

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Minutes of the Quarterly Meeting**  
**June 12, 2014**  
**Department for Libraries and Archives**

The State Archives and Records Commission met at 10:00 a.m., June 12, 2014, in the Board Room, Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky.

Members present: Wayne Onkst, Chair; Mary Margaret Bell, representing Citizens-at-Large; Roger Hamperian, representing Citizens-at-Large; David Gregory, representing regional colleges and universities; Louise Jones, representing the Kentucky Historical Society; Debra Batliner, representing local governments Jeremy Rogers, representing Citizens-at-Large; and Dave Schroeder, representing the Kentucky Library Association.

Representatives present: Randy Justice, representing Thomas Zawacki, Secretary, Education and Workforce Development Cabinet; Amye Bensenhaver, representing Jack Conway, Attorney General; Brian Lykins, representing Adam H. Edelen, Auditor of Public Accounts; Jennifer Frazier, representing John D. Minton, Jr., Chief Justice, Supreme Court; Glenna Goins, representing Jane Driskell, State Budget Director; and Glenn Thomas, representing Jim Fowler, Commissioner, Commonwealth Office of Technology.

Members not present or represented: Richard Belding, representing Citizens-at-Large; Terry Birdwhistell, representing the University of Kentucky; and Marcia Seiler, Executive Director, Legislative Research Commission.

Public Records Division staff present: Barbara Teague, Director, Public Records Division; Jerry Carlton, Manager, Local Records Branch; Jim Cundy, Manager, State Records Branch; Glen McAninch, Manager, Technology Analysis and Support Branch; Pam Compton, Records Analyst; Jackie Arnold, Regional Administrator and Beth Shields, Electronic Records Specialist.

Guests Present: Lawrence Trageser, Taylorsville; Nancy Gibson, Malinda Shepherd, Steve Taylor and Don May, Department of Insurance.

Onkst called for introductions by those present.

Bensenhaver suggested amending the March 13, 2014 minutes of the Commission to reflect that Rogers had not been sworn in and list him as a guest rather than a Commission member. Schroeder made a motion to accept the minutes of the previous Commission meeting, amended to include Rogers as a guest rather than as a member, seconded by Hamperian. The vote by members and representatives present was unanimous.

Onkst noted that Jennifer Frazier, representing John D. Minton, Jr., Chief Justice, Supreme Court; and Louise Jones, representing the Kentucky Historical Society had joined the meeting.

## **LOCAL RECORDS PROGRAM OVERVIEW**

Carlton presented an overview of the PRD's Local Records Program. The presentation covered the history, organization and activities of the Program. The Local Records Program has been in existence since 1985, and focuses on grant administration and direct service to local government agencies. The Program has distributed approximately \$22,000,000 in grants to cover activities such as security microfilming, digital imaging and equipment purchasing. The Commonwealth is divided into four regions, each of which is covered by a Regional Administrator who provides direct service to agencies on archives and records-management issues. Direct services include records retention scheduling, records management training, new technology assessment, and disaster relief and recovery.

## **RECORDS RETENTION SCHEDULES**

### **Public Protection Cabinet – Department of Insurance**

Compton was the Records Analyst working on the schedule deletions and revisions. **Deletions from the Schedule:** Series 03238, Orders of Disapproval; Series 03363, Legislative and Regulation Research File; and Series 03617, Complaint/Enforcement System. **Revisions to the Schedule:** Series 03234, Company Policy Forms and Rates Filings, from "Retain in Agency fifty (50) years, then destroy after audit;" to "Retain in Agency ten (10) years, then destroy." *Closed series:* Series 03492, Johnson Bonding Company, Inc. Litigation File – Bail Bondsmen. *Staff also made administrative changes to nine (9) series without changing retention or disposition.* Series 03350, Motor Vehicle Self Insurance Quarterly Claim Report; Series 03356, Order Books; Series 03358, Attorney Case File; Series 03359, Office Hearing File; Series 03360, Coded Agent File; Series 03361, Attorney Court Litigation File; Series 03364, Routine Correspondence; Series 03365, Reference and Information Material; and Series 05403, Association Filings.

