



**Kentucky Department for Libraries and Archives  
Local Records Program  
Grant Guidelines**

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## **I. Introduction**

### **Program Overview**

The Kentucky Local Records Program 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, KRS 142.010 (5).

The Commissioner of the Department for Libraries and Archives awards grants after receiving recommendations from the State Libraries, Archives, and Records Commission per 725 KAR 1:050. Official award status occurs with the notification of award and the signing of a contract by the grant recipient. The grant program operates within the state fiscal year, July 1 through June 30. General information about the grant program and the grant application are available here: [Local Records Program Grants Kentucky Department for Libraries and Archives](#).

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

Grant applicants are strongly advised to consult with their Regional Administrator during project specification development and prior to submission of the grant application. Regional Administrators are available throughout the process for consultation with applicants and may review draft applications during the application review period. Please retain a copy of these instructions, as they will be useful in answering many of the questions you may encounter as the process advances.

### **Eligible Applicants and Projects**

725 KAR 1:050 maintains that “Any local government office interested in improving the management and preservation of its public records” is eligible to apply for a grant. Successful applications will clearly demonstrate how the grant funds will be used to ensure the maintenance and security of records deemed appropriate for preservation; and used to promote the effective and economical use of space, equipment and supplies needed for the purpose of creating, maintaining, and servicing records. These activities are defined in state regulations as “any project which seeks to improve the management and preservation of local public records,” including but not limited to:

(1) Security microfilming vital records (critical for the functioning of the office) or historically significant records using Archives and Records Management Division standards. Security microfilming carried out with local records grant funds must be done through a micrographics laboratory or service bureau certified by KDLA and officially recognized by the State Libraries, Archives, and Records Commission. A list of currently certified laboratories can be obtained from the department and is available here: [Certified Micrographics Vendors.pdf \(ky.gov\)](#).

(2) Rerecording projects, for rerecording damaged records or records originally recorded with a nonpermanent process and now losing their image, using archivally acceptable methods of recording on paper or microfilm.

(3) Document preservation projects, to carry out preservation or conservation measures on endangered records of historical significance.

(4) Purchasing document conservation supplies.

(5) Establishing a local government records management program or archives. This could include hiring or partially subsidizing the salary of a qualified archivist who will work with department personnel in initiating a specific, time-limited project according to department standards. Requests for salary support will be evaluated on a case-by-case basis. Such funds are not designed for ongoing support, and they cannot be used to replace salary funds already being expended by the local government. They can be used as short-term salary supplements.

(6) Arranging and describing archival holdings, according to standards and/or formats approved by the department.

(7) Purchasing supplies and equipment, which promote preservation of or access to archival materials, including acid-free boxes and folders, shelving, cabinets, and equipment to read microfilm.

(8) Codification of ordinances for cities and counties. Funds are available for production of initial codes but not for code supplements.

➤ Note: Grant applicants with open Local Records Program grants are not eligible to apply for a current grant until all prior grants are officially closed.

➤ Note: Grant applicants are eligible to apply for one (1) Local Records Program Grant per grant cycle.

➤ Note: Grant applicants that have previously received Local Records grant funds for Codification may apply for a second codification grant, but not for the same codes.

### **Eligible Project Costs**

Equipment eligible for funding includes microfilm reader/printers or reader/scanners, hanging-file storage, microform storage cabinets, map/plat cabinets, file cabinets, and portable air conditioning units and humidity control items.

Wood or plastic shelving is not eligible for funding. Due to the variety of shelving options on the market, it is important to check with your Regional Administrator to ensure that the shelving you have selected meets archival and grant program standards.

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.

## **II. The Grant Process**

Prior to contacting your Regional Administrator:

- 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 can be found in the Local Government Records Retention Schedules available on the KDLA website: [Local Government Records Schedules Kentucky Department for Libraries and Archives](#).
- For shelving grants, determine the per-unit cost, the number of units desired, and the total cost. Include any shipping and/or installation costs.

Once you have identified a need and consulted with your Regional Administrator, review the Local Records Program Grants schedule to see when the grant cycle is set to begin. Applications are only accepted during certain times of the year. The Local Records Program Grants schedule is available on the KDLA website: [Local Records Program Grants Kentucky Department for Libraries and Archives](#).

### **Invitation for Bid Proposal and Invitation for Bid Proposal Attachment**

All Local Records Program Grants applicants must comply with state and local procurement requirements to obtain bids as part of the grants process. Project costs are necessary to complete the grant application and to provide a basis for the grant budget. As a result, formal bids are required. Applicants must submit a minimum of three (3) eligible bid responses for each itemized Section within the application from a responsible bidder or offeror, as defined by statute.

Pursuant to KRS 45A.070 (6) of the Kentucky Model Procurement Code, “responsible bidder or offeror” means “a person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.”

