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**LEGISLATIVE RESEARCH COMMISSION**

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**MEMORANDUM**

TO: Drew Preston, Local Records Branch Manager, KDLA

FROM: Emily Caudill, Regulations Compiler

RE: Proposed Amendment – 725 KAR 001:050

DATE: September 12, 2025

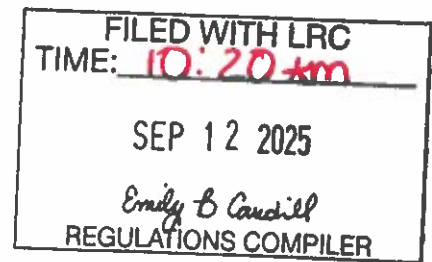
A copy of the administrative regulation listed above is enclosed for your files. If this administrative regulation follows the standard KRS Chapter 13A timeline, it would be tentatively scheduled for a full review by the Administrative Regulation Review Subcommittee at its **December 2025** meeting.

Pursuant to KRS 13A.280, *if* comments are received during the public comment period, a Statement of Consideration or a one-month extension request for this regulation would be due **by noon on December 15, 2025**. Please reference KRS 13A.270 and 13A.280 for other requirements relating to the public hearing and public comment period and Statements of Consideration.

If you have questions, please contact us at [RegsCompiler@LRC.ky.gov](mailto:RegsCompiler@LRC.ky.gov) or (502) 564-8100.

Enclosures





1 Education and Labor Cabinet

2 Department for Libraries and Archives

3 Archives and Records Management Division

4 (Amendment)

5 725 KAR 1:050. Records management program.

6 RELATES TO: KRS Chapter 171

7 STATUTORY AUTHORITY: KRS 171.450(2), 171.520

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.450(2) requires that the

9 department shall enforce the provisions of KRS 171.410 to 171.740 by appropriate rule

10 and~~[promulgation of]~~ administrative regulations. KRS 171.520 requires the department to

11 prescribe~~[establish]~~ the policies and principles to be followed by state and local agencies in the

12 conduct of their records management programs; to ensure the maintenance and security of

13 records deemed appropriate for preservation; to facilitate the segregation and disposal of records

14 of temporary value and to promote the effective and economical use of space, equipment and

15 supplies needed for the purpose of creating, maintaining, and servicing records. KRS 171.520

16 authorizes the department to administer and grant any money appropriated to it for providing and

17 improving records management programs of state and local agencies. This administrative

18 regulation establishes uniform policies in the administration of grants to local governments for

19 the improvement of records management programs.

1           Section 1. Eligibility of Applicants. Any local government office interested in improving  
2   the management and preservation of its public records may apply for a grant under the local  
3   records program by completing application forms available through the department~~[the Local~~  
4   ~~Records Program Grant Application]~~. For the purposes of this program, a local government  
5   office shall conform to the definition of~~[constitute a]~~ "public agency" as defined by KRS  
6   171.410(4)~~[61.870(1)]~~.

7           Section 2. Application Procedures. All applications shall be submitted on the Local  
8   Records Program Grant Application and include a detailed project description, plan of work, and  
9   budget request. Additional guidance~~[Supporting documentation]~~ ~~is~~~~[such as the Invitation for Bid~~  
10   ~~Proposal are]~~ established in the Local Records Program Grant Guidelines. Entries on the  
11   application form and any required supporting documents shall be ~~[typed and]~~ completed as fully  
12   as possible, with additional sheets attached if necessary. In signing the application and in  
13   accepting a grant award, applicants agree, in carrying out their projects, to abide by the criteria  
14   established in this administrative regulation.

