



# for the Record

Devoted to Kentucky's State Archives and the Historical Record

Spring 2004

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I N S I D E

**Digital Initiatives  
Expand at KDLA**

**Frankfort-Bluegrass  
ARMA Celebrates  
25 years**

**Newly Available  
at the State Archives**

**Enhancing Research  
Opportunities:  
You can help!**

## *KDLA's Clark Center expands scanning, file conversion services*

In the past year, the Kentucky Department for Libraries and Archives (KDLA) has greatly expanded its capacity to convert government records through its Document Management Digitization System (DMDS). KDLA's new range of services (converting paper records to a digital file, digital files to microfilm, and microfilm to a digital file) provide economical options for state and local government agencies to more efficiently manage and preserve their records.

Thanks to a capital appropriation from the 2000 General Assembly, KDLA worked with consultants to develop the DMDS design and subsequently purchase equipment and software to provide this service. The new format conversion services draw on KDLA's experience over several decades in protecting and preserving government records through its extensive archival quality microfilming operations. Since 1958, KDLA has been explicitly directed by Kentucky statute to serve as the state's centralized services facility for micrographics services. The expanded imaging services recognize and build directly on KDLA's lengthy experience with creating a product which accurately reproduces the original and is easily accessible. KDLA conducts quality assurance so that the copy is correct, while still providing services at an economical rate.

The service has shown that by increasing low cost, quality conversion services available to state and local agencies on a fee-for-service basis, KDLA is improving management of records and recovering the cost of maintaining the conversion operation. The service has increased its paper scanning capacity from 30,000 images per month to more than 200,000 per month over the past year. The paper scanned includes wide format and bound book materials. In addition, DMDS can scan from microfilm (all formats) and produce microfilm from scanned images.



Frankfort-Bluegrass ARMA members Will Meggin, Lisa Wilson, Nancy Maglothin, Tom Musgrave, and Tony Crenshaw were among those enjoying a 25<sup>th</sup> anniversary celebration and facilities tour at KDLA on May 20<sup>th</sup>. KDLA staff was involved in the formation of the local chapter of this international professional organization for records managers and administrators.

## *Managing archival records in the 21<sup>st</sup> century: new possibilities*

KDLA's new digital services facility, formally named the Thomas D. Clark Center for Digital Imaging in July 2003, is an integral part of KDLA's plan for managing archival records in the 21st century. The services offered by the Clark Center complement the continuing need to store some records in original paper form. Digitization assists in KDLA's plan to develop an Electronic Records Archives for managing and maintaining a portion of the increasing quantity of electronic records of continuing value.

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**Mark your calendar!  
Archives Institute at KDLA (July 9)  
Registration Inside!**

**Archives Research Room  
Hours and Closings**

KDLA's Archives Research Room is located at 300 Coffee Tree Road, off State Highway 676 in Frankfort. The Archives Research Room is open to the public from 8 a.m. until 4 p.m., Monday through Friday. It is closed on Saturday, Sunday and on official state holidays.

Ample free parking is provided outside the KDLA building.

Special closings,  
Please mark your calendars!

- July 5 (Monday) Independence Day
- July 9 (Friday) Annual Archives Institute

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# Newly Available at the State Archives

Woodford County is in the heart of the bluegrass region of Kentucky, and was created in 1788 from an area then part of Fayette County. Public Records Division staff recently completed a long-term project involving the early Circuit Court case files from this historic county. The case files had been transferred to KDLA in 1980. The records were tri-folded, and in many instances documents from individual cases had become separated. The only available indexes were the original handwritten versions, which were in very poor condition and contained numerous errors, making access to the case files extremely difficult.

The preservation issues were addressed by flattening the documents and placing them in acid-free folders. Each case was then assigned a new case number, and a new index was compiled that accurately reflects the revised arrangement. The index is in electronic format, and can be searched by either plaintiff or defendant name, or even parts of names. Visitors to the Archives Research Room can now use the index by logging onto one of the public access computer terminals, and can then request to see the pertinent original case file records if necessary.

The Circuit Court case files have been reprocessed up through 1850, and therefore document the frontier and part of the antebellum periods. Both civil and criminal case files are present. The records provide a unique insight into the workings of the judicial system of the time. For example, in 1813, John Thompson ("a free man of color") was indicted for selling stolen merchandise. He was charged with enticing two slaves to steal cow hides and then attempting to sell the hides, with the intent of splitting the profits with the slaves. Thompson was convicted and sentenced to a year in prison. Governor Isaac Shelby was out of the state leading troops in the war against Great Britain, but Lt. Governor Richard Hickman pardoned Thompson shortly after his conviction, on the recommendations of "the most respectable members of the bar." The signed pardon is included in the case file.

A number of prominent Kentuckians are represented in the collection. In two cases dated 1810 and 1813, Henry Clay brings suit against defendants for non-payment of debts. In both cases he asks that the defendants be required to pay the debts as well as \$100 in damages, and in both cases the jury found in his favor as to the debts, but ordered only "one cent" in damages. There are other cases involving Charles Scott, Christopher Greenup, and Thomas Metcalfe, all of whom served terms as Governor of Kentucky.

Researchers will now find the **Woodford County Circuit Court case files** for 1788-1850 to be in better condition and much easier to access. This important collection can provide essential information to both historians and genealogists.

