



Kentucky Department for  
Libraries and Archives

## **Local Records Program Grant Guidelines**

DRAFT

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## **Contact Information**

If you are a local government agency and are considering applying for a grant, please contact your Regional Administrator (RA). If you are unsure in which region your agency is located, consult the Kentucky Department for Libraries and Archives (KDLA) website.

## **I. Introduction**

### **Program Overview**

The Kentucky Local Records Grant Program (LRPG) was created in 1984. Since that time, it has provided millions of dollars to local governments to support preservation of local records. This has been done primarily through grants for security microfilming, digitization, preservation, salary grants, and shelving and equipment purchases. Funding for the grant program is derived from a \$1.00 fee collected by county clerks on legal processes and instruments. In accordance with KRS 142.010(5), ninety percent (90%) of all funds allocated to the Department for Libraries and Archives for the Local Records Program Grant shall be set aside for grants to county clerks and distributed annually. If there are insufficient grant applications from county clerks to distribute 90% of all funds, the Department for Libraries and Archives may grant those funds to other agencies.

The Commissioner of KDLA distributes the grants after receiving notice of awards from the State Libraries, Archives, and Records Commission per 725 KAR 1:050. Official award status occurs with the notification of award and the receipt of the fully executed contract by KDLA. The LRPG operates within the state fiscal year, July 1 through June 30. General information about the grant program and the grant application are available on the KDLA website.

### **Regional Administrator (RA) Assistance**

Regional Administrators are available to consult with applicants for project specification(s) RAs are able to answer questions about the grant application, but are not permitted to write LRPGs on behalf of the applicant. Applicants are encouraged to discuss their LRPG project with their RA before submitting their application for the LRPG to ensure compliance with the regulation.

### **Eligible Applicants and Projects**

725 KAR 1:050(1) states “Any local government office interested in improving the management and preservation of its public records” is eligible to apply for a LRPG. Successful applications will clearly demonstrate how LRPG funds will be used to improve the management and preservation of local public records in accordance with 725 KAR 1:050(3) and (6). These activities include:

- (1) Security microfilming permanent, vital, and/or archival records. Security microfilm created with Local Records Program Grant (LRPG) funds must adhere to standards and procedures and be

done through a certified micrographics laboratory or vendor as defined in the *Microfilming and Digital Imaging of Public Records: A Procedural Guide*. A list of currently certified laboratories may be obtained from the department's web site;

- (2) Creating digital counterparts and/or digital indexes of born-analog permanent, vital, and/or archival records. Digital images or indexes created with LRPG funds must adhere to standards and procedures described in *Microfilming and Digital Imaging of Public Records: A Procedural Guide*;
- (3) Records preservation, conservation, or restoration projects for at risk or affected permanent, vital, and/or archival records. These projects should adhere to current archival best practice and standards. These projects can include, but are not limited to, services to preserve at-risk records or mitigation of existing damage;
- (4) Purchasing supplies and equipment that promote preservation, conservation, or restoration of permanent, vital, and/or archival records, including but not limited to, archival quality boxes and folders, shelving, cabinets, and microfilm reader/scanners;
- (5) Establishing a local government records management program or archives. This may include salary for hiring new staff. These funds are not designed for ongoing support, and they cannot be used to replace salary funds already being expended by a local government. Salary support can only be used for compensation of wages up to 40 hours per week, and cannot be used for overtime, taxes, or any other fringe benefits;
- (6) Arranging and describing permanent, vital, and/or archival records, according to generally accepted professional standards of records management and archival theory and practice;
- (7) Codification of ordinances, orders, resolutions, motions, etc. for cities and counties. Codification projects will adhere to *Policy Memorandum on Approved Codification Services Vendors and Codification Grant Applicants/Recipients* (PM 2021-01).
- (8) Limited records management for records with less than permanent retention(s) to assist in maintaining usability and accessibility for the entirety of the defined retention period(s). Records management tasks for these records may include purchase of storage, projects to provide for long-term storage, or access of records with multiple retentions. These projects should have clearly defined, specific, and time-limited parameters and be recognizable as part of established records management policies, procedures, and goals for the local agency. These funds shall not be used for ongoing records management support.