15          Section 3. Categories for Funding. Any project to improve the management and  
16   preservation of local public records shall be considered. Categories for funding include, for  
17   example:

18          (1) Security microfilming permanent, vital, and/or archival records. Security microfilms  
19   created with Local Records Program Grant (LRPG) funds must adhere to the standards and  
20   procedures defined in Microfilming and Digital Imaging of Public Records: A Procedural Guide.  
21   A certified micrographics laboratory or vendor must be used. A list of currently certified  
22   laboratories may be obtained from the department's website;

1       (2) Creating digital counterparts and/or digital indexes of born-analog permanent, vital,  
2 and/or archival records. Digital images or indexes created with LRPG funds must adhere to  
3 standards and procedures described in Microfilming and Digital Imaging of Public Records: A  
4 Procedural Guide;

5       (3) Records preservation, conservation, or restoration projects for at risk or affected  
6 permanent, vital, and/or archival records. These projects should adhere to current archival best  
7 practice and standards. These projects can include, but are not limited to, services to preserve at-  
8 risk records or mitigation of existing damage;

9       (4) Purchasing supplies and equipment that promote preservation, conservation, or  
10 restoration of permanent, vital, and/or archival records, including but not limited to, archival  
11 quality boxes and folders, shelving, cabinets, and microfilm readers/scanners;

12       (5) Establishing a local government records management program or archives. This may  
13 include salary for hiring new staff. These funds are not designed for ongoing support, and they  
14 cannot be used to replace salary funds already being expended by a local government. Salary  
15 support can only be used for compensation of wages up to forty (40) hours per week, and cannot  
16 be used for overtime, taxes, or any other fringe benefits;

17       (6) Arranging and describing permanent, vital, and/or archival records, according to  
18 generally accepted professional standards of records management and archival theory and  
19 practice;

20       (7) Codification of ordinances, orders, resolutions, motions, etc. for cities and counties.  
21 Codification projects will adhere to Policy Memorandum on Approved Codification Services  
22 Vendors and Codification Grant Applicants/Recipients (PM 2021-01); and

1       (8) Limited records management for records with less than permanent retention(s) to  
2       assist in maintaining usability and accessibility for the entirety of the defined retention period(s).  
3       Records management tasks for these records may include purchase of storage, projects to provide  
4       for long-term storage, or access of records with multiple retentions. These projects should have  
5       clearly defined, specific, and time-limited parameters and be recognizable as part of established  
6       records management policies, procedures, and goals for the local agency. These funds shall not  
7       be used for ongoing records management support.

8       ~~[(1) Security microfilming vital (critical for the functioning of the office) or historically~~  
9       ~~significant records following the standards and procedures in Microfilming and Digital Imaging~~  
10       ~~of Public Records: A Procedural Guide. Security microfilming carried out with local records~~  
11       ~~grant funds must be done through a micrographies laboratory or vendor certified according to the~~  
12       ~~criteria established in the Microfilming and Digital Imaging of Public Records: A Procedural~~  
13       ~~Guide and officially recognized by the State Libraries, Archives, and Records Commission. A~~  
14       ~~list of the names of currently certified laboratories or vendors may be obtained from the~~  
15       ~~department's web site~~  
16       ~~(<https://kda.ky.gov/records/reemgmtservices/Pages/LocalRecordsProgramGrants.aspx>);~~

17       ~~(2) Rerecording projects, for rerecording damaged records or records now losing their~~  
18       ~~image, using archivally acceptable methods of recording on paper or microfilm;~~

19       ~~(3) Document preservation projects, to carry out preservation or conservation measures~~  
20       ~~on endangered records of major historical significance;~~

21       ~~(4) Purchasing document conservation supplies;~~

22       ~~(5) Establishing a local government records management program or archives. This may~~  
23       ~~include hiring or partially subsidizing the salary of a qualified archivist who will work with~~

~~department personnel in initiating a specific, time limited project. Requests for salary support shall be evaluated based on this administrative regulation. These funds are not designed for ongoing support, and they shall not be used to replace salary funds already being expended by the local government. They may be used as short term salary supplements;~~

~~(6) Arranging and describing archival holdings, according to generally accepted professional standards of records management and archival theory and practice;~~

~~(7) Purchasing supplies and equipment that promote preservation of or access to archival materials, including acid free boxes and folders, shelving, and cabinets; and~~

~~(8) Codification of ordinances for cities and counties, according to procedures in Policy Memorandum on Approved Codification Services Vendors and Codification Grant Applicants/Recipients. Funds shall be available for production of initial codes but not for code supplements.]~~

Section 4. Grant Award Periods. Grants shall be awarded throughout[on] a state fiscal year~~[-basis.]~~ on a quarterly schedule as set forth in Section 5 of this administrative regulation.

