



Kentucky Historical Society

Records Retention Schedule

Prepared by the State Records Branch
Archives and Records Management Division

Approved by the State Libraries, Archives, and Records Commission



Kentucky Department for Libraries and Archives

This records retention schedule governs retention and disposal of records created, used, and maintained by this agency. **Government records in Kentucky can only be disposed of with the approval of the State Libraries, Archives, and Records Commission (the Commission). If records do not appear on a Commission-approved records retention schedule, agencies should not destroy those records.** This agency-specific schedule was drafted by agency personnel and Archives and Records Management Division staff and reviewed and approved by the Commission. This schedule provides the legal authority for this agency to destroy the records listed, after the appropriate retention periods have passed.

Agency personnel should use this agency-specific schedule in combination with the *General Schedule for State Agencies (General Schedule)*, also approved by the Commission. The *General Schedule* applies to records that are created, used, and maintained by staff at all or most state agencies. Agency-specific retention schedules are used only by specific agencies and apply to records that are created only by a particular state agency, or to records that a state agency is required to retain longer than the approved time period on the *General Schedule*. The *General Schedule* and agency-specific retention schedule should cover all records for this agency.

This retention schedule applies to state agency records and information regardless of how it is created or stored. For example, information created and sent using e-mail is as much a public record as materials created or maintained in paper. Kentucky law defines public records, in part, as "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]). This means that records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless of the medium. Records retention scheduling is important in developing, using, and managing computer systems and other electronic devices. Records management practices encourage cost-effective use of electronic media through accurate retention scheduling and legal destruction of records.

All state government employees are responsible for maintaining records according to the retention schedule, whether those records are stored electronically or in paper. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met, regardless of the records storage medium.

Audits and Legal Action

Agency records may be subject to fiscal, compliance or procedural audit. If an agency should maintain records longer than the approved retention period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records that are subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings, or open records matters. These records must be retained at least until all legal or investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

Vital Records

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an

agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

Confidential Records

While all records created, used, and maintained by government agency personnel are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is determined by the state's Open Records laws and other relevant state or federal statutes and regulations. Restriction of public inspection of confidential records may apply to the whole record or only to certain information contained in the record.

Kentucky's public records are considered open for public inspection unless there is some specific law or regulation that exempts them. Agency personnel who believe certain records are confidential should submit a citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority. **State agency heads have the responsibility to know all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained by their agency and to see that those laws are enforced.** Even though a record series may or may not be marked confidential on a retention schedule, contradictory laws or regulations that are passed after the schedule has been approved must be honored.

Copies of Records

Agency personnel often make copies of records for internal use or reference purposes. Agencies should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful.

Updating the Retention Schedule

Per 725 KAR 1:010, the head of each state government agency is required to designate a member of his or her staff to serve as a records officer. The agency records officer represents that agency in its records-related work with the Archives and Records Management Division. The agency records officer is responsible for assisting the Archives and Records Management Division in drafting a records retention schedule, and in finding any schedule updates to bring before the Commission. The retention schedule should be reviewed on a regular basis to suggest appropriate changes to the Commission.

Kentucky Historical Society

The Kentucky Historical Society was created by the General Assembly in 1880. Pursuant to KRS 171.311-171.395 and, as set forth in its charter, the goal of the Kentucky Historical Society is to collect, maintain, and preserve authentic records, information, facts and relics connected with the history of the Commonwealth and to promote a wider appreciation of American heritage. The Society is governed by an Executive Committee, whose members are elected by its general membership. The Society was reorganized by Executive Order 91-518, effective June 16, 1991 and confirmed by HB 139 during the 1992 Session of the General Assembly. The Collections and Preservation Division and the Resource Development Division were abolished. In 1994, the Society Services Division was replaced by the Oral History and Educational Research Division. The Society has four divisions: Research and Publications, Administration, Museum, and Oral History and Educational Research. The divisions are headed by a director appointed by the Executive Committee of the Kentucky Historical Society. KHS operates the Old State Capitol, the Kentucky Military History Museum and its headquarters, the Thomas D. Clark Center for Kentucky History. Since 1999, the thirty-million-dollar Center has welcomed more than one million visitors.