The Bureau of Insurance was established in the Office of Auditor of Public Accounts in 1870. The Auditor appointed the Insurance Commissioner. The Department of Insurance became a separate administrative department of state government in 1934 and the Governor appointed the Commissioner. In 1936, the Department became a division of the Department of Business Regulation. It became a department again when the Division of Insurance was removed from the Department of Business Regulation in 1950. In 2004, the Department of Insurance was renamed the Office of Insurance and was made a part of the Environmental and Public Protection Cabinet. In 2008, the Office again became the Department of Insurance and was placed under the

Public Protection Cabinet. The Commissioner is appointed by the Cabinet Secretary. The duties of the Department include: administering Kentucky's insurance laws, regulating the conduct of insurance business, licensing agents and other company representatives, administering insurance taxes, licensing insurance adjusters, enforcing the insurance code, making regulations based on the Department's interpretation of the code, disapproving companies that engage in illegal or unethical insurance practices, and, periodically examining all insurance companies doing business in Kentucky, to determine their solvency. The Department is comprised of the following units: Administrative Services Division; Consumer Protection Division; Health and Life Division; Financial Standards and Examinations Division; Insurance Fraud Investigation Division; Division of Legal Services; Agent Licensing Division; Property and Casualty Division; and Market Conduct Regulation Section.

In response to a question by Bensenhaver, Cundy said that the proposed change to Series 03234, Company Policy Forms and Rates Filings, from fifty (50) years to ten (10) years arose from a reassessment of the agency's administrative need for the records. She suggested the rationale on the Agency Function and Records Summary be reworded to more accurately reflect this. Cundy said he would make the change.

Rogers made a motion to approve the schedule deletions and revisions, seconded by Bell. The vote by members and representatives present was unanimous.

### **Local Government General Records Retention Schedule**

Arnold was the Records Analyst working on the revised schedule. **Additions to the Schedule:** Administrative: Series L6670, Fleet Tracking/Navigation Record (GPS); Series L6671, Real Estate Appraisals (Not Acted Upon). Financial/Accounting: Series L6672, Transient Room Tax Report. Planning and Zoning/Building and Housing: Series L6663, Site Development Plan (Not Acted Upon). Public Safety/Law Enforcement: Series L6673, Court Ordered DNA Testing; Series L6678, Undercover Expense Record File. Fire Department/ District: Series L6668, Routine Investigation Files; Series L6669, Felony Investigation Files. **Revisions to the Schedule:** Public Safety/Law Enforcement: Series L4705, Complaints/Internal Investigation Files, from "Destroy three (3) years after termination of employment;" to "Destroy five (5) years after termination of employment." *Closed series:* Financial/ Accounting: Series L5003, Charitable Gaming Organization Activity Registration Form; Series L5004, Charitable Gaming Org Quarterly Accounting Report. Public Safety/Law Enforcement: L4713, Master Ticket Control and Disposition Ledger.

The Local Government General Records Retention Schedule was created in 1999 and has been updated periodically since that time. This schedule lists those record series that may be found throughout local government agencies. Local governments in Kentucky include, but are not limited to, all 120 counties and their many offices, over

400 incorporated cities, 173 school districts, 15 Area Development Districts and at least 2000 Special Purpose Government Entities.

**This is a complete revision of this records retention schedule.**

**Current Schedule Date:** September 9, 1999

**Proposed Schedule Date:** June 12, 2014

Onkst recognized Trageser, who suggested that the retention period for Series L5034, Personnel File, be modified. The current retention period requires that local agencies retain records documenting any disciplinary action taken until five years after termination of employment. Trageser said he believes those records should be included among the materials that need to be maintained sixty years from date of hire. Serious disciplinary actions may warrant the lengthier retention period in the event that local government employees leave or are terminated from one position and are hired by another agency. Bensenhaver said she agreed and felt very strongly about the importance of these records, but did not feel Commission members could modify a Schedule entry that was not before them.

Hamperian said that if criminal charges had been brought against an employee, there would be a criminal case file, which would have a significantly longer retention period. This should show up in the background checks that are conducted on potential hires. Trageser said that criminal charges are not always brought against individuals. Bensenhaver said that there is also an interest in documenting how public agencies respond to allegations of employees' wrongdoing. Lykins said that, if the individual does not go through any criminal investigation, five years may not be a sufficient retention period to maintain an accurate record of an individual's employment history and allow for effective hiring decisions.

Batliner asked whether there may be a difference between relatively minor offenses such as being late for work and more serious incidents such as criminal offenses. Bensenhaver said that for purposes of retention she did not think so. Rogers said that there is a distinction made and it is important because criminal infractions will continue to appear on an individual's background check. Lykins said that incidents that involved actions that perhaps should be prosecuted, but are handled by an agency internally are also of significant concern.

