



for the Record

Devoted to Kentucky's State Archives and the Historical Record

Fall/Winter 2021

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The COVID-19 pandemic has certainly caused many changes in Kentucky and the Archives and Records Management (ARM) Division staff has adapted to meet the challenges to ensure continued customer service to all citizens and state and local agencies.

The Archives Research Room closed to the public on March 18, 2020 and reopened, on a limited basis, June 14, 2021. While closed, Research Room staff worked on a rotational basis within the Kentucky Department for Libraries and Archives (KDLA) building. A majority of the staff were telecommuting, either detailed to assist with Unemployment Insurance (UI), Education and Workforce and Development Cabinet, or with AXAEM data entry, the ARM Division's content management system. The rotational staff answered legal and genealogical requests. As expected, the number of requests coming in, during this time, increased since customers were not able to come on-site to do research.

The Archival Services Branch had several staff changes over the last year or so. Walter Bowman, the former Research Room supervisor, returned to the Department of Military Affairs, and four employees left during the closure period, including the retirement of Lisa Thompson, the Special Format Librarian/Archivist. Currently, we are nearly fully staffed and are just waiting for Lisa's former position to be filled after some changes to the position description as we work to bring back Arrangement and Description to the Archival Services Branch.

The State Records Center suspended records pick up services though was able to continue accepting deliveries. Received records were quarantined per REALM (REOpening Archives, Libraries, and Museums) project recommendations. Records pick up services resumed May 2021. Other State Records Branch services, such as retention scheduling, assistance with records management, and records destruction continued; meetings were conducted virtually. Meetings continue to be conducted virtually, but staff have started to meet in-person, as well.

For the Local Records Branch, services were largely uninterrupted during the COVID-19 pandemic. The Regional Administrators (RAs) are field workers, so not being in the office or having access to records was not an issue. Staff created remote processes and these were very much dependent upon assistance from the local agencies, and vendor cooperation. Previously, we would go into the local office, appraise/identify records for preservation, create title targets for security microfilming, etc. Now, staff work cooperatively, requesting confirmation of archived records for further preservation activities or obtaining video/photos of records storage to advise on space and shelving options.

(Cont. on page 3)

"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

The Archives Research Room is open to the public from 9 a.m. to 4 p.m., Monday through Friday. Free parking is provided outside the KDLA building.

Please mark your calendars for these upcoming closures.

November 11	Thursday	Veterans Day
November 25-26	Thursday & Friday	Thanksgiving
December 23-24	Thursday & Friday	Christmas
December 30-31	Thursday & Friday	New Year's

Appointments are highly encouraged due to limited capacity. Walk-ins will be accommodated as space allows.

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Kentucky Archives Month to be Observed in October

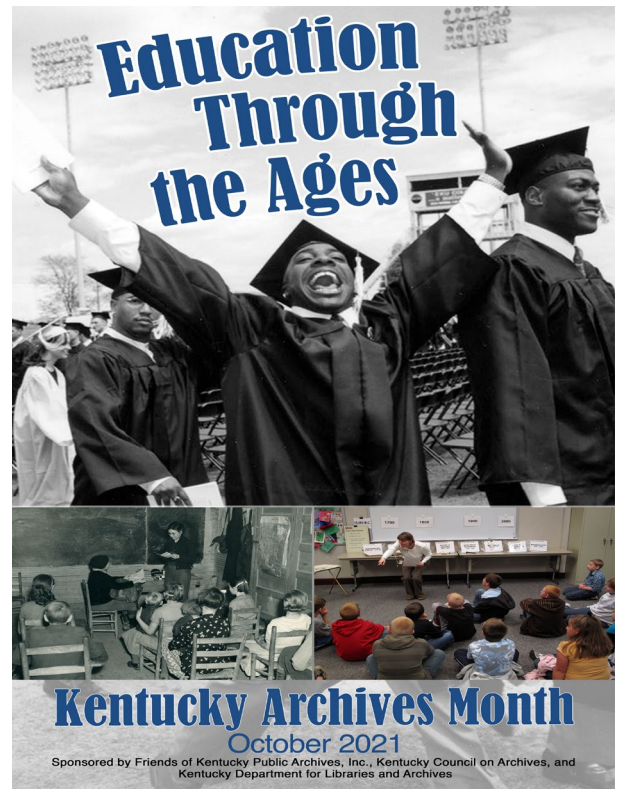
The Kentucky Department for Libraries and Archives (KDLA) has designated October 2021 as Kentucky Archives Month in conjunction with American Archives Month. The theme for this year is "Education Through the Ages" in honor of Kentucky's rich education history.