### **Competitive Sealed Bidding and Soliciting Bids**

In conformance with KRS 45A.080 (3), you must advertise your Invitation for Bid. A copy of this advertisement must be submitted to KDLA with the grant application. KRS 45A.080 (3) stipulates that responsible bidders shall be given adequate public notice of the invitation for bids. The notice may be posted on the Internet or publication in the newspaper or newspapers of general circulation in the state as determined by the Secretary of the Finance and Administration Cabinet not less than seven

(7) days before the date set for opening of the bids. All bid responses, in their entirety, received by your office must be submitted to KDLA with the grant application.

KRS 45A.070 (4) Invitation for Bids means all documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in KRS 45A.080 of the Kentucky Model Procurement code. The Invitation for Bid Proposal is available on the KDLA website: [Local Records Program Grants Kentucky Department for Libraries and Archives](#). A bid proposal attachment is required and must be itemized by Section and include a detailed written description of the project that describes the type of work to be completed, as well as any equipment specifications. Be sure to list the title(s), date(s), retention series number(s), and volume of the record(s) selected for the project.

Vendors bidding 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:

<https://kdla.ky.gov/records/recmgmtguidance/Documents/MicrofilmingandDigitalImagingofPublicRecords-012616.pdf>. For security microfilming projects, the Invitation for Bid Proposal may only be distributed to KDLA certified micrographics laboratories. A list of certified laboratories is available on the KDLA website: [Certified Micrographics Vendors.pdf \(ky.gov\)](#).

Vendors bidding 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).

Because of the limited number of vendors available for some projects, solicitation of bids is allowed. As long as, at least three (3) qualified bidders reply, then solicitation is acceptable. Vendors may reply with a bid, or with a “no bid” letter and the reason for the “no bid.” Written documentation of bid solicitation may be accepted if the documentation shows date of vendor contact, name of vendor and vendor contact, and a copy of all vendor communication regarding the project.

#### Helpful Hints:

- Applications that do not include the Invitation for Bid Proposal and Invitation for Bid Proposal Attachment are ineligible for funding
- Applications that contain contractually signed (applicant/vendor) bid proposals are ineligible for funding
- Salary grants are only awarded in the first Cycle (or Cycle 1)
- Salary funds may not be combined with other funding requests within the grant application
- Salary grant applications do not require a completed Invitation for Bid Proposal or Invitation for Bid Proposal Attachment
- The vendor site visit date must be included in the vendor bid(s)
- Bid responses must be itemized by Section

- If the vendor charges for time spent evaluating the project, the activity is considered a pre-award expenditure and is an ineligible project cost
- Per diem/travel expenses are not eligible project costs
- Vendors should include the cost of the transfer of digital images and indexes to KDLA in their bid responses

### **Completing the Application**

Once all bid responses are received, you will select the lowest bid vendor(s) and include the bid total(s) in the applicable Sections within the application. The application is available on the KDLA website: [Local Records Program Grants Kentucky Department for Libraries and Archives](#). Applicants should supply information detailing a plan of work, goals, and outcomes. 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. When completing the application:

- For salary grants, show the estimated work hours for grant-funded individual(s). 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. Local Records Program Grants will fund (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 grant funds.

If three (3) bid responses are not included in the grant application, you must submit written justification stating the reason why three (3) bid responses could not be obtained. A determination of funding eligibility will be made based upon this explanation.

#### **To Do's:**

- Complete all Sections
- Confirm who can sign the application and make sure it is signed
- Double check that all application materials are included
- Contact RA to review application specifications

### **Application Review**

After the application deadline, an administrative review is conducted on all applications. This review checks the application for completeness (signatures, current forms, number of bids, etc.). After application review, your Regional Administrator completes a Grant Application Recommendation to assess how closely the project meets the criteria defined by 725 KAR 1:050. The application and recommendation are reviewed by the Local Records Branch as a whole. Applications that pass the administrative review are forwarded to the Local Records Grant review Committee for review and



funding recommendation to the State Libraries, Archives, and Records Commission. The Commission makes recommendation to the KDLA Commissioner for approval or denial of the application.

The criteria are:

(1) Urgency of the problem, significance and age of the records. The Commission and other groups will pay special attention to those local government applicants with critical records problems and to those with older records and with chronologically complete groupings of records.

(2) Value as a model and type for size and geographical location of the local government. The program strives to assure equity in the geographic distribution of grant projects. The program includes projects in various types and sizes of local governments, and a major goal is to provide model projects in all areas of the state.

(3) Soundness of the proposed methods. The methods of handling the records should conform to generally accepted professional standards of records management and archival theory and practice.