Section 5. Grant Application Review and Evaluation. All applications shall be reviewed by KDLA staff to ensure compliance with the application requirements set forth in this administrative regulation. ~~[Applications shall be reviewed by the Local Records Grant Review Committee and ranked recommendations shall be presented to the State Libraries, Archives, and Records Commission.]~~ All qualified applications shall be reviewed by an Advisory Group of the State Libraries, Archives, and Records Commission using the criteria set forth in this administrative regulation. Applications shall be submitted by March 15, June 15, September 15, and December 31. Ranked recommendations shall be presented to the State Libraries, Archives and Records Commission at the next regular meeting, or special meeting called to reschedule a

1 regular meeting. The State Libraries, Archives and Records Commission shall make the final  
2 decision on grant awards using the criteria established in Section ~~6[5]~~ of this administrative  
3 regulation.

4 Section 6. Grant Review Criteria. In reviewing applications and recommending the  
5 funding of specific projects, reviewers shall consider~~[judge the projects by criteria, which~~  
6 ~~includes]~~:

7 (1) Category for funding fits within the scope of projects outlined in Section 3 of this  
8 administrative regulation.

9 (2) Urgency of the problem, such as significance and age of the records. Precedence shall  
10 be given to local government applicants with critical records problems, those with older records,  
11 and those with chronologically complete groupings of records.

12 (3) Value and equity in the distribution of grants. The program shall include various types  
13 and sizes of local governments, and provide geographic distribution of grants.

14 (4) Alignment of the proposed methods with accepted professional standards of records  
15 management and archival theories and practices.

16 (5) Adequate security and protection of records. Local governments should house records  
17 in fire-resistant facilities, or state how the proposed project will safeguard the records in  
18 question. (See KRS 171.710 regarding the safeguarding of public records.)

19 (6) Compliance with all legal requirements regarding custody and public access. This  
20 shall include complying with the requirements of the state's Open Records Law (KRS 61.870-  
21 876) and providing access to the public in an area with proper security and supervision.

22 (7) Commitment by the local government to a comprehensive records management  
23 program. This shall include regular legal disposition of records in accordance with the records



retention schedules covering the records of a local government agency, and may also include files control, segregation of inactive or noncurrent material from active files, selective microfilming (where appropriate), and training of records personnel in records management standards.

(8) Ninety (90) percent of the grant funds shall be awarded to county clerks unless insufficient qualified applications are received from county clerks.

(9) Proposed project was not previously funded by LRPG.

~~[(1) Urgency of the problem, such as significance and age of the records. The commission and other evaluation groups shall consider first local government applicants with critical records problems and to those with older records and with chronologically complete groupings of records;~~

~~(2) Value as a model and type for size and geographical location of the local government. The program shall promote equity in the geographic distribution of grant projects. The program shall include projects in various types and sizes of local governments, with a major goal to provide model projects in all areas of the state;~~

~~(3) Soundness of the proposed methods. The methods of handling the records shall conform to generally accepted professional standards of records management and archival theory and practice;~~

~~(4) Commitment of local government resources to the project. The commission and other evaluation groups shall give preference to local governments that commit some local resources to the proposed projects. Support may take the form of adequate office, storage, or working space; personnel; supplies; equipment; or a monetary contribution. Evidence of previous concern~~

or commitment of support to improved local records management and preservation shall also be important factors in the reviewers' evaluation;