#### Other Eligibility Requirements

- Previous LRPG recipients with open LRPGs are not eligible to apply for additional LRPG funds or projects until all prior LRPGs are finalized and KDLA has issued the closeout letter.

- Local officials are eligible to apply for one (1) LRPG per grant cycle.
- Security Microfilming Record Cut-off Date:  
To allow for the uniform preservation of permanent records, the security microfilming of permanent records adheres to a rolling ten (10) year cut-off date.

Examples:

- Calendar year 2011 and older records are eligible to be security microfilmed in FY23 grant cycles.
- Calendar year 2012 and older records are eligible to be security microfilmed in FY24 grant cycles.

For specific records questions, please contact your Regional Administrator.

### **Project Costs Considerations**

Equipment eligible for funding should meet archival standards. This may include, but is not limited to, microfilm reader/printers or reader/scanners, hanging-file storage, microform storage cabinets, map/plat cabinets, file cabinets, and climate control and monitoring equipment.

Capital improvements, such as ground-up construction or additions to existing buildings, are not eligible project costs.

Fees for records destruction are not eligible project costs.

Upload and Link/Marry tasks are not eligible projects costs.

## **II. The Grant Process**

All applications shall be submitted via KDLA's online application portal that includes a detailed project description, plan of work, and budget request. Any supporting documents should be completed as fully as possible with additional sheets attached if necessary. In signing the application and in accepting the LRPG award, applicants agree, in carrying out their projects, to abide by the criteria established in 725 KAR 1:050 and this guide.

Helpful Hints:

- Understand the responsibilities of all individuals involved in the grant project.
- Develop a realistic estimate of the funds, staffing, and time needed to undertake and complete the project during the grant period.
- Break the project into separate itemized sections to allow vendors to bid on each individual section.

- List the Series number for all security microfilming, scanning, and digitization project records. This information may be found in the Local Government Records Retention Schedules available on the KDLA website.
- For shelving grants, determine the per-unit cost, the number of units desired, and the total cost. Include any shipping and/or installation costs.

## Requirements

All LRPB applicants shall follow their locally adopted procurement requirements and procedures, and shall be required to attest to such compliance. The Project Specifications Form shall include a description of vendor services to be provided and/or work to be completed during the proposed project. Applicants are required to submit winning quote(s) or bid(s) in their entirety to KDLA with the grant application.

The Project Specification Form are available on the KDLA website. Be sure to list the record series title(s), inclusive date(s), retention series number(s), and volume of the record(s) selected for the project on the Project Specification Form.

Vendors making proposals on security microfilming and scanning/digitizing projects must conduct an onsite visit and provide an approximate cost based on the estimated number of pages and/or images and condition of the records. These vendors are required to follow Kentucky Department for Libraries and Archives policies and procedures as outlined in *Microfilming and Digital Imaging of Public Records: A Procedural Guide*, which is available on the KDLA website.

Vendors making proposals on preservation or conservation projects must conduct an onsite visit to survey any chemical or physical deterioration, or damage to the records in order to provide an approximate cost to repair or extend the life of the record(s).

The vendor site visit date must be included in the vendor proposal.  
Applications that do not include the Project Specification Form are ineligible for funding.

Salary grants are required to be completed within the fiscal year awarded. Salary grants are only awarded in the first Cycle (or Cycle 1).

Salary funds may not be combined with other funding requests within the LRPB application.

Salary grant applications require a Project Specifications Form.

Salary grants have a grant-reporting period of fifty (50) weeks at a minimum pay rate of \$15.00 per hour.