(4) Commitment of local government resources to the project and commitment to maintain the program or the lasting benefit of a specific project. The Commission and other evaluation groups will give preference to local governments, which commit some local resources to the proposed projects. Evidence of previous concern or commitment of support to improved local records management and preservation will also be important factors in the reviewers' evaluation.

(5) Adequate security and protection of records. Local governments should house records in secure, fire resistant facilities, or should 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 including 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 would include regular legal disposition of obsolete records in accord with the records retention schedules covering the records of a local government agency, and might 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 techniques.

### **Award Process**

Once grant awards are determined, applicants that were not selected for funding will be notified by letter. Applicants selected for funding will receive:

- Award Letter
- Grant Award Summary

- Vendor Notification Letter and Vendor Obligation Statement (sample)
- Contract
- Project Status Report Form

The Vendor Obligation Statement must be sent to the lowest bid vendor(s) along with the Vendor Notification Letter explaining that their bid was selected. These documents are available on the KDLA website: [Local Records Program Grants Kentucky Department for Libraries and Archives](#). You must sign, date, and return the contract to KDLA. Once the contract is returned to KDLA with the Vendor Notification Letter(s) and signed Vendor Obligation Statement(s), the project may begin. Grant funds may not be used for expenditures incurred prior to the official start of the grant period or incurred after the conclusion of the grant period. Grantees with salary grants may incur payroll expenses prior to receipt of grant funds.

Grant award decisions are final; however, denied applicants are encouraged to consult with their Regional Administrator to develop revised submissions for subsequent grant cycles. Projects may be fully funded, partially funded, or denied funding.

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

KDLA will prepare a media release for Local Records Program Grants project awards that may be shared with local area media outlets.

Grantees should begin organizing their records for the project and note their location. A Regional Administrator must review the records for proper preparation, which includes the creation of Title Targets for security microfilming and digitization projects.

### **Grant Disbursements**

Grant funds are disbursed via check and mailed to grant recipients after the contract has been signed and submitted to KDLA along with the completed Vendor Notification Letter(s) and Vendor Obligation Statement(s). A separate grant (bank) account must be established for your Local Records Program Grant Project. Under no circumstances should grant funds be co-mingled with other fund sources.

### **Working with Certified Microfilm Vendors**

Quality control inspection prevents costly and time-consuming mistakes. The inspection of microfilm ensures that all records are legible and meet the standards set by the Department. Accepted copies of silver film will be designated as the official copy and will be stored in the KDLA Security Vault. Rejected silver film must be reshot and resubmitted until it passes Quality Control. The Department for Libraries and Archives shall also receive copies of digital images and indexes upon completion of the project and before payment is rendered to the vendor.

Vendors should:

- I. submit a test roll of microfilm to KDLA for quality control inspection
- II. film remaining records
- III. develop and inspect the silver masters
- IV. send silver master copies to KDLA for quality control inspection
- V. deposit silver master copies, and any digital images and indexes with KDLA

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

### **Funds Release (Vendor Payments)**

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

### **Reporting Requirements**

The Local Records Program 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 can be obtained through the KDLA website [Local Records Program Grants Kentucky Department for Libraries and Archives](#) 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 should include copies of all financial and programmatic records and supporting documents. Such documentation include, but are 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 grant funds are expended. On the rare occasion when unexpended funds remain after the completion of the project, the final report should note the amount. If the amount is greater than \$25.00, the unexpended funds are remitted to KDLA and redeposited in the Local Records Program Grants 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 is submitted at that time.

The grant 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 the KDLA Commissioner.

## **IV. Additional Details**

### **Accounting and Auditing Requirements**

Financial records must be kept in accordance with GAAP (Generally Accepted Accounting Principles) and grant recipients must comply with the audit requirements set forth by the Commonwealth of Kentucky. The grant application, contract, contract amendments, and all project status and financial expenditure reports must be retained permanently. All other documents must be retained for three (3) years from the date of the official closeout letter. If any litigation, claim, or audit begins before the end of three (3) years, 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 grant project change that alters 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 letter to the Local Records Branch Manager explaining the delay and requesting an extension. Your 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. If approved, a contract amendment defining the new terms of the grant is forwarded to the grantee for signature.

### **Withdrawal of Awarded Grant Funds**

Grant 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 grant 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 to return funds advanced under the contract or return all unobligated/unexpended grant funds.

# Glossary

## **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). [\[SAA\]](#)

## **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. [\[ARMA\]](#)

**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.



# 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>

KDLA Certified Micrographics Vendors List

[Certified Micrographics Vendors.pdf \(ky.gov\)](#)

Digital Image Transfer Policy

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

## **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
2. Advertise/submit specifications and Invitation for Bid to potential vendors
3. Select lowest bid vendor
4. Complete application text
5. 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).**