

Genealogical Reference Correspondence Policy

PLEASE READ THIS POLICY BEFORE COMPLETING ANY OF THE KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES' GENEALOGICAL REFERENCE REQUEST FORMS.

This Genealogical Reference Correspondence Policy allows the Archival Services Branch of the Kentucky Department for Libraries and Archives' Public Records Division to more effectively serve customers in light of high use and limited resources. This policy governs requests that require research activity.

The Archival Services Branch answers requests for general information about collections and services, and specific queries for information found in its archival holdings. Requests are answered in the order they are received, except for official requests from state and local government offices and public libraries; or information requests from members of the general public who have an immediate financial, medical, or legal necessity, which take precedence over other requests.

Staff will answer genealogical requests submitted on a Genealogical Reference Request Form for specific information that may be found in indexed materials, at up to thirty minutes per search. Non-indexed materials will not be searched. **All requests must include full name of person to be searched, type of record, approximate date, and name of county or agency in which record was created.** Genealogical information requests will not be accepted over the telephone.

Customers should submit only one request at a time and should wait for a reply before submitting another. This account must be paid before we can respond to further requests. Each request is limited to a search for **ONE PERSON** in **ONE RECORD**. Customers assume the responsibility for complying with copyright restrictions governing use of requested items. (See U. S. Code, Title 17).

Staff cannot verify identities, determine parentage, complete family group sheets, find "everything" on a particular individual, provide genealogical conclusions, or undertake extensive research. Customers who need to undertake extensive research or use sources which the staff cannot search for them may visit the Archives Research Room or hire a professional researcher. A list of professional researchers is available on request.

Correspondence address

Unless otherwise instructed by a staff member, customers should address all correspondence to: Archives Research Room, Kentucky Department for Libraries and Archives, P.O. Box 537, 300 Coffee Tree Road, Frankfort, KY 40602.

Billing (In-State)

In-state customers must submit a \$10.00 non-refundable research and copy fee

with each genealogical reference request. Please pay by check or money order, payable to the Kentucky State Treasurer. Staff will not undertake any research without the prepaid fee. Do not send cash. Customers will be billed for any additional copy/postage fees when copies are sent. A complete list of charges and fees is available on request.

Billing (Out-of-State)

Out-of-state customers must submit a \$15.00 non-refundable research and copy fee with each genealogical reference request. Please pay by check or money order, payable to the Kentucky State Treasurer. Staff will not undertake any research without the prepaid fee. Do not send cash. Customers will be billed for any additional copy/postage fees when copies are sent. A complete list of charges and fees is available on request.

General information requests

Staff will answer requests for general information about availability and scope of materials free of charge. Information circulars explain these holdings, in broad terms, and are available on request. If a customer is unsure how to begin research in the archival records held by the Archival Services Branch, asking for these materials is the best place to start. General information about materials can also be found on our website: <http://kdla.ky.gov> .

Local records

Archival Services Branch staff has access to both original and microfilmed local records from all of Kentucky's 120 counties. Specific holdings and availability of records vary in scope and date range for each county. Staff can search within indexed local records, such as deeds, marriages, tax lists, and wills.

Judicial records

Archival Services Branch staff has access to extensive holdings from many county circuit courts in Kentucky, as well as records from state appellate courts. Specific holdings and availability of records vary in scope and date range. Staff can search within indexed records, such as civil and criminal case files and order books.

Birth and death records

Staff can search the Auditor's birth and death lists (1852-1862, 1874-1879, 1891-1910), Birth and Death City Registers for four Kentucky cities: Covington, Lexington, Louisville, and Newport (1866-1910 with varying dates of coverage); and the Office of Vital Statistics death records (1911-1959).

Federal census records

The Archives Research Room holds microfilm copies of census schedules for Kentucky for 1810 1930 (excluding 1890). Census records for 1810 1920 are indexed, and staff can conduct a search in those census records. Due to incomplete indexing of the 1930 Federal census, staff cannot search within that

census. Staff can also search the 1890 Federal Census of Union Civil War Veterans and Widows.

Military records

Staff will search the index to the Kentucky compiled service records of the Union and/or Confederate armies from the Civil War for an individual's file. Staff can also check printed sources for names of individuals in Kentucky's Adjutant Generals' Reports for the War of 1812, the Mexican War, the Civil War, and the Spanish American War. Additionally, staff can search for state pension applications of Confederate veterans or their widows from Kentucky, as well as World War I draft registration cards, record of service cards, and casualty listing.

Onsite research

Genealogical research is difficult to do entirely by correspondence. Customers may wish to visit the Archives Research Room to do research in the full range of available primary and secondary sources. Archives Research Room hours are Monday through Friday, 10:00 – 4:00. It is closed on Saturday, Sunday, official state holidays, and special events.

Customers should call before traveling to the Archives Research Room, located in the Kentucky Department for Libraries and Archives facility at 300 Coffee Tree Road in Frankfort in order to verify hours and records availability.

The Archival Services Branch staff thanks customers for adhering to this Genealogical Reference Correspondence Policy. Following these guidelines will enable staff to provide thorough and efficient reference service. Direct any questions about this policy to: Manager, Archival Services Branch, Public Records Division – KDLA, P.O. Box 537, 300 Coffee Tree Road, Frankfort, KY 40602.