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MEMORANDUM

TO: Public Agency Records Officers

FROM: Cathrine Giles, State Records Branch Manager

RE: State Records Storage

DATE: July 21, 2026

This memorandum is to inform you that storage at the State Records Center has nearly reached capacity. **Effective immediately, storage services will be limited.** We will still accept transmittals emailed to state.records@ky.gov for review; requests for storage will be accepted on a case-by-case basis.

If your agency experiences a dire emergency during this time, such as the threat of citation if boxes are not removed or your agency has been impacted by disaster in a way that affects your ability to safely and securely store agency records, please contact us. We will do our best to assist you.

We anticipate having more shelving installed by the end of October 2026, which will add 35,952 cubic feet of space. Until then, the main way we make room for new shipments is the destruction of records that have met retention. When you receive our request for authorization of destruction, we ask that you respond in a timely manner.

We greatly appreciate your cooperation and patience while we try to accommodate as many agencies as possible. I apologize for any inconvenience. Please contact me at Cathrine.Giles@ky.gov with any questions.