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GOVERNOR

EDUCATION AND LABOR CABINET

Department for Libraries & Archives
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Jamie Link
SECRETARY

MEMORANDUM

TO: Public Agency Records Officers

FROM: Cathrine Giles, State Records Branch Manager

RE: State Records Center Storage Fee – Destruction Hold Fee

DATE: April 1, 2026

Beginning July 1, 2026, the Kentucky Department for Libraries and Archives will apply an increased storage fee of \$0.75 per cubic foot per month to all records that do not receive an agency's authorization for destruction.

For decades, the State Records Center has provided records storage and services for public agencies, including records pickup within Frankfort, interfiling, and destruction when records have met retention. However, we are nearing capacity at the State Records Center. Although we are working on solutions that increase our shelving space, the main way we make room for new shipments is the destruction of records that have met retention. We have determined that many records in storage have not been authorized for destruction and have been retained well past their retention period.

Remember that timely destruction of records is an important part of a good records management program. We understand that there may be some delay in obtaining approval to destroy records, and we will strive to ensure records officers receive the authorization to destroy requests in a timely manner.

We greatly appreciate your cooperation. Please contact me at Cathrine.Giles@ky.gov with any questions.