For The Record  
Vol. 5, No. 1  
A publication of the  
Friends of Kentucky  
Public Archives, Inc.  
P.O. Box 4224  
Frankfort, KY 40604

*KDLA salutes the  
Frankfort-Bluegrass  
ARMA Chapter for  
25 years of service to  
records professionals,  
1979 - 2004!*



# *Friends of Kentucky Public Archives, Inc.*

## **The Twentieth Annual Kentucky Archives Institute**

Sponsored by:  
Friends of Kentucky Public Archives, Inc., and  
Public Records Division, Kentucky Department for Libraries and Archives

July 9, 2004  
Activity Room, Second Floor  
Kentucky Department for Libraries and Archives

### **“Those Less Fortunate”: Early Kentucky Social Welfare Sources**

- 8:30–9:00           **Registration/Pastries – Activity Room, Second Floor**
- 9:00–9:15           **Welcome**
- 9:15–10:00          **Madness and Mania – Early Asylum and Other Mental Health Sources**  
                          -Jim Prichard, KDLA
- 10:15–10:45         **Louisville and Jefferson County Children’s Home**  
                          -Jim Cundy, KDLA
- 10:45–11:30         **The Kentucky Military Institute**  
                          -Brandon Slone, Military Records and Research Library
- 11:30–12:30         **Lunch**
- 12:30–1:15          **“A Silent Cry: Mary Todd Lincoln’s Last Days”**  
                          -Dr. Randolph Hollingsworth, Kentucky Virtual University
- 1:15–2:00           **Records of the Kentucky Schools for the Blind and Deaf**  
                          -Lisa Thompson, KDLA
- 2:15–3:30           **Kentucky’s Secretary of State Land Records**  
                          -Kandie Adkinson, Land Office, Secretary of State’s Office
- 3:30–3:45           **Conclusion**

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### **Registration for the Kentucky Archives Institute**

Mail registration form with payment to: Friends of Kentucky Public Archives, Inc.  
Kentucky Archives Institute  
P.O. Box 4224  
Frankfort, KY 40604

Registration fees: \$45 fee covers the cost of all Institute materials and lunch.  
Check here to reserve a vegetarian lunch. \_\_\_\_\_

**Make checks payable to: Friends of Kentucky Public Archives, Inc. (Fees are non-refundable.)**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ I would like more information about the Friends. \_\_\_\_\_

**Please submit your registration by July 2. Space is limited to 50 attendees.**

**Be a Friend! Help the State Archives  
Acquire Microfilm of  
WWI Selective Service System Draft  
Registration Cards!**

On May 18, 1917, the Selective Service Act was passed authorizing the President to increase temporarily the United States military establishment. The resulting Selective Service System was responsible for the process of selecting men for induction into the military service. During World War I, three registrations were conducted: on June 5, 1917, for all men between the ages of 21 and 31; on June 5, 1918, for those who attained age 21 after June 5, 1917 (a supplemental registration was held on August 24, 1918, for those becoming 21 years old after June 5, 1918, and was included in the second registration); and on September 12, 1918, for men between ages 18 and 45.

These records, comprising Kentucky's World War I Selective Service System Draft Registration Cards, 1917-1918, are now available on 90 rolls of microfilm produced by the National Archives. These WWI draft registration cards for Kentucky not only provide valuable insight into military history, but based on the content, serve as a substitute birth record for thousands of men born in the 1880's and 1890's.

The information included on each registration differs somewhat, but the general information shown includes order and serial numbers (assigned by the Selective Service System), full name, date and place of birth, race, citizenship, occupation, personal description, and signature. The registration cards consist of approximately 23% of the population in 1918. It is important to note that not all of the men who registered for the draft actually served in the military and not all men who served in the military registered for the draft.

The records are arranged alphabetically by county or city; thereunder alphabetically by the name of the registrant.

In rural areas one should be able to find a registrant's card knowing his name and the county in which he registered. In large cities and in some larger counties the search could involve searching the records of several different boards.

These 90 rolls are available for **\$3,060** (90 reels @ \$34 per roll). Give a directed gift to the Friends today, and your tax free contribution can make possible the addition of these special resources to Archives Research Room holdings at KDLA! Thanks very much for your help!!



A State Archives tour highlighted ARMA's visit.

*Cont. from pg. 1*

To facilitate research, staff is already planning to acquire other archival data that was created in electronic formats, as well as to convert high use records in the State Archives to digital format. Many of these records will be made available to the public for research via the Web, and a preservation copy will be stored on microfilm.

To accomplish all this, KDLA is developing partnerships with other organizations interested in making historical records available to the public, including other public agencies, institutions of postsecondary education, and other parties with an interest in the preservation and dissemination of the historical record. These kinds of alliances will be essential if the Commonwealth is to ensure the survival of the records of this generation.

*The **Friends of Kentucky Public Archives, Inc.**, is a not for profit membership organization of private citizens concerned with helping the Public Records Division of Kentucky's Department for Libraries and Archives fulfill its role as a vital information link between people and government. The Friends' organization supports the management, preservation, and use of Kentucky's historic public records and serves as an advocate for the Kentucky State Archives, which the division manages. For further information, contact the Friends at P.O. Box 4224, Frankfort, KY 40604.*



Friends of Kentucky Public Archives, Inc.

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 quarterly 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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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.



*A crowd mingles in the Club House Gardens at Churchill Downs between the fourth and fifth races on May 14, 1927. Penthorn, with "Mack" Garner up, has just won the fourth race, and Garner would go on to win two Belmont Stakes (1929 and 1933) and the 1934 Kentucky Derby on Cavalcade. (This photograph is from the Department of Public Information Collection of the State Archives holdings, in the Public Records Division, Kentucky Department for Libraries and Archives.)*

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