For equipment grants, maintenance/service agreements may be included as part of the initial purchase. LRPBs may fund two (2) year maintenance/service agreements, the equivalent of the eighteen (18) month grant reporting period. Once the expiration of the original maintenance/service

agreement has occurred, it is the sole responsibility of the applicant to maintain and/or upgrade equipment purchased with LRP funds.

Pre-award activities are not eligible project costs.

Vendors should include the cost of the transfer of digital images and indexes to KDLA in their bid responses and the cost shall not exceed \$250.

Grant funds must be deposited into a separate account. Funds cannot be co-mingled with other funds.

Agencies will be required to provide proof that funds were deposited into a separate account. If an agency is unable to deposit funds into a separate account, they will be asked to return the funds to KDLA. If an agency fails to deposit funds into a separate account, they will be asked to transfer funds into a separate account and provide proof of transfer, if they are unable to do so, the agency will be asked to return the funds to KDLA.

Bid proposals for micrographics services will only be considered from offerors whose laboratories are certified by the Kentucky Department for Libraries and Archives.

Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.

Roll microfilm used in this project must be polyester based.

Micrographics services offerors must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and must pass quality control inspection before payment is rendered.

Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offeror.

Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offeror.

Codification bids should follow the steps outlined in the Kentucky Department for Libraries and

Archives' revised *Codification Steps Policy for Cities* memorandum, dated October 15, 2021.

Submitted bid proposals/quotes must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on/quoted.

Offerors must provide services or materials within the term of the grant following the beginning of the FY and subsequent availability of state funds.

Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.

Submits a signed contract.

### **Completing the Application**

All applications shall be submitted via KDLA's online application portal. Applicants should supply information detailing the project summary and plan of work. Relevant supplemental information or materials may be added to support your proposal. These may include sample forms, letters of support, photographs, and/or descriptions of items or services that are part of the project and have not been noted or illustrated elsewhere in the application.

#### **Materials to be submitted with online application include:**

- 1) Project Specifications Form
- 2) Vendor quote and/or Bid
- 3) Supporting documentation as needed

### **Application Review**

Applications will be accepted on a rolling basis, when an application is received will determine the funding cycle in which it is presented.

Cycle 1: Applications received between January 1 and March 15 will be presented for funding at the June Commission meeting. Funding decisions made in this cycle will be issued in July.

Cycle 2: Applications received between March 16 and June 15 will be presented for funding at the September Commission meeting. Funding decisions made in this cycle will be issued in October.

Cycle 3: Applications received between June 16 and September 15 will be presented for funding at the December Commission meeting. Funding decisions made in this cycle will be issued in January.



Cycle 4: Applications received between September 16 and December 31 will be presented for funding at the March Commission meeting. Funding decisions made in this cycle will be issued in April.

After each application deadline, an administrative review is conducted on all applications by KDLA staff to confirm the application meets all legal requirements set forth in 725 KAR 1:050 and these Guidelines. In the two-week period after the application deadline, KDLA staff may contact the applicant for additional information. KDLA staff complete a review for eligible projects to assess how closely the project meets the criteria defined in 725 KAR 1:050. All applications meeting the legal requirements are forwarded to an Advisory Group of the State Libraries, Archives, and Records Commission for final review and funding recommendation to the State Libraries, Archives, and Records Commission. The State Libraries, Archives, and Records Commission meets quarterly and has sole legal authority to make the grant awards.

