, 2020, meeting, the Board of Directors of the Friends of Kentucky Public Archives, Inc. passed a Memorial Resolution recognizing the contributions of Jerry Carlton, who brought a special appreciation for and commitment to the improvement of public archives in the Commonwealth. Jerry Carlton passed away on August 25, 2020. Over the years, with his knowledge, skills, and leadership, he worked tirelessly to promote and protect our documentary resources, and was a valued advisor and articulate advocate for local government records and strong public archives and records management programs. Jerry generously contributed to initiatives to urge archivists, librarians, government employees, curators, and all with responsibility for these unique primary resources to view records management as an integral part of good government and a civil society.

# Ten Local Government Agencies Receive Over \$220,000 in Grants to Preserve Records

The Kentucky Department for Libraries and Archives' (KDLA) Local Records Program has awarded ten grants statewide totaling \$220,238 in the first round of fiscal year 2021. These grant funds are made available through fees enacted by the Kentucky General Assembly to preserve and provide access to local public records. Any local government agency may apply for this grant.

“Records from local agencies are valuable resources that need to be preserved,” KDLA Commissioner Terry Manuel said. “This Program has provided many local agencies the means to support preservation and public access so records of historical value may be available for years to come.”

The first round of 2021 Local Records Program grant funds have been awarded to the following recipients: Bullitt County Sheriff, Edmonson County Clerk, Gateway Area Development District, Henderson County Clerk, Muhlenberg County Clerk, Nortonville City Clerk, Paducah City Clerk, Paducah Police Department, Trimble County Clerk, and Union County Clerk.



Friends of Kentucky Public Archives, Inc.

## Archives and Records Management (ARM) Division Excited for AXAEM

The Kentucky Department for Libraries and Archives (KDLA) secured federal funding for a content management system, AXAEM. This system is available from APPX Software Inc. (ASI) and is a fully integrated records life-cycle management system, and was designed for state archives. This archival application will allow the Archives and Records Management (ARM) Division to automate records retention processes, integrate records holdings and metadata, and track records storage at the State Records Center. These processes and activities are currently manual, paper-based, and divided among staff in various functional units within the agency. AXAEM will produce retention schedules, allow new schedules to be submitted electronically, track records officers and their training sessions, and link retention periods to records center boxes for disposition. It also produces finding aids and catalog records, offers metadata ingest and index searching, identifies the context of records and the functions that produced them, manages preservation activities for all types of record formats, and provides control over customer services and requests.

ARM Division staff are busy with data entry for records stored in the Archives Center and the State Records Center. To date, finding aid information for records of thirty state agencies and forty nine counties stored in the State Archives Center has been entered into AXAEM, along with data for an additional twelve collections held in the State Records Center. These numbers will continue to grow as time allows. We eagerly look forward to the finished product!

Yes, I would like to renew my membership in/become a member of the Friends of Kentucky Public Archives, Inc.

My check for \_\_\_\_\_ made payable to the Friends of Kentucky Public Archives, Inc. is enclosed. Membership benefits include a biannual newsletter, a membership pin, and invitations to workshops, special events, the Kentucky Archives Institute, the Public Archives Symposium, and the annual meeting. Gifts to the Friends beyond the basic membership are tax deductible.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Membership levels: \_\_\_\_\_ \$15 Individual/Family \_\_\_\_\_ \$25 Libraries, Genealogical and Historical Societies \_\_\_\_\_ \$250 Life  
 \_\_\_\_\_ \$50 Sustaining \_\_\_\_\_ \$1,000 Corporate \_\_\_\_\_ Gift to the Clark Endowment

Please clip and mail to: Friends of Kentucky Public Archives, Inc., P.O. Box 4224, Frankfort, Kentucky 40604 \* We appreciate your support.

Friends of Kentucky Public Archives, Inc.  
P.O. Box 4224  
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**RETURN SERVICE REQUESTED**



"The mountains and remote country stations provide territory for radio development. One of the most interesting experiments is that of the Mountain Listening Centers." Broadcasts were produced by the University of Kentucky, National Youth Administration and supported by private contributors.  
Photo: Work Projects Administration (WPA) photograph collection, Kentucky Department for Libraries and Archives.