(5) ~~Commitment by the local government to maintain the program or the lasting benefit of a specific project. This may include provisions for maintaining the accuracy and currency of a grant-funded code of ordinances with annual supplements, providing adequate storage space, designating of a person or persons responsible for maintaining and adding to a local archives, adhering to all standards for archival microfilming, or being willing to assume the cost of future security microfilming of relevant records;~~

(6) ~~Adequate security and protection of records. Local governments shall:~~

~~(a)–~~

~~1. House records in secure, fire-resistant facilities; or~~

~~2. State how the proposed project will safeguard the records in question.~~

~~(b) Applicants shall comply with KRS 171.710 regarding the safeguarding of public records;~~

~~(7) Compliance with all legal requirements regarding custody and public access. This shall include complying with the requirements of the state's Open Records Law (KRS 61.870-876) and providing access to the general public in an area with proper security and supervision; and~~

~~(8) Commitment by the local government to a comprehensive records management program. This shall include regular legal disposition of records in accordance with the records retention schedules covering the records of a local government agency, and may also include files control, segregation of inactive or noncurrent material from active files, selective~~

1 microfilming (where appropriate), and training of records personnel in records management  
2 techniques.]

3 Section 7. [Informal] Appeals.

4 (1) An applicant who believes their application was wrongly denied by ~~[aggrieved by a~~  
5 ~~decision of]~~ the State Libraries, Archives and Records Commission shall file an ~~[informal]~~ appeal  
6 with the commissioner of the department.

7 (2) Procedures.

8 (a) A formal letter of appeal shall be sent via email or postal mail to the commissioner of  
9 the department within five (5)~~[three (3)]~~ working days of receipt of notice of rejection.

10 (b) The appeal shall include a brief description of why the applicant believes the decision  
11 of the State Libraries, Archives, and Records Commission is in error. The decision of~~[appeal~~  
12 ~~shall be based solely upon alleged error by]~~ the State Libraries, Archives, and Records  
13 Commission shall not be overturned unless there is clear and convincing evidence that the  
14 decision violated this administrative regulation. New information shall not be considered  
15 in~~[submitted with]~~ the appeal.

16 (c) The commissioner of the department shall issue a~~[make]~~ decision within five (5)~~[two~~  
17 ~~(2)]~~ working days of receipt of the letter of appeal.

18 (d) An applicant who is dissatisfied with the commissioner's decision may appeal to  
19 Franklin Circuit Court.

20 Section 8. Local governments that are awarded grants shall enter into a grant contract  
21 with the department. The contract~~[grant]~~ shall establish performance and reporting requirements.  
22 Failure to fulfill the requirements may result in the return of the grant funds to the department

1 ~~and may affect future funding considerations.[shall result in the return of the grant to the~~  
2 ~~department.]~~

3 ~~[Section 9. Selection of Codification Services Vendors. The department, in approving established~~  
4 ~~codification services vendors to participate in codification work funded with local records grants,~~  
5 ~~shall ensure that basic criteria and professional standards are met. Criteria such as the following~~  
6 ~~shall be used as essential measures to approve prospective codification services vendors:~~

7 ~~(1) Corporate stability or a history of reliable service, preferably to client governments in~~  
8 ~~Kentucky;~~

9 ~~(2) Experienced legal and editorial staff conversant with local government law and the technical~~  
10 ~~and editorial requirements to be met in producing accurate, usable codes of ordinances;~~

11 ~~(3) Access to online statutory databases; and{~~

12 ~~(4) [(5)] The ability to provide code supplement services on a continuing basis.~~

13 ~~Section 10. Codification Services Vendor Applications from prospective codification services~~  
14 ~~vendors shall be reviewed by the State Libraries, Archives, and Records Commission using the~~  
15 ~~criteria established in Section 9 of this administrative regulation.]~~

16 ~~Section 9[11]. Incorporation by Reference.~~

17 ~~(1) The following material is incorporated by reference:~~

18 ~~(a)[(e)] "Local Records Program Grant Guidelines", June 2025; [November 2021;]~~