RECORDS RETENTION SCHEDULE

Signature Page

Kentucky Historical Society
Agency

December 10, 2009
Schedule Date

Unit

September 10, 2015
Change Date

September 10, 2015
Date Approved By Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Kat Williams
Agency Head

8-14-15
Date of Approval

Debra Thomas
Agency Records Officer

8/14/2015
Date of Approval

Wayne Ouhet
State Archivist and Records Administrator
Director, Public Records Division

9/10/15
Date of Approval

Wayne Ouhet
Chairman, State Archives and Records Commission

9/10/15
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Joseph Isaac
Records Analyst/Regional Administrator

August 21, 2015
Date of Approval

Ann Saly
Appraisal Archivist

9/9/2015
Date of Approval

[Signature]
State/Local Records Branch Manager

9/10/15
Date of Approval

The determination as set forth meets with my approval.

Brian Lykins
Auditor of Public Accounts

9/10/15
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Archives and Records Management Division
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Kentucky Historical Society
Administration

Record Group
Number
1370

Series	Records Title and Description	Function and Use
02006	History Exhibit Files	This series documents the exhibits created by the Kentucky Historical Society for use at the Thomas D. Clark Center for Kentucky History, the Old State Capitol, the Old State Arsenal, online exhibits and in the History Mobile.
	Access Restrictions	None
	Contents	Series may contain: Concept drawings; researcher notes; correspondence; evaluation forms with names and contact information; lists of documents, artifacts and images; invoices; forms for user agreements, permissions and rights; photo documentation of the exhibition; and related documents.
	Retention and Disposition	Evaluation forms may be destroyed when no longer useful. All other information/documents are retained Permanently.
02007	KY Junior Historical Society Awards Files	This series documents the Kentucky Junior Historical Society (KJHS), an outreach program of the Kentucky Historical Society that encourages the youth of Kentucky to appreciate and understand the people, places, and events that have given Kentucky its own unique place in history. KJHS believes that this goal is best met in the local communities where students live. Since 1961, KJHS has operated through a network of chapters normally organized at the school level and led by a teacher.
	Access Restrictions	None
	Contents	Series may contain: List of project and individual winners at the Kentucky Junior Historical Society convention held each Spring (name, project name, type of project, award given); list of winners of special awards (club of the year and member of the year).
	Retention and Disposition	Retain Permanently.
02020	Donor Files	This series documents the donors and their donations to the Kentucky Historical Society (KHS) Special Collections, Museum and Library. Also included, are records documenting the purchase of items by KHS. These files contain the correspondence between KHS staff and potential donors as well as the documentation necessary to transfer legal custody/ownership of collections to KHS. In many instances, this series will document the research conducted by curators, which are then used by researchers wanting to study particular items.
	Access Restrictions	KRS 61.878(1)(n) By Donor Request.
	Contents	Series may contain: Certificate of Gift/Deed of Gift (donor name and contact information), temporary custody forms, donor questionnaires, transfer forms, purchase receipts, processing check lists, related correspondence, catalog cards, research, finding aids, transcriptions, log book and related documents.
	Retention and Disposition	Retain according to accessioning policy.
05926	Kentucky Cemetery Records	This series documents cemetery information gathered and provided to the Kentucky Historical Society (KHS) by volunteers throughout our beloved commonwealth. Documented, are hundreds of thousands of names transcribed from gravestones across Kentucky. Volunteers have documented graves, from urban cemeteries to rural plots, as part of the Kentucky Cemetery Records Project.
	Access Restrictions	None
	Contents	Series may contain: Photos, cemetery locations, plot numbers, names, dates and related documents.
	Retention and Disposition	Retain Permanently.