As set forth in 725 KAR 1:050(5), grant award selection criteria are as follows:

- (1) Category for funding fits within the scope of projects outlined in Section 3.
- (2) Urgency of the problem, such as significance and age of the records. Precedence shall be given to local government applicants with critical records problems, those with older records, and those with chronologically complete groupings of records;
- (3) Value and equity in the distribution of grants. The program shall include various types and sizes of local governments, and provide geographic distribution of grants;
- (4) Alignment of the proposed methods with accepted professional standards of records management and archival theories and practices;
- (5) Adequate security and protection of records. Local governments should house records in fire-resistant facilities, or state how the proposed project will safeguard the records in question. (See KRS 171.710 regarding the safeguarding of public records.)
- (6) Compliance with all legal requirements regarding custody and public access. This shall include complying with the requirements of the state's Open Records Law (KRS 61.870-876) and providing access to the public in an area with proper security and supervision;
- (7) Commitment by the local government to a comprehensive records management program. This shall include regular legal disposition of records in accordance with the records retention schedules covering the records of a local government agency, and may also include files control, segregation of inactive or noncurrent material from active files, selective microfilming (where appropriate), and training of records personnel in records management standards.
- (8) Ninety (90) percent of the grant funds shall be awarded to county clerks unless insufficient qualified applications are received.
- (9) Proposed project was not previously funded by LRPG.

### **Notification and Award Process**

Projects may be fully-funded, partially-funded, or denied funding based on criteria set forth in KAR (725 KAR 1:050), these guidelines, and availability of funds.

Once grant awards are determined, applicants selected for funding will receive:

- Award Letter (Notice of Award)
- Grant Award Summary
- Contract

Grantees must sign, date, and return the contract to KDLA. Once the contract is returned to KDLA, LRPGE funds will be requested and mailed to the grantee. The project may begin after the contract is fully executed and funds are received. No additional funds will be provided beyond those agreed to on the LRPGE contract.

Applicants not selected for funding will be provided written notification. Appeals to LRPGE award decisions are outlined in 725 KAR 1:050.

### **III. Post Award Activities**

#### **Grant Disbursements**

Grant funds are disbursed via check and mailed to LRPGE recipients after the contract has been signed and submitted to KDLA. A separate account must be established for your LRPGE Project. Under no circumstances should grant funds be mixed with other fund sources.

#### **Quality Control Inspections**

Quality control inspection prevents costly and time-consuming mistakes. The inspection of microfilm and/or digital images ensures that all records are legible and meet the standards set by KDLA. Rejected film and/or digital images must be refilmed/reshot and resubmitted until it passes quality control. Accepted copies of film will be designated as the security copy and will be stored in the KDLA Security Vault. Accepted copies of digital images will be securely stored on KDLA servers.

Grantees shall require microfilm vendors adhere to the *Microfilming and Digital Imaging of Public Records: A Procedural Guide*, which includes:

1. Coordination with RA to produce Title Targets
2. Filming records
3. Develop and inspect the masters
4. Send master copies to KDLA for quality control inspection
5. Upon passing quality control inspection master copies, and any digital images and indexes will be deposited with KDLA

If grantee follow-up is necessary to reimage unacceptable products, the new microfilm and/or digital images must be approved by KDLA Quality Control. Additional costs resulting from multiple quality control evaluations will be the responsibility of the grantee.

#### **Vendor Payments**

The Department for Libraries and Archives shall receive the security microfilm and copies of digital images and indexes upon completion of the project and before grantee renders payment to the vendor. See the *Microfilming and Digital Imaging of Public Records: A Procedural Guide* and the *Digital Image Transfer Policy*.

For projects that require submission and acceptance of microfilm, digital images, and/or indexes to KDLA, payment shall not be released until all deliverables have passed quality control. Once they have passed, a Funds Release notice will be provided to the grantee to authorize payment to microfilming, scanning, and digitization vendors. For all other projects or tasks, invoices may be paid at the discretion of the grantee.

Reminders:

- Payment by grantee to microfilming vendors may not be released until the microfilm has passed KDLA Quality Control and has been accepted by KDLA.
- Payment by grantee to digitizing or scanning vendors may not be released until the digital images and indexes have passed KDLA Quality Control and have been accepted by KDLA.