Lykins asked whether there is a distinction made between substantiated and unsubstantiated allegations. Carlton said that there is not for Series L5034, Personnel File, though there is for L4705, Complaints/Internal Investigation Files, which is under consideration. Lykins said that false allegations, which may be brought with malicious intent, should not be part of an individual's long-term employment record. Bensenhaver said that the complaints agencies decide are not substantiated directly reflects the way in which agencies handle various complaints against employees. Lykins asked to what

extent one should go in deciding whether an agency had adequately fulfilled its duty to investigate.

Teague said that PRD staff members would look into the question of increasing the retention of disciplinary actions in Series L5034, Personnel File.

In response to a question by Rogers, Arnold said that the change in retention for Series L4705, Complaints/Internal Investigation Files, from three (3) years after termination of employment to five (5) years after termination of employment, is part of an effort to provide consistency among similar files on the retention schedules of the Louisville Metro and Lexington/Fayette Urban County Governments, and the Local Government General Records Retention Schedule. It would also remove the distinction between substantiated and unsubstantiated case files.

Frazier asked whether any record of disciplinary actions resulting from complaints against a police officer would be placed in his/her personnel file. Arnold said that Series L4705, Complaints/Internal Investigation Files, represented how the agency handled the individual complaint. There would only be a record of the complaint in the officer's personnel file if disciplinary action were taken. Frazier said that, therefore, increasing the retention of actions taken against an employee in the personnel file would not affect retention of Series L4705 or of unsubstantiated complaints.

Frazier made a motion to approve the revised schedule, seconded by Bell. The vote by members and representatives present was unanimous.

## County Clerk

Arnold was the Records Analyst working on the schedule addition and revision. **Additions to the Schedule:** Tax: Series L6674, Distilled Spirits/Telecoms Property Tax Statement. **Revision to the schedule:** Elections: Series L1425, Election Finance Statement, from "Retain for one (1) year after last report is required to be filed, then destroy;" to "Retain for two (2) years."

The office of the county court clerk was first created when Kentucky was part of Commonwealth of Virginia. As the title implies they actually were the clerks of the county courts. When Kentucky became a state in 1792 the first constitution of Kentucky provided for the appointment of the county clerk by the county court. The clerk's duties included collecting taxes, creating a list of persons and property for tax purposes, receiving and acknowledging deeds in and out of county court, administer oaths and performing other duties. The third constitution was adopted in 1850 and it made the county court clerk an elective office and their duties expanded to include licensing of businesses, recorded property records (deeds) and all public moneys received to the circuit court. Most of their duties were for the courts. Under the present constitution (1891) the county court clerk has taken on many duties. Those include

elections, recording of deeds, mortgages, liens, collecting delinquent tax, marriage licensing, probate (recording of wills and maintaining the original will), motor vehicle licensing, recording certain UCC filings, administering oaths, recording incorporations, and other duties. The county court clerks can choose to be the clerk of the fiscal court.

Arnold said he had distributed a justification examining the statutory and regulatory requirements related to the proposed change to Series L1425, Election Finance Statement. This series was discussed by the Commission at its March 13, 2014 meeting, but the Commission requested further information before any action.

Lykins asked if the proposed retention period for Series L6674, Distilled Spirits/Telecoms Property Tax Statement, could be changed to "Retain for two (2) years after paid and audit, then destroy." Arnold said he would make the change.

Frazier pointed out that the proposed two year retention for Series L1425, Election Finance Statement, is contrary to KRS 121.180(8), which states that "County clerks shall maintain these reports for public inspection for a period of one (1) year from the date the last report is required to be filed." Arnold said he had consulted the General Counsel at the Kentucky Registry of Election Finance (KREF), who agreed with the proposed retention period. Because candidates may keep accounts active through subsequent elections and change his or her mind about running, it is not clear when exactly the last report for a candidate may be filed. KRS 121.120 (4)(e) requires KREF to retain all reports for six years. KRS 121.120 (4)(l) states that KREF must require candidates to maintain reports for six years. KRS 121.160 (2)(d) requires campaign treasurers to retain all fiscal records for six years. KRS 121.120 (6)(g) requires that KREF maintain all financial data for legislative and statewide candidates for twenty years.