STATE ARCHIVES AND RECORDS COMMISSION
Archives and Records Management Division
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Kentucky Historical Society
 Administration

Record Group
Number
1370

Series	Records Title and Description	Function and Use
05927	Loan Files	This series documents incoming and outgoing loans from the collections of the Kentucky Historical Society. Artifacts and archival materials are loaned or borrowed to/from KHS for exhibition or research purposes.
	Access Restrictions	None
	Contents	Series may contain: Contracts/agreements, facility reports, condition reports, related documents and correspondence.
	Retention and Disposition	Retain Permanently.
05954	KY Historical Society Collections	This series documents the historical collections held by the Kentucky Historical Society. According to KRS 171.311, the Kentucky Historical Society shall collect, maintain and preserve authentic records, information, facts and relics connected with the history of the Commonwealth and the genealogy of her peoples; and promote a wider appreciation of the American heritage, with particular emphasis on the advancement and dissemination of knowledge of the history of Kentucky. The society may receive and hold by donation or devise, real or personal property to any extent and may, by gift, loan, purchase, or otherwise hold books, papers, documents, historical memorials and any other articles suited to promote the objects of the society, but all such property shall be held in trust for the Commonwealth of Kentucky according to the terms of acceptance.
	Access Restrictions	None
	Contents	Series may contain: Audio recordings, video recordings, artifacts (furniture, fine art, flags, textiles, farm equipment, machinery, automobiles, clothing, decorative arts, weapons, etc.), books, broadsides, genealogy, microform, pamphlets, manuscripts (letters, speeches, sheet music, research notes, etc.), photographs, maps, negatives (glass plate, safety film, nitrates, etc.), slides, lantern slides, business records, related documents and related correspondence.
	Retention and Disposition	Retain according to accessioning policy.
05955	Membership Files	This series documents the Kentucky Historical Society's (KHS) membership (KRS 171.311). KHS has seven (7) membership categories: Student; Individual; Senior Individual; Family; Senior Family; Institutional; and Friend. Members receive complimentary admission to the entire KHS history campus, including the Thomas D. Clark Center for Kentucky History, Old State Capitol and Kentucky Military History Museum. Members also receive the latest information about programs, services and initiatives through the Chronicle, a quarterly publication filled with articles and images.
	Access Restrictions	None
	Contents	Series may contain: Member name, contact information (address, phone number, email) , membership level, amount of dues paid, membership expiration.
	Retention and Disposition	Retain active files. Update information as needed.
06049	Reference Requests	This series documents the reference requests received by the Kentucky Historical Society. KHS staff receives and responds to questions from the public, researchers and state employees about Kentucky history topics and the KHS collections.
	Access Restrictions	KRS 61.878(1)(a) Personal Information.
	Contents	Series may contain: correspondence and contact information (address, phone number, email).
	Retention and Disposition	Retain for five (5) years.

STATE ARCHIVES AND RECORDS COMMISSION
Archives and Records Management Division
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Kentucky Historical Society
 Administration

Record Group
Number
1370

Series	Records Title and Description	Function and Use
06374	Volunteer and Intern Verification File	This series documents applications, verifications, background checks and other related documents for KHS volunteers and interns. All volunteers and interns are subject to criminal background checks before being assigned. KHS is committed to encouraging the involvement of volunteers and interns at all levels in the organization and within all appropriate programs and activities.
	Access Restrictions	KRS 61.878(1)(a) Personal information
	Contents	Series contains: Application, resume/CV, name and contact information of volunteer/intern and applicant's references, signed photo release, liability waiver, criminal background report (received from the Kentucky Administrative Office of the Courts or a national background company) and related documents.
	Retention and Disposition	Update as needed. Retain for five (5) years after last volunteer or intern assignment.
06443	Kentucky History Award Nomination File	This series documents nominations for the Historical Society's annual Kentucky History Awards This program recognizes outstanding achievements by historians, public history professionals, volunteers, business and civic leaders, communities and historical organizations throughout the commonwealth. KHS encourages organizations, individuals and communities across the state to nominate deserving projects and individuals for their efforts to promote the preservation, awareness and appreciation of state and local history. Members of the public (individuals and institutions) submit a formal nomination form about a history related project with which they have been involved. The applications often include large binders with photographs, text and other documentation. A group of judges reviews each of the applications and chooses winners. KHS then announces the winners at the KHS annual meeting.
	Access Restrictions	KRS 61.878(1)(i) and (j) - preliminary materials only - no longer restricted once winner is announced
	Contents	Series may contain: nomination forms; project binders; judges' evaluation sheets; press release announcing winners; and promotional materials (press releases, handouts at the event, etc.).
	Retention and Disposition	Retain until two (2) years after the winner is announced, then destroy.
06531	Governor's Ambassador Award File	This series documents nominees for the Governor's Ambassador Awards. These awards have been given annually since 2009 to recognize exemplary Commonwealth employee accomplishments that reflect initiative, leadership, increased efficiency, and a strong commitment to service. Individuals or groups of employees may be nominated. Nomination categories are Community Service/Volunteerism, Courage, Leadership, Professional Achievement, Customer Service, or Teamwork. Supporting documentation may not exceed ten pages and may not include CDs, booklets, videotapes, VHF cassettes or DVDs. Winners receive a commemorative brick placed outside the Historical Society.
	Access Restrictions	
	Contents	Series contains: Nomination Form (Name, job title, agency and contact information of nominee(s); date(s), category, description and impact statement of accomplishment; name, agency, contact information, and relationship to nominee of employee making nomination) and any supporting documentation for the Governor's Ambassador Award.
	Retention and Disposition	Retain files of the award winners until scanned and checked by KHS staff, then transfer to State Archives for permanent retention. Retain files of non-winners for five (5) years, then destroy.