Archives Month is an annual celebration of the importance of archives and historical records and of the work of institutions which preserve these unique resources. These repositories and their collections are quite varied but together hold a rich documentary legacy which shapes our understanding of the state's past and our assessment of its future.

KDLA encourages statewide repositories of historical materials to celebrate Kentucky Archives Month throughout October by promoting special activities or exhibits that highlight the role of archives in the state. KDLA will participate and host in events that highlight the archives community.

Kentucky Archives Month is sponsored by Friends of Kentucky Public Archives, Inc., Kentucky Council on Archives, and KDLA.

Please check the KDLA website for events that will be held throughout the state in celebration of Kentucky Archives Month. If you have any questions, please contact Cathrine Giles at cathrine.giles@ky.gov or 502-564-1702.



Kentucky State Archives and the Pandemic

Virtual records management training was a hit and the most requested service since the pandemic began. Destruction guidance is a close second, and retention updates an even closer third. The Local Records Branch created guidance documents and targeted records management training and placed them on the applicable KDLA webpages. Overall, the Branch has provided more services to local offices and access to resources than in pre-pandemic times. We are excited about that and daily, we look for ways to improve service delivery.

The Electronic Records Branch has been able to continue most of its functions and services during the pandemic. All staff who could worked remotely, with those with on-premises job tasks rotating for two days in the building a week. As vaccines became available, Electronic Records Branch staff returned to the building for three days a week (and telecommuting the other two), in a schedule designed to keep numbers onsite low.

Archives and Records Management (ARM) Division Staff News

The Archival Services Branch welcomes two new staff to the Archives Research Room and the Electronic Records Branch also welcomes a new staff member.

Rusty Heckaman joined KDLA as the Research Room Supervisor on September 16, 2021. He moved from Austin, Texas to Kentucky, and brings experience in management of archival spaces, collections, and personnel from his position as Reference Archivist for the Austin History Center (AHC). As a Reference Archivist, he ensured delivery of excellent customer service for patrons accessing resources from AHC collections. Rusty also spent time as an Instruction Librarian for Austin Community College. Rusty has an MLS as well as a B.A. in History from Indiana University. A native of Indiana, Rusty now resides with his wife, Michele, and their children, Morgan and Les, in Lexington.

Jessica Herrington joined KDLA as a Reference Librarian on August 1, 2021. She performs professional reference and research assistance for KDLA's collections, public records, and archival materials, and offers training using library resources for various library customers. Jessica comes to KDLA from Garrard County Public Library. She was the Adult Services Librarian and Assistant Director for eight years. She has a B.A. in English from Morehead State University and a MLIS from the University of Kentucky. She is a native Kentuckian and currently resides in Garrard County.

Sarah Garrett joined KDLA as the Electronic Records Analyst on June 16, 2021. She is a Kentucky native who attended Asbury University for an undergraduate degree in Ancient Languages and a double minor in Business and Photography. She is currently working on a dual master's program, studying for an MLIS and MBA at Kent State University in Ohio. In her spare time, Sarah and her husband are wedding photographers and love to travel, read, and cook.

Kentucky State Historical Records Advisory Board (SHRAB)

Please welcome the members of the Kentucky State Historical Records Advisory Board (SHRAB): Andy Dobelstein, InfoResources; Austin Justice, Citizens-at-Large; Elisha Taylor, University of Pikeville; Johnna Waldon, Citizens-at-Large; Adam Winters, The Southern Baptist Theological Seminary; Cheri Daniels, Kentucky Historical Society; and Kathy Hertel-Baker, Sisters of Charity of Nazareth.