Arnold said it seemed the intent of the law was to allow citizens quick and easy access to these reports, through their respective county clerks, during a given election cycle. Frazier said that the reports could also give citizens an idea of who had donated money to a given candidate or candidates over a series of election cycles. Teague said that the Franklin County Clerk, who is a member of the Archives and Records Management Advisory Committee, had agreed that this records present problems for the county clerks, because there may never be a last report. Frazier was unsure if the Commission could contradict statute. The solution may require a statutory revision. Arnold said that KRS 171.670 states that in cases where the destruction of records is in question, the Commission has "exclusive authority to decide." Teague said that the information on candidates is available on KREF's website, which has information back to 1998. There is almost no reentry into these files in the Franklin County Clerk's Office.

Hamperian suggested noting in the Function and Use Section that it is a copy of a record maintained by the Registry of Election Finance.

In response to a question by Lykins, Arnold said he would change the disposition of this series to "Retain for two (2) years after date filed in clerk's office, then destroy."

Onkst noted that Glenna Goins, representing State Budget Director Jane Driskell, had joined the meeting.

Schroeder made a motion to approve the Schedule addition and revision, with the disposition of Series L6674, Distilled Spirits/Telecoms Property Tax Statement, being changed to "Retain for two (2) years after paid and audit, then destroy;" and the disposition of Series L1425, Election Finance Statement, being changed to "Retain for two (2) years after date filed in clerk's office, then destroy," seconded by Bell. Batliner, Bell, Bensenhaver, Goins, Gregory, Hamperian, Jones, Justice, Lykins, Rogers, Schroeder, and Thomas voted yes. Frazier voted no.

### **Finance and Administration Cabinet – Fleet Management Division**

Compton was the Records Analyst working on the Schedule addition. **Addition to the Schedule:** Series 06504, Navigational and Tracking Data (State Vehicles).

The Division of Fleet Management provides technical and administrative services as well as procurement support for state vehicles fleet administration. The Division manages the state motor pool and provides comprehensive vehicle maintenance and repair services, distribution and assignment of vehicles, fueling options, maintenance and accident repair, full-service car wash, vehicle replacement and procurement, centralized mileage reporting, motor pool reservations, and roadside assistance.

In response to a question by Lykins, Compton said that she had received a list of agencies that procure their own vehicles and use tracking or navigation data. Those records would be scheduled in the future.

Frazier asked whether these records would have value in the event of a lawsuit, and, as a result, whether the proposed one-year retention period would be long enough. Hamperian asked whether a longer retention period would make it difficult for agencies to maintain the large amount of data involved.

In response to a question by Rogers, Compton said that the data consisted mainly of latitudinal and longitudinal information, times, and start and stop data. The Fleet Management Division receives the information on DVDs from the vendor annually.

In response to a question by Thomas, Compton said that the Division receives about two DVDs per year for the entire fleet of vehicles.

In response to a question by Onkst, Cundy said that the Division had not suggested any specific retention period.

Lykins suggested a five-year retention period would be sufficient to cover issues that may confront agencies.

Lykins made a motion to approve the schedule addition with a retention period of "Retain for five (5) years, then destroy," seconded by Rogers. The vote by members and representatives present was unanimous.

### **Kenton County Airport Board – Cincinnati/Northern Kentucky International Airport**

Carlton was the Records Analyst working on the schedule addition. **Addition to the Schedule:** Series L6675, Department/Interdepartmental Meeting Minutes.

Cincinnati/Northern Kentucky International Airport, sometimes called the Greater Cincinnati Airport is located in Boone County, Kentucky, United States and serves the Greater Cincinnati metropolitan area. It was established in 1942 as a training facility for the military. It became a commercial airport in 1947 and has grown since then. Despite being located in Boone County, the airport operations are governed by the neighboring Kenton County Airport Board. Because it is governed by this board it is considered a local government agency. The airport's revenue does not come from taxes but from fees collected by those using the airport. The airport's code, CVG, comes from the nearest major city at the time of its opening, Covington, Kentucky. Cincinnati/Northern Kentucky International Airport covers an area of 8,000 acres.

In response to a question by Rogers, Carlton said that these are minutes of intra-departmental meetings that do not fall within the purview of KRS 61.835. These are meetings that tend to be task-oriented, and not related to policy setting.

In response to a question by Frazier, Bell said that the Public School District Records Retention Schedule has an equivalent entry, Series L4465, Faculty Meeting Minutes, with a retention period of two years. Cundy said that the General Schedule for State Agencies contains Series M0009, Minutes - Agency Staff Meetings, with a retention period of three years.

