



Please join the Kentucky Department for Libraries and Archives (KDLA) in celebrating the 1st annual Electronic Records Day on October 10, 2012. Electronic Records Day is an opportunity to share information about managing Kentucky's digital resources and to foster discussion about preservation of electronic records. This celebration is designed to raise awareness within Kentucky government agencies, the archival and records management fields, related professional organizations, and the general public.

In honor of Electronic Records Day, KDLA encourages you to:

- Attend a Lunch and Learn presentation on KDLA's Electronic Records Archives in the Activity Room at KDLA from Noon-1:00 PM. Mark Myers, Electronic Records Archivist, will discuss the collections of KDLA's Electronic Records Archives and demonstrate the ways to search the e-Archives using the web interface. Participants are welcome to bring a brown bag lunch.
- Visit the KDLA website for guidance and support for managing electronic records in your agency: <http://kdla.ky.gov/records/recmgmtguidance/Pages/elecrecmgmt.aspx>
- Read [Managing Government Records](http://kdla.ky.gov/records/Documents/Managing_Government_Records_August_2012.pdf) (http://kdla.ky.gov/records/Documents/Managing_Government_Records_August_2012.pdf)
- Visit the Electronic Records Day page on the COSA website for more resources <http://www.statearchivists.org/seri/ElectronicRecordsDay.htm>
- Check out the Public Records Division's Facebook page throughout the day for postings related to our services and resources: <https://www.facebook.com/kdla.prd>

Kentucky law defines public records as "all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings, and other documentary materials, **regardless of physical form or characteristics**, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410 (1)). Electronic records are public records, even though they are hardware and software dependent. Records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless of the medium in which the records are created and/or stored. Information in record-keeping systems must be maintained and accessible, to the appropriate parties, until the all of the legal, fiscal, and administrative retention periods have been met.

Electronic Records Day is sponsored by the Council of State Archivists and the Kentucky Department for Libraries and Archives.