

Kentucky Department for Libraries and Archives

Digital Image Transfer Policy

Grant Projects

The Kentucky Department for Libraries and Archives (KDLA) requires a copy of all digital images created through the Local Records Grant Program as issued through the Local Records Branch to be sent to KDLA for storage on the KDLA servers as an additional security copy. This includes digital images captured in the creation of security microfilm and projects that are solely for digitization. These copies may be sent through any shipping method on non-returnable removable media (removable drives are preferred).

A records transmittal must be submitted along with the files. This shall not include a list of the files, but shall consist of a content list including all record types, book/document titles and numbers, date ranges associated with them, and any other identifying information. The transmittal shall also include any known missing pages and books within the timeframe of the records submitted to KDLA. Failure to include transmittals and any missing contents shall result in a failure of quality assurance process.

Quality control shall be performed and charged at the current rate.

Local access shall be provided to digital images of the permanent, non-restricted records in the Archives Research Room.

Non-Grant Projects

For non-grant projects, KDLA requires that digital copies of all permanent records be sent to be stored by KDLA as an additional security backup. Unless otherwise agreed, copies of non-grant images and their content shall not be disseminated by KDLA to any individual or body other than to the creating agency for access the backup copy. Digitized records of a non-permanent retention status are not required to be sent to KDLA, but exemptions shall be considered based on historical and administrative value of the records on a case-by-case basis at the request of the creating agency.

A records transmittal must be submitted along with the files. This shall not include a list of the files, but shall consist of a content list including all record types, book/document titles and numbers, date ranges associated with them, and any other identifying information. The transmittal shall also include any known missing pages and books within the timeframe of the records submitted to KDLA. Failure to include transmittals and any missing contents shall result in a failure of quality assurance process.

Quality control shall be performed and charged at the current rate.

File Format and Organization

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project.