Rogers made a motion to approve the schedule addition, seconded by Bell. The vote by members and representatives present was unanimous.

### **Louisville/Jefferson County Metro Government**

Arnold was the Records Analyst working on the schedule revision and deletion. **Revision to the Schedule:** Series L5123, Complaints/Internal Investigation (IA) File, from "Destroy 5 yrs after date of disciplinary action;" to "Destroy five (5) years after

termination of employment.” **Deletion from the Schedule:** L5124, Internal Affairs Investigation File – Unsubstantiated.

Louisville and Jefferson County merged into the Louisville/Jefferson County Metro Government January 2003. This took place after special legislation was passed whereby a county with a first class city could merge into one government. A referendum was on the ballot in 2001 and was passed by voters in Jefferson County. Under the new government some of the existing incorporated municipalities joined the new merged government.

In response to a question by Rogers Arnold said that KRS 413.120, the limitation of actions listed on the Agency Function and Records Summary, had been reviewed by appropriate legal offices, including the Jefferson County Attorney.

Schroeder made a motion to approve the Schedule revision and deletion, seconded by Frazier. The vote by members and representatives present was unanimous.

### **Public School District**

Carlton was the Records Analyst working on the schedule additions. **Additions to the Schedule:** Series L6676, Physical Restraint and Seclusion File (Student); and Series L6677, Physical Restraint and Seclusion (Students) Statistical Report.

The first attempt to assemble a school district – wide records retention schedule was made in 1988. The Archives and Records Commission approved the schedule that year. In 1999 a complete revision of the schedule was approved by the Commission. This schedule included K through 12 and the school district central office in one schedule. In March of 2003 the Commission once again approved a revision of the entire schedule. In June 2012 another complete revision was presented to the Commission where it was approved. The 174 school districts in the Commonwealth produce an overwhelming amount of paper and electronic records. We continue to work with school districts providing records management training and direct service.

Carlton said that, while the retention period of Series L6676, Physical Restraint and Seclusion File (Student), is based on that of L2001, Special Education Due Process Student Folder, it applies to any student, not only Special Education Students. In response to a question by Lykins, Carlton said that the majority of these incidents involved Special Education Students.

In response to a question by Frazier, Carlton said that this is a separate file from a student's cumulative folder, though there may be a record of the incident in the cumulative folder.

Bell made a motion to approve the Schedule additions, seconded by Lykins. The vote by members and representatives present was unanimous.

## **Real Estate Appraisers Board**

Compton was the Records Analyst working on the schedule revision. **Revision to the Schedule:** Series 06421, Grievance/Disciplinary Action File, from "Retain in Agency five (5) years after case closure, then destroy;" to "Retain in Agency permanently."

The Kentucky Real Estate Appraisers Board is charged with protecting the public interest through regulation, examination and licensing of Kentucky real estate appraisers and the registration of Appraisal Management Companies pursuant to KRS Chapter 324A and 201 KAR Chapter 30. The Real Estate Appraisers Board approves and monitors pre-licensing and certification education, experience and testing, as well as approves and monitors continuing education for real estate appraisers. The Kentucky Real Estate Appraisers Board also investigates complaints against real estate appraisers and Appraisal Management Companies. The Board is funded solely through fees charged to obtain and renew a license to practice real property appraising and to register to do business as an Appraisal Management Company in Kentucky.

In response to a question by Rogers, Compton said that, because Series 06418, Certification/License File, is maintained until three (3) years after date of expiration or termination of license, it is possible that a Board licensee's master folder could be destroyed while disciplinary actions would be maintained.

Bell made a motion to approve the schedule addition, seconded by Rogers. The vote by members and representatives present was unanimous.

## **Justice and Public Safety Cabinet – Department of State Police**

Compton was the Records Analyst working on the Schedule addition. **Addition to the Schedule:** Series 06505, Chapter 16 Personnel Promotional Testing File.

The Department of State Police was formed on July 1, 1948, when legislation was signed giving its officers full police powers, both traffic and criminal. All offices, facilities, equipment, duties, powers and funds of the State Highway Patrol were transferred to the Department. In 1956, the Department was abolished and it became the Division of Kentucky State Police in the Department of Public Safety. From 1973 to 2004, it was part of the Justice Cabinet. In 2004, the Department became part of the Justice and Public Safety Cabinet, by order of the Governor. The Department's duties and powers are contained in KRS Chapter 16. KRS 16.060 details the duties and

powers of the Commissioner and officers of the Kentucky State Police. It is the duty of the Commissioner and each officer of the Department to detect and prevent crime, apprehend criminals, maintain law and order throughout the state, collect, classify and maintain information useful for the detection of crime and the identification, apprehension and conviction of criminals, and enforce the criminal as well as the motor vehicle and traffic laws of the Commonwealth. The State Police must also provide security for state facilities located in Frankfort, highway enforcement, and water safety enforcement as provided in KRS Chapter 235.

