



Kentucky Department for Libraries and Archives  
Local Records Program

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Grant Application

AUG 29 2023

LOCAL RECORDS

PROGRAM

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

**Email (preferred)**  
[LRB.Application@ky.gov](mailto:LRB.Application@ky.gov)

**Mail**  
Local Records Branch  
Kentucky Department for Libraries and Archives  
P.O. Box 537  
300 Coffee Tree Road  
Frankfort, Kentucky 40602-0537

**Fax**  
Local Records Branch  
(502) 564-5773

**Contact Information**

Local Government Agency:

Bowling Green Independent Schools

Applicant Name:  
(Records Custodian/Officer)

Camilla Sympson

Applicant Title:

Records Custodian

Primary Point of Contact:

Oshkea Carothers

Office Address:

1211 Center Street

Bowling Green, KY 42101

Phone Number:  
(Including area code)

(270)746-2200

Email Address:

oshkea.carothers@bgreen.kyschools.us

Federal ID Number:

61-6001390

**Project Summary**

Total Funds Requested: \$ 26,618.00

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

The Bowling Green Independent School District (BGISD) has plans to digitize all permanent records. Records include Student Cumulative Record Files, administration, attendance, curriculum assessment, ESS, facilities security, financial, food service, gifted and talented, grants, instruction, payroll, special education, student health which are not always stored chronologically. To this point we have not digitized records and have many years that can be added and reduce the amount of time staff looks for records when needed. In order to save space and save on the cost of hiring an outside entity to clean up all records before digitizing, the district would use grant funds to hire an employee to concentrate on preparing these records for digitization over the coming year. Space for permanent records consists of two full classrooms, with both file cabinets and storage boxes, which is located at the Bowling Green Learning Center, the alternative school for the district. Completion of the project will allow digitization, should the district decide to use an outside entity, to be less costly. However, once complete, the district may launch its own digitization program, again saving money. By digitizing records the district may be able to free up necessary classroom space as our student attendance increases. Being awarded this grant will provide a position to concentrate solely on permanent records/files.



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**Plan of Work**

Please list the lowest bid project vendor(s) for each section.

**Section I**

Purpose: organize and prep for digitization/microfilming for access and preservation

Vendor: Bowling Green Independent Schools  
 Vendor Contact: Oshkea Carothers  
 Vendor Address: 1211 Center Street  
Bowling Green, KY 42101  
 Vendor Phone and Email: oshkea.carothers@bgreen.kyschools.us

Records	Date	Series	Cost
see attached			
\$25.10 x 80 hours a month x 10 months			26,618.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section I Cost</b>			

**Section II**

Purpose: N/A  
 Vendor: \_\_\_\_\_  
 Vendor Contact: \_\_\_\_\_  
 Vendor Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section II Cost</b>			



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**Section III**

Purpose: N/A

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section III Cost</b>			

**Section IV**

Purpose: N/A

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section IV Cost</b>			

\*\* Please Attach Additional Sections, if needed\*\*



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Can these records be removed from the office during the project? Yes  No  N/A

In what format do these records exist? Select all that apply.

Paper  Electronic Files  Microfilm  Microfiche  Aperture Cards  Plats

Other: \_\_\_\_\_

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

Personnel records and student transcripts are stored at the central office. Other permanent records are stored at the Bowling Green Learning Center, the alternative school for the district. Two full classrooms are designated for Finance, student cumulative and special education records. The rooms are locked with only a few personnel having access. Being at a school site, the classrooms are climate controlled with both heat and air conditioning. Unfortunately, there is not a fire-resistant facility large enough in the district to house the records. Thus, the importance of the district digitizing permanent records.

### Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

The goal of the project is to prepare district permanent files for digitization, whether through an outside company or district initiated program. The recent tornados that devastated Bowling Green reiterated the fact that district files are vulnerable. A person working on this project will be able to focus solely on the destruction of unnecessary documents; thus, lessening the cost if the district were to hire an outside entity to digitize the records. The outcome of the year would be complete organization of the district's permanent record and advance KDLA's goals of records management within the district.

Our plan summary is as follows:

1. Utilize grant funds to hire a person to focus on Records Retention review and clean up. They will review stored files to separate permanent records from temporary records and create separate, manageable storage spaces for each.
2. Once these records are reviewed, separated, and those eligible for purging have been purged - then the records custodian will work on each section of records (student records, finance records, special education records, etc.) to determine the best way to digitize and store each record group. We found that the time frame of last years grant was not time to complete the task. We found that the task was longer and neglected more than we originally thought.
3. If, at this point, it is determined that using an outside company to assist with the digitization process then a bid will be submitted and find the most cost effective company to partner with BGISD to finalize this process.
4. In the end - records retention processes will be reviewed and streamlined. Training will be established and provided to all employees responsible for some part of the records custodial process, the records retention policy will be adhered to when identifying permanent vs temporary records, and electronic storage of all current records (and going forward) will be established.



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### Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

Each department is responsible for preparing records for storage. Permanent files are placed in file cabinets and marked "permanent" on the exterior of the file cabinet. Files which may be destroyed according to the retention schedule are placed in storage boxes and marked as to what the box contains and the destruction date on the exterior. Inactive files are stored separately from active files. No training with agency staff has been done to date, but this would be welcomed by the district for the person who is hired for the work.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

Easily accessed records are available to the public from 8:00 a.m. - 4:00 p.m. Monday through Friday. Otherwise, requests will be handled according to the law and records will be produced within five days. If the request involves a large amount of information, notice will be given within five days as to when the requester may expect to receive the records.

### Additional information/comments:

The district would use the grant to fund a part-time position (80 hours per month) for the 2023-2024 school year. This is a retired employee who has been trained and familiar with the process.

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

Yes. Becca Halbmaier made BGISD aware of this grant.



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### Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.


Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.


Yes  No



**Kentucky Department for Libraries and Archives  
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Attest:

  
Local Government Authorized Official Signature  
GARY FIELD Superintendent  
Printed Name and Title  
8/29/23  
Date

  
Official Custodian of Records  
CAMILLA SIMPSON Records Custodian  
Printed Name and Title  
8/29/23  
Date

**KDLA Public School District Records Retention Schedule**

**FY 2024 Grant Cycle 2**

	<b>Administration</b>	<b>Attendance</b>	<b>Curriculum Assessment</b>	<b>ESS</b>	<b>Facilities Maintenance</b>	<b>Facilities Security</b>	<b>Financial</b>
L2445	L5313	L1946 - L6468	L2368 - L6462	L4380	L5320 - L6718	L2644	L1803 - 5341
L3158	L5323		L5317				
L4464	L5329						
L4481	L5336						
L4492	L5796						
L5250	L5875						
L5297	L6352						
L5303	L6902						
L5304	L6909						
L5307	L6919						
L5311	L6933						
L5312	L6941						

	<b>Food Service</b>	<b>GT</b>	<b>Grants</b>	<b>Instruction</b>	<b>Payroll</b>	<b>Special Education</b>	<b>Student Health</b>	<b>Student Records</b>
L1876	L5354	L1849 - L5302	L2636	L1921 - L6655	L1973 - L6470	L2372	L1852 - L6911	
L2307		L2637				L3021	L5776	