



**Kentucky Department for Libraries and Archives
Archives and Records Management Division
LOCAL RECORDS PROGRAM GRANT
APPLICATION OVERVIEW (FY24 C2)**

PROJECT OVERVIEW

Local Government Name: Bowling Green Independent School District

Amount Requested: \$26,618.00

Amount Recommended: \$0

Proposed Project:

- Salary

The Bowling Green Independent School District (BGISD) is requesting grant funds from the Local Records Program Grant to review, separate, and store permanent student records from 1960 to present.

History and Specifications:

BGISD has previously received one Local Records Grant Program grant for salary to review, separate, and store permanent student records. Destruction Certificates are regularly submitted to KDLA and the Agency contacts the Regional Administrator with records management questions.

BGISD is requesting salary funds to review, separate, and store student cumulative records files for the Agency as part of a long-term project aimed at organizing and preparing these permanent records for digitization and preservation. The information is vital to the agency as it records a student’s cumulative school information. Currently, files are stored in filing cabinets in a designated room. Previous records personnel have combined series into single folders for ease of use but it has been recognized that these folders now contain multiple series, including several permanent series. As time allows, staff organizes these folders and re-files them per updated district records management policy.

Salary - Digitize Records

Various Records

1960-present

various series

COMPLIANCE REVIEW

Review: Salary projects are not fundable in Cycle 2 of the program (Guidelines, page 6).

The applicant consulted with the Regional Administrator prior to application submission:

Yes * No

This is an ongoing project.

LOCAL RECORDS BRANCH RECOMMENDATIO

Project Review (725 KAR 1:050): (5) Establishing a local government records management program or archives; (6) Arranging and describing archival holdings, according to generally accepted professional standards of records management and archival theory and practice.

Priority and Urgency: Mid Priority, Mid Urgency

Project Outcomes: Preservation, Access

FUNDING RECOMMENDATION

Based on Compliance Review and LRB Recommendation, the following is recommended:

Denial of the proposed project.

Denial of the grant project is recommended. This application does not meet administrative and compliance requirements. Salary grants are only available during open Cycle 1. Not all series in the project specifications have permanent retention. Salary information does not match requested funding. KDLA Local Records Branch recommends that BGISD resubmit this proposal during FY25 C1 for permanent records only.

\$25.10/hour x 80 hrs/month x 10 months = **\$20,080.00**
TOTAL FUNDS RECOMMENDED FOR DENIAL: \$26,618.00