STATE ARCHIVES AND RECORDS COMMISSION
Archives and Records Management Division
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Kentucky Historical Society
Administration

Record Group
Number
1370

Records Title Series and Description	Function and Use
06611 Deaccession File	This series documents all activity involved with the decision and disposal process for each item removed from the Kentucky Historical Society Collections (Records Series 05954). KHS periodically deaccessions and disposes of items in its collections. The term "deaccessioning" refers to the internal procedures by which an object may be removed from the official inventoried collection of the KHS. Items considered for deaccession follow a set of recommendation, decision, and disposal procedures set forth by KHS's collections policy which is approved by the Collections Committee and the Executive Committee.
Access Restrictions	
Contents	Series may contain: Deaccession Assessment Form (provenance, deaccession recommendations, disposal recommendations, and a photograph) ; copies of the information about the item, copies of minutes from the collections committee meeting, and copies of the minutes from the Executive Board meeting containing approval.
Retention and Disposition	Retain permanently in agency.

STATE ARCHIVES AND RECORDS COMMISSION
Archives and Records Management Division
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Kentucky Historical Society
 Kentucky Oral History

Record Group
Number
1370

Series and Description	Function and Use
05953 Oral History Collection	<p>This series documents the Kentucky Oral History Collection provided by the Kentucky Oral History Commission (KOHC) and Kentucky Oral History projects undertaken by the Kentucky Historical Society. KOHC is a nationally recognized program that has provided for the collection of more than 25,000 oral history interviews. The commission's collection of nearly 9,000 interviews is available to the public at the Thomas D. Clark Center for Kentucky History in Frankfort. Cataloged by county or by project, the interviews contain the irreplaceable recollections of Kentuckians from all walks of life. From tenant farmers and lay midwives to political leaders and nationally acclaimed authors, to general community histories with elderly residents. This collection provides unique information on life in Kentucky during the early 20th-century, while over 60 special projects on topics such as tobacco, quilting, the Civilian Conservation Corps and Vietnam Veterans offer a more in-depth look at various aspects of Kentucky history. Interviews conducted for the award-winning Ohio River Portrait project are included in this collection and complement a series of photographs housed in the special collections department of the Kentucky Historical Society. KOHC reaches across the state to record and preserve the diverse stories that are a part of Kentucky's rich and colorful history. A grant program that provides financial and technical assistance to academic and community oral historians is responsible for the collection of the majority of interviews. The commission also offers workshops, sponsors state conferences and participates in collaborative projects with other agencies and institutions.</p>
Access Restrictions	KRS 61.878 (1)(a) Personal Information
Contents	Series may contain: Date of interview, tape log, transcript, photos, release form, index, family papers, service records, newspaper clippings, press releases, video and related documents and related correspondence.
Retention and Disposition	Retain according to accessioning policy.