Compton presented the Schedule addition.

Lykins made a motion to approve the schedule addition, seconded by Bell. The vote by members and representatives present was unanimous.

### **State University Model**

Cundy was the Records Analyst working on the schedule deletions and revisions. **Deletions from the Schedule:** B. Fiscal Records: Series U0240, Financial Records Not Subject to Audit. D. Student/Course Records: Series U0455, Student Worker Time Sheets. **Revisions to the Schedule:** D. Student/Course Records: Series U0417, Credit/No Credit/Audit Approval File, from "Destroy one (1) year after date submitted;" to "Four-year institutions should retain until five (5) years after graduation or last date of attendance, then destroy. Community Colleges should retain until three (3) years after graduation or last date of attendance, then destroy." Series U0422, Disciplinary Action File, from "Destroy five (5) years after graduation or last date of attendance;" to "Retain files documenting academic-integrity-code-violation (with sanctions) or other dismissal/ expulsion permanently. Retain other files until five (5) years after graduation or last date of attendance or until five (5) years after all sanctions have been met, whichever is longer, then destroy." *Staff also made administrative changes to six series without changing retention or disposition:* Series U0239, General Financial Records (formerly titled Financial Records Subject to Audit); Series U0401, Student Academic Performance File; Series U0466, Work Study Payroll File; Series U0468, Personnel Records – Students (College/Department Copy); Series U0478, Non-Academic Appeals File – Student; and Series U0647, Periodic Payroll Reports (Includes Time Sheets/Time Cards).

The State University Model Records Retention Schedule covers records that are common among Kentucky's public university campuses and its Community and Technical College System. This is part of the ongoing effort to revise the State University Model Records Retention Schedule.

In response to a question by Lykins, Cundy said that the General Schedule for State Agencies covers the same records as the revised Series U0239, General Financial Records, using several entries, including Series F0072, Banking Records File; Series

F0141, Accounts Receivable Records; and Series F0143, Accounts Payable Records. There are other Series on the State University Model Schedule that cover specific financial records, such as procurement records or capital project records. Retention of these records on the General Schedule for State Agencies is eight years, while retention on the State University Model is three years. The difference in retention resulted from the desire of the State Controller's Office that State Agencies retain these records for eight years. Public colleges and universities are not covered by the General Schedule for State Agencies. The individual records are summarized in reports that eventually result in an Annual Financial Report, which is retained permanently.

Gregory made a motion to approve the schedule deletions and revisions, seconded by Frazier. The vote by members and representatives present was unanimous.

The next item was **other business**. Teague discussed the State Records Center move. She acknowledged many KDLA staff who have worked on this project, particularly Steve Shackelford, Records Center Supervisor, who is doing a great job coordinating the move. A temporary Certificate of Occupancy was issued for the new facility in April and staff members moved the first boxes on April 23. State Records Center staff members, with the help of Kentucky Correctional Industries personnel and four temporary workers and various PRD employees, anticipate having all records moved out of Buffalo Trace Distillery by the end of the week. The vendors moving the shelving are breaking down and moving the shelving at a rapid pace. PRD anticipates being moved out of Buffalo Trace before the end of June. Staff will move operations to the new facility at 1425 Leestown Road by the end of June and begin moving out of the 851 East Main Street facility by August 1. Commission members will receive a tour before the September 11, 2014 meeting.

Teague noted the death, on June 4<sup>th</sup>, of Charlene Davis, thirty-seven year employee of KDLA, longtime Director of KDLA's State Library Services Division, and recent Acting Director of KDLA's Field Services Division. She said that Ms. Davis, in addition to her outstanding work with libraries throughout the Commonwealth, had been a generous colleague to the Public Records Division, for example by relocating library cataloging in 2000 to provide space for PRD's digital imaging staff and moving Talking Books materials from the third floor of the KDLA building in 2008 to increase available storage space for the archives.

There being no further business, Onkst adjourned the meeting at 12:00.