## **Reporting Requirements**

The LRPG requires the completion of Project Status Reports to monitor project activities during the grant-reporting period. Only expenditures incurred within the inclusive dates of the awarded grant and in the approved budgeted line items may be claimed. Project Status Report forms will be sent to grant recipients electronically and are completed~~[every six months]~~ for the duration of the grant project. Reports are due on the dates listed in the Grant Award Summary, which all grantees receive after notice of award. Reports must include copies of all financial and programmatic records and supporting documents. Such documentation includes, but is not limited to, paid invoices, cancelled checks, deposit receipts, bank statements, and time and attendance records.

The last Project Status Report is considered the final report and should provide written confirmation of the completion of the project as well as proof that all LRPG funds are expended. On the rare occasion when unexpended funds remain after the completion of the project, the final report should note the remaining amount. If the amount is greater than \$25.00, the unexpended funds shall be remitted to KDLA and redeposited in the LRPG fund. The grant recipient shall retain amounts less than \$25.00 to use toward records management purposes and supplies.

If a project is completed before the scheduled end date, the final report can be submitted at that time.

The LRPG project is officially closed when all project activities are complete, payment is rendered to the vendor(s), the final Project Status Report is submitted and approved, and the grant recipient receives a closeout letter from KDLA.

## **IV. Additional Details**

## **Accounting and Auditing Requirements**

All LRPG documentation should be retained per the appropriate retention schedules. LRPG recipients must comply with the audit requirements set forth by the Commonwealth of Kentucky. If any litigation, claim, or audit begins, the records must be retained until such proceeding is resolved. Should any adverse finding occur, a copy of the audit, finding, and a report on final resolution must be forwarded to the Local Records Branch.

## **Project Modifications**

Grantees must submit in writing to the Local Records Branch Manager any requests for LRPG project changes that alter the scope of the project, the line-item budget, or project activities before any changes are made. Changes are not allowable until the grantee receives written approval from KDLA.

If a project is not expected to be completed within the specified timeframe, a contract amendment may be requested. This process is initiated by submitting a written request to the Local Records Branch Manager explaining the delay and requesting an extension. The Agency's Regional Administrator will complete an assessment of whether an extension is of merit and present their findings to the Local Records Branch and KDLA Commissioner or their designee. If approved, a contract amendment defining the new terms of the grant is forwarded to the grantee for signature.

## **Withdrawal of Awarded Grant Funds**

LRPG recipients can voluntarily withdraw from the project with thirty (30) days written notice to KDLA. After giving reasonable notification of unsatisfactory performance of conditions of the project and allowing thirty (30) days for the vendor to achieve compliance, KDLA has the right to terminate and cancel the LRPG contract. Such cancellation will be by written notice served on the grantee by certified or registered mail with return receipt requested. However, failure to complete a project due to early withdrawal may require return of funds advanced under the contract or return all unobligated/unexpended grant funds.

# Glossary

**Advisory Group**

A body appointed by the State Libraries, Archives, and Records Commission to serve as assigned on behalf of SLARC.

**Appraisal**

Process of determining the value and then the disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; their arrangement; and their relationship to other records.

**Backfile Conversion**

The process of scanning, indexing, and storing a large backlog of documents on an imaging system.

**Codification**

The systematic arrangement and organization of laws (ordinances and resolutions).

**Confidential Information**

Information or data exempted from public disclosure under Kentucky's Open Records Act (KRS 61.878), and other state and federal statutes and regulations with specific restrictions. Local government agencies have the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.

**Conservation**

Refers specifically to the physical treatment of individual damaged items. The repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible. Conservation counters existing damage, as distinguished from preservation, which attempts to prevent damage. Conservation does not always eliminate evidence of damage; restoration includes techniques to return materials to their original appearances (which may include fabrication of missing pieces). [Society of American Archivists]

**Custody**

The guardianship of records and manuscripts which may include both physical possession (protective responsibility) and legal title (legal responsibility) [Glossary of Terms (utah.gov)]

**Digitize/Digitization**

Creating a digital image that can be manipulated. For local records and preservation, digitizing allows images to be manipulated and indexed. Often used interchangeably with scanning (see below).