STATE ARCHIVES AND RECORDS COMMISSION
Archives and Records Management Division
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Kentucky Historical Society
Library

Record Group
Number
1370

Series	Records Title and Description	Function and Use
03074	Researcher Use Form	This series documents researchers of the Kentucky Historical Society library, archival and artifact collections. These forms are used to document researchers, track research trends, provide information about the last person to use an item if questions arise.
	Access Restrictions	None
	Contents	Series may contain: Researcher use form (name, address, materials used, reproduction fees, research topic).
	Retention and Disposition	Destroy when administrative value has ceased and/or when no longer useful.

STATE ARCHIVES AND RECORDS COMMISSION
Archives and Records Management Division
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Kentucky Historical Society
Research and Interpretation

Record Group
Number
1370

Series	Records Title and Description	Function and Use
05873	Historical Highway Marker Program Files	This series documents the Kentucky Historical Highway Marker Program, administered by the Kentucky Historical Society (KHS) in cooperation with the Kentucky Transportation Cabinet. This program began in 1949 and commemorates historical sites, events, and personalities throughout the commonwealth. To date, there are over 2000 markers throughout Kentucky and KHS approves approximately 30 applications yearly.
	Access Restrictions	None
	Contents	Series may contain: Application (name, address, contact information), validating documents, related documents and related correspondence.
	Retention and Disposition	Retain Permanently.

Electronic System With Included Records Series

Tourism, Arts and Heritage Cabinet

Kentucky Historical Society

System Description: CONTENTdm is a software used for the storage, management, preservation, and delivery of digital collections. Kentucky Historical Society utilizes this software to make portions of its archival, library, image, and artifact collections available to the public via the Kentucky Historical Society Digital Collections website, where content may be viewed, browsed, and searched. CONTENTdm contains two modules. The first module is used by agency staff to upload images and input metadata related to that content. The second module is web-based and allows users to update and edit metadata. Changes to the look and functionality of the website are controlled through PHP files located on the server.

System Contents: CONTENTdm provides access to the Kentucky Historical Society's Digital Collections, which include: digital images, archival records, graphics, audio and video files, and other resource materials for researchers.

Gen. Schedule Items:

System Title: **CONTENTdm**

Alternate Title: **DCC or CDM**

<i>Series #</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
02020	Donor Files	Retain according to accessioning policy.
05953	Oral History Collection	Retain according to accessioning policy.
05954	KY Historical Society Collections	Retain according to accessioning policy.

Electronic System With Included Records Series

Tourism, Arts and Heritage Cabinet

Kentucky Historical Society

Special Collections & Reference Services

System Description: This system functions as the collections management system for the Special Collections of the Kentucky Historical Society. The purpose of the system is to help staff track and maintain KHS archival collections. Past Perfect also allows staff to easily research the collections for staff and the public. The system also allows users to track items used in exhibitions, temporary custody, loans and deaccessions.

System Contents: The system has four main modules. The Archives module tracks archival collections at KHS. The Photographs module is an itemized listing of photographs at KHS. The Objects catalog is used for Special Use artifacts. The library module is not used.

Gen. Schedule Items:

System Title: **Past Perfect**

Alternate Title:

<i>Series #</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
02020	Donor Files	Retain according to accessioning policy.
05953	Oral History Collection	Retain according to accessioning policy.
05954	KY Historical Society Collections	Retain according to accessioning policy.

Electronic System With Included Records Series

Tourism, Arts and Heritage Cabinet

Kentucky Historical Society

System Description: WorldShare Management Services is an integrated library system used to catalog, manage, and provide access to library and archival materials. It is also utilized by agency staff to manage the accounts of internal users and patrons. Search and retrieval of information in WorldShare can be done through Kentucky Historical Society's online catalog, which is available to the public. Bibliographic and holdings information for materials is entered by agency staff. Records for unique materials are created by Kentucky Historical Society staff. Information describing archival collections is also entered into the system as a way for researchers to find relevant original materials.

System Contents: WorldShare Management Services contains machine-readable cataloging records (MARC records) for library and archival materials. The system also contains patron and staff user account records which are created and maintained by Kentucky Historical Society staff.

Gen. Schedule Items:

System Title: **WorldShare Management Services** Alternate Title: **WMS**

Series #	Series Title:	Disposition Instructions:
02020	Donor Files	Retain according to accessioning policy.
05953	Oral History Collection	Retain according to accessioning policy.
05954	KY Historical Society Collections	Retain according to accessioning policy.