

**Kentucky Department for Libraries and Archives  
Archives and Records Management Division  
Archival Services Branch**

**Handling Historic Records Policy**

- Customers may request records from one county or one agency at a time. Up to 4 volumes or 2 large/4 small boxes are allowed per request. A request must be returned before placing the next request. Allow up to 30 minutes for records to be retrieved.
- Requests for original records must be submitted before 3:15; however, customers are encouraged to request originals by 3:00 to allow adequate time for retrieval and research. Original records will be returned to the Archives Center by 3:45.
- **Tampering with public records is a Class D Felony (KRS 519.060)**, subject to prosecution. This includes marking on records, stealing records, concealing records, mutilating records, or removing records from public custody.
- Use records from one box and/or one file at a time. Do not open more than one box or one file at a time. Opening more than one item at a time will result in denial of access to the records.
- Replace records in the same order as originally found. Placeholders are provided to keep records from being misplaced or misfiled. Failure to maintain original order will result in denial of access to the records and could result in prosecution.
- Pens are not allowed and should not be used by customers in the Research Room. Make no marks of any kind on the records. Place nothing on top of the records. Failure to maintain proper physical care of the records will result in denial of access to the records and could result in prosecution.
- All original records must be photocopied by staff. See Duplication policy for more information.
- In order to preserve fragile original records, customers are required to use the duplicate version available on microfilm, when available.
- Do not remove archival records from Research Room. Stealing public records is a Class D Felony.
- Return cart and records to staff after use. You may make a photocopy of the Record Request Form at no charge. The original Record Request Form must be returned on the cart with the records.

**Tampering with public records is a Class D Felony**

Archives Research Room  
Kentucky Dept. for Libraries & Archives  
P.O. Box 537, 300 Coffee Tree Road  
Frankfort, KY 40602  
(502) 564-1770