**Disposition**

Refers to what is done with records when those records are no longer needed for current business.

**Digital Index**

Metadata (similar to keywords) located within digital images that allows for searching and manipulation.

**Electronic Record**

“A record created, generated, sent, communicated, received, or stored by electronic means.” [KRS 369.102]. Any information recorded in a form that only a computer or other electronic device can process and that satisfies a state or jurisdiction’s definition of a record.

**Format**

How a record is kept, often called “medium.” Records exist in many formats and can include paper, microfilm, email, photographs, microforms, photographs, audio and video recordings, and electronic records, etc. [ARMA]

**Link and Marry**

The act of establishing a connection between one or more items within an agency’s data system.

**Medium**

A general term referring to the material (e.g., paper disk, tape) on which business information has been recorded and may subsequently be used for business purposes.

**Microfilm**

Reliable, long-term, standardized image format. Transparent film containing highly reduced copies of documents. May also refer to the high-resolution, low-grain film used to make such copies. Microfilm may be created in rolls, sheets (microfiche), strips (usually in jackets), or chips (usually in aperture cards). Standard widths of roll film include 35 mm and 16 mm. Microfilm may use gelatin silver, diazo, or vesicular processes to form the images. [SAA]

**Permanent Record**

Records appraised as having historical, informational, or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal, or fiscal functions. These records may be destroyed only after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.

**Preservation**

The activity that reduces or prevents damage to extend the life expectancy of collections through practical management. Protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property. The act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment. [SAA]

**Public Record**

“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). Public records are recorded information that is created or received by a state or local government agency in any format, which documents a transaction or activity by or with any public official or employee of that agency.

### **Public Agency**

“Every state or local office, state department, division, bureau, board, commission, and authority; every legislative board, commission, committee and officer; every county and city governing body, council, school district board, special district board, municipal corporation, and any board, department, commission, committee, subcommittee, ad hoc committee, council or agency thereof; and any other body which is created by state or local authority and which derives at least twenty-five percent (25%) of its funds from a state or local authority.” [KRS 171.410]

### **Regional Administrator (RA)**

Administrator of the local records program to local governments within a given region of the state, performing complex professional, administrative and consultative work.

### **Records Destruction Certificate**

Used by records officers to document the destruction of public records. The Records Destruction Certificate is provided by KDLA.

### **Records Inventory**

List identifying the location, name, and description of each records series, held by a state or local government agency. A completed inventory provides information essential to preparing a records retention schedule, with appropriate retention and disposition instructions, for records created and maintained by a state or local government agency.

### **Records Management**

The administrative and managerial activities related to managing records throughout their life cycle—from creation to their final stage of disposition, in which they are either destroyed or permanently preserved. May also refer to the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. [ARMA]

### **Records Management Program**

An effective program usually includes the following elements: obtaining strong policy and financial support from the governing or supervisory authority; developing policies and procedures for managing records and information; putting in place filing and indexing systems and tools; conducting an inventory of records; establishing and following records retention schedules; identifying and using technology appropriately to create, store, and retrieve materials; storing inactive records in a cost-effective and secure manner; destroying obsolete records in a timely and systematic manner and documenting their destruction; and identifying and preserving essential records. [CoSA]

### **Records Officer**

Person designated by the agency to serve as the official liaison with KDLA on records management issues and to coordinate records management within the agency. [725 KAR 1:010]

### **Records Retention Schedule**

The documents governing the retention and disposition of records series of a state or local public agency, and lists each record type, termed a “record series,” and each electronic records system created by a public agency. The documents that authorize the period of time that records are kept before they are destroyed or kept permanently. Records retention schedules are also sometimes used to identify essential records and to plan for their protection in an emergency. Most government agencies, from the federal level to the local level and the territorial and tribal levels, have mandated records retention and management requirements, governed by laws, rules, and regulations. Typically, there are two types of records retention schedules: General Records Retention Schedules, which cover commonly occurring cross-agency records, and Agency-Specific Records Retention Schedules, which list program records unique to a particular agency.

