

## **Agency Function and Records Summary**

### **Kentucky Department for Libraries and Archives Archives and Records Management Division Local Records Branch**

The Department for Libraries and Archives addresses the state's information and knowledge needs by initiating and directing statewide activities for library and archive development and for public records management. Two divisions administer the Department's programs: Library Services, and Archives and Records Management.

### **Revision to the Schedule**

#### *Changes in retention:*

- **Series 03302, Grant Project Application Package**

**Current Retention:** Retain for five (5) years, then destroy.

**Proposed Retention:** Approved applications become part of series 03295, Grant Project Folder. Retain denied, withdrawn, and canceled applications two (2) years after notice, then destroy.

**Rationale:** The proposed revision and retention includes withdrawn and canceled applications.

**Archives and Records Management Division  
Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Education and Labor Cabinet  
Kentucky Department for Libraries and Archives  
Archives and Records Management Division  
Local Records Branch

**Record Group  
Number  
1670P**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03302</b>	<b>Grant Project Application Package</b>	This documents applications and related evaluations, when applicable, for funding under the Local Records Program Grant. Grant funds are distributed to local government agencies to assist with records management, which includes digitization, security microfilming, supplies and equipment, salary support, and records conversion. Applications may be approved, denied, withdrawn, or canceled. Applications may be denied if they are ineligible per 725 KAR 1:050 or are reviewed and denied by the State Libraries, Archives, and Records Commission (Commission). Applications may be withdrawn by the applicant prior to any funding decisions. Applications may be canceled if they are approved by the Commission but canceled by the applicant prior to funding being disbursed. The official copy of an evaluation is maintained under series 03307, Grant Project Evaluations.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Series May Contain</b>	Name, title, address, and phone number of local government applicant; estimated project cost; how will grant funds be used; what records will be worked with; list of preferred vendor(s); what lasting benefits will be achieved; previous actions to protect records in your office; whether continued grant support be needed; two signatures of local government administrators; application evaluation sheet.
	<b>Retention and Disposition</b>	Approved applications become part of series 03295, Grant Project Folder. Retain denied, withdrawn, and canceled applications two (2) years after notice, then destroy.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Department for Libraries & Archives**

**Records Description and Analysis**

(Equivalent to ARM 320 Rev.02/2019)

<b>1. RECORD GROUP NO.</b>	1670P	<b>2. SERIES NO.</b>	03302
<b>3. ORIGINATING AGENCY</b>	Education and Labor Cabinet		
<b>4. ADMINISTRATIVE UNIT</b>	Kentucky Department for Libraries and Archives		
<b>5. PHYSICAL CUSTODIAN</b>	Local Records Branch		
<b>COMPILER</b>	Cathrine Giles 502.564.1702	<b>DATE</b>	12-22-2025
<b>IDENTIFICATION AND DESCRIPTION</b>			
<b>6. TITLE OF RECORD</b>	Grant Project Application Package		
<b>7. VARIANT TITLE</b>	N/A		
<b>8. ORIGINAL/DUPLICATE</b>	Original Only		
<b>9. LOCATION(S) OF ALTERNATIVE COPIES</b>	(Original or Duplicate) Copy kept in the applicant's office		
<b>10. INFORMATION SUMMARIZED IN:</b>	N/A		
<b>11. MEDIUM</b>	Paper		
<b>12. ARRANGEMENT SORT/SEQUENCE</b>	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Chronological, then alphabetical by counties, followed by cities		
<b>13. INDEX / FINDING AIDS</b>	N/A		
<b>14. DATE SPAN:</b>	In Agency 2020 to 2025	State Records Center	State Archivists
<b>15. VOLUME:</b>	1		
<b>16. ANNUAL ACCUMULATION</b>	(Cu. Ft.)	2	
<b>17. REFERENCE RATE</b>	(Number of times you use each year's accumulation)		
	1st Year	2nd Year	3-5 Years
	1	1	N/A
			More than 5 Years
			N/A
<b>18. FUNCTION AND USE</b>	(For what purpose is/was record created? What activity, process or transaction does it document?) This documents applications and related evaluations, when applicable, for funding under the Local Records Program Grant. Grant funds are distributed to local government agencies to assist with records management, which includes digitization, security microfilming, supplies and equipment, salary support, and records conversion. Applications may be approved, denied, withdrawn, or canceled. Applications may be denied if they are ineligible per 725 KAR 1:050 or are reviewed and denied by the State Libraries, Archives, and Records Commission (Commission). Applications may be withdrawn by the applicant prior to any funding decisions. Applications may be canceled if they are approved by the Commission but canceled by the applicant prior to funding being disbursed. The official copy of an evaluation is maintained under series 03307, Grant Project Evaluations.		

**19. CONTENTS** (Documents in this file? Information on this form? Data elements in this computer file, etc.)

Name, title, address, and phone number of local government applicant; estimated project cost; how will grant funds be used; what records will be worked with; list of preferred vendor(s); what lasting benefits will be achieved; previous actions to protect records in your office; whether continued grant support be needed; two signatures of local government administrators; application evaluation sheet.

**20. INPUT RECORDS** (What records flow into or provide information to create this record?)  
N/A

**21. OUTPUT RECORDS** (What records flow out of the information in this records series?)  
N/A

**22. VITAL RECORD?** N      **23. If Yes, VITAL RETENTION PERIOD**

**24. VITAL RECORDS PROTECTION INSTRUCTIONS**

**25. ACCESS RESTRICTIONS?** Y  
**If Yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)**  
Confidential: Agencies should consult legal counsel regarding open records matters.

**26. IS RECORD SUBJECT TO AUDIT?** N  
**If Yes, list AUDITING AGENCY (Federal, State, Internal)**

**27. AUDIT RETENTION REQUIREMENT**

**28. LEGAL RETENTION REQUIREMENT?** N  
**If Yes, cite statute and length of retention period required**

**ANALYSIS**

**29. APPRAISAL CRITERIA**  
Y Administrative Retention Value      2      Years  
Legal Retention Value  
Fiscal Retention Value  
Research Retention Value  
Intrinsic Retention Value  
Historic Retention Value

**30. RATIONALE FOR RETENTION**  
N/A

**32. DISPOSITION INSTRUCTIONS**  
Approved applications become part of series 03295, Grant Project Folder. Retain denied, withdrawn, and canceled applications two (2) years after notice, then destroy.

**Records Analyst Signature**      **Date**  
Cathrine Giles