SHRAB is a body established in each state and territory to provide guidance and oversight for historical records coordination within that state or territory. The primary responsibility of a SHRAB member is to review grant applications to the National Historical Publications and Records Commission (NHPRC). The broader responsibility is to work with the Board and the State Coordinator to foster historical records programs throughout the state. In addition, individual states have established specific roles for their SHRABs in the historical records community.

The SHRAB Board is composed of members who have experience or interest in the collection, administration, and use of historical records and are dedicated to the preservation and use of Kentucky's documentary heritage. The SHRAB is part of the State Archives and Records Commission, with members appointed by the State Librarian and staff support provided by the Kentucky Department for Libraries and Archives. As specified in 36 CFR Part 1206, a majority of the members must have recognized experience in the administration of government records, historical records, or archives. The State Archivist serves as Coordinator of the Board. The State Historical Records Advisory Board is coordinated by the Archives and Records Management Division, Kentucky Department for Libraries and Archives.

Tim Tingle Receives Plaque

The Friends of Kentucky Public Archives, Inc. honored Tim Tingle, with a plaque, for his thirty-plus years of public service with the Archives and Records (ARM) Division and the Friends organization. This plaque will be mounted in the hall at KDLA. Tim expressed his sincere appreciation for this unexpected but very gratifying gesture.



Kentucky Archives Month on Display in the Capitol

The Kentucky Department for Libraries and Archives (KDLA) will display items from the Archives Month collection, just outside the rotunda in the Capitol building. These items are exhibited in cabinets that were graciously provided by the Friends of Kentucky Public Archives, Inc.

On display, through the month of October, are the current Archives Month poster Education Through the Ages, the 2005 poster A Sense of Place: Explore Kentucky's Archives, the 2003 Thomas D. Clark Award, and an Our Past Deserves a Future bookmark. Several state publications highlighting education complete the exhibit.

If you cannot visit the Capitol building, you can see these exhibits in the Kentucky State Digital Archives:

(<https://kdla.access.preservica.com/welcome/>)

Caleb Powers Case Documents Digitized and Available Online

The staff of the Kentucky State Archives would like to express our gratitude to Friends' member Glen McAninch for his kind and very generous financial support. This assistance enabled the Archives to scan, digitize, and make available online a special collection of Scott County Circuit Court Criminal Case Files.

This set of records, "Commonwealth of Kentucky vs. Caleb Powers" (1898-1903 and 1907-1908), includes four cases, and is one of the most interesting collections in the State Archives.

These materials were scanned as high-resolution TIFF files, converted, and combined into PDF's. Digital Projects Archivist Heath Reynolds meticulously indexed each page, recording the names of individuals involved, important locations mentioned, and then assigned appropriate subject headings. This data was then embedded in the PDF's, and is fully searchable in the Kentucky State Digital Archives (KSDA) through Preservica.

https://kdla.access.preservica.com/index.php?name=SO_996aeb07-1f21-4bf7-97c6-8e9456517156



Electronic Records Day
October 8, 2021
#ERecsDay

Please join KDLA in celebrating Electronic Records Day on October 8, 2021. Now in its tenth year, Electronic Records Day was created by the State Electronic Records Initiative (SERI), a program of the Council of State Archivists (CoSA), as an opportunity to share information about managing digital resources and to enlist support in preserving electronic records.

This day is designed to raise awareness among state government agencies, the general public, professional organizations, and other stakeholders about the crucial role electronic records play in their world.

Please join CoSA and others to help spread the word as well! Suggested activities include sharing information on your blog, social media channels, website, or making a presentation highlighting e-records and what your archives is doing to preserve them. Additional information about Electronic Records Day activities and resources is available on the CoSA website:

<https://www.statearchivists.org/electronic-records/state-electronic-records-initiative/electronic-records-day>.

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.

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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.

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RETURN SERVICE REQUESTED



Courier-Journal delivery to the Kentucky State Capitol building in Frankfort, ca. 1910s.

Source: Office of Creative Services, Archives and Records Management Division – Kentucky Department for Libraries and Archives.