### **Records Series or Series Number**

A group of related records that are filed and/or used together as a unit and therefore are evaluated as a unit for retention purposes, e.g., a personnel file consisting of an application, reference letters, benefit forms, etc. [ARMA]

### **Retention Period**

Minimum length of time a record is to be maintained in an accessible format for administrative, legal, fiscal, historical, or other purposes.

### **Scanning**

Creation of digital image from physical record (paper, photograph, etc.). Often used interchangeably with digitize (see above).

### **Section**

An area in the grant application to list the plan of work or specific project activities.

### **Record Series**

A document or a set of documents maintained together because they relate to a particular subject or function, resulting from the same activity, taking the same form, or because of some other relationship arising out of their creation, receipt, or use.

### **Vital Record**

Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility.

### **Upload**

The act of or process of transferring data into an agency’s data system.



# Appendix

Applicants are encouraged to visit the KDLA website for any updated information concerning the grant program prior to submitting their applications.

## **Online Resources**

Local Records Program Grants

[Local Records Program Grants Kentucky Department for Libraries and Archives](#)

Local Government Records Retention Schedules

[Local Government Records Schedules Kentucky Department for Libraries and Archives](#)

Microfilming and Digital Imaging of Public Records: A Procedural Guide

<https://kdla.ky.gov/records/recmgmtguidance/Documents/MicrofilmingandDigitalImagingofPublicRecords-012616.pdf>

Policy Memorandum PM 2010-01: Storage of Public Records as Scanned Images

[https://kdla.ky.gov/records/Documents/PM2010-01\\_November%202021.pdf](https://kdla.ky.gov/records/Documents/PM2010-01_November%202021.pdf)

Ensuring Long-term Accessibility and Usability of Textual Records Stored as Digital Images: Guidelines for State and Local Government Officials

[https://kdla.ky.gov/records/Documents/Imaging%20Guidelines\\_November%202021.pdf](https://kdla.ky.gov/records/Documents/Imaging%20Guidelines_November%202021.pdf)

Transfer of Public Records: A Procedural Guide

<https://kdla.ky.gov/records/Documents/Records%20Transfer%20Procedures,January,%202010.PDF>

Digital Image Transfer Policy

[Digital Image Transfer Policy.pdf \(ky.gov\)](#)

Records Retention Scheduling: A Procedural Guide

[https://kdla.ky.gov/records/Documents/Retention\\_Scheduling\\_Guidelines-March-2016.pdf](https://kdla.ky.gov/records/Documents/Retention_Scheduling_Guidelines-March-2016.pdf)

Destruction of Public Records: A Procedural Guide

<https://kdla.ky.gov/records/Documents/Destruction%20Guidelines.PDF>

KDLA Certified Micrographics Vendors List

[Certified\\_Micrographics\\_Vendors.pdf \(ky.gov\)](#)

Policy Memorandum on Approved Codification Services Vendors and Codification Grant Applicants/Recipients (PM 2021-01).

<https://kdla.ky.gov/records/recmgmtservices/Documents/PM%202021-01%20Codification%20Steps.pdf>

## **Grant Forms**

Local Records Program Grants forms are available on the KDLA website:

<https://kdla.ky.gov/records/recmgmtservices/Pages/LocalRecordsProgramGrants.aspx>.

## **Sample Applicant Timeline:**

1. Develop project and create itemized specifications (consult RAs)
2. Follow local procurement requirements to obtain/select bids/quotes
3. Complete Local Records Program Grant Application
4. Submit application package

**Additional information regarding records management for Local Government Agencies is available from the Local Records Branch at Kentucky Department for Libraries and Archives: [www.kdla.ky.gov](http://www.kdla.ky.gov).**