19 ~~[(a) "Local Records Program Grant Application", October 2021;]~~

20 ~~(b)[(d)] "Microfilming and Digital Imaging of Public Records: A Procedural Guide", June 2025;~~  
21 ~~[January 2010;]~~

22 ~~[(b) "Invitation for Bid Proposal", October 2021;]~~

1    ~~(c)~~~~(e)~~ "Policy Memorandum on Approved Codification Services Vendors and Codification  
2    Grant Applicants/Recipients, PM 2021-11", November 2021. ~~and~~  
3    ~~(f) "Codification Services Vendor Application", December 2021.]~~  
4    (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at  
5    the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort,  
6    Kentucky 40601, Monday through Friday, 9 a.m. to 4 p.m.

As approved by

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Jamie Link, Secretary, Education and Labor Cabinet

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Date

## PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on Friday, November 21, 2025, at 11:00 AM Eastern time, at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky, 40601.

Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through November 30, 2025. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Drew Preston, Local Records Branch Manager, Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky, 40601, phone (502) 330-4986, [andrewd.preston@ky.gov](mailto:andrewd.preston@ky.gov).

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

725 KAR 1:050

Contact Person: Andrew Preston

Phone: 502-330-4986

Email: [andrewd.preston@ky.gov](mailto:andrewd.preston@ky.gov)

Subject Headings: Archives and Records, County Clerks, Local Governments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes uniform policies to govern the Local Records Grant Program as required by KRS 142.010(5).

(b) The necessity of this administrative regulation: This regulation is essential to establish the method by which the Kentucky Department for Libraries and Archives administers the Local Records Program Grant funds in accordance with KRS 142.010(5).

(c) How this administrative regulation conforms to the content of the authorizing statutes: This regulation sets forth the details of the Local Records Program Grant and the method by which the Kentucky Department for Libraries and Archives administers it as required by KRS 142.010(5).

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: The regulation outlines eligibility requirements, evaluation criteria, application procedures, and program rules for local government offices pursuing a Local Records Program Grant.



(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: The amended regulation amends the program rules and processes to align with state procurement law, streamline the process for local agency applicants, and eliminate the restrictions applied to codification services.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to implement the Local Records Program Grant as mandated by KRS 142.010(5). It ensures local government offices understand the parameters for eligibility and the criteria by which applications are reviewed.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 142.010(5) mandates the Kentucky Department for Libraries and Archives to administer the Local Records Program Grant; and KRS 171.520 mandates the Kentucky Department for Libraries and Archives to prescribe policies for the provision and improvement of records management programs. Amendments to the regulation effectuate the Kentucky Department for Libraries and Archives' responsibility to establish policies and principles for records management programs and administer the Local Records Program Grant.

(d) How the amendment will assist in the effective administration of the statutes: The amendment ensures the program rules and processes align with state procurement law, streamlines the process for local agency applicants, and eliminates the restrictions applied to codification services.

(3) Does this administrative regulation or amendment implement legislation from the previous

five years? No

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: This regulation, which effectuates the Local Records Program Grants, affects all one hundred twenty (120) of Kentucky's County Clerks offices, potentially all other local government offices, and micrographics vendors.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment: The amended regulation changes the applicable procurement procedures used when grant recipients utilize the grant money to ensure grant recipients follow their locally adopted procurement laws.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): The amendment implements a grant program; therefore, the amendment carries no expected costs for those identified in question four (4).

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): Entities identified in question (4) will benefit from this amendment by having a clearer definition of the eligibility of their projects and the criteria by which they are judged. It also streamlines the required procurement procedures to ensure they align with the grantees locally adopted

procurement laws.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: No new costs will be incurred.

(b) On a continuing basis: No new costs will be incurred.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation or this amendment: Taxes on legal processes and instruments per KRS 142.010(5) provide the funding for this regulation.

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: No increase in fees or funding will be required.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: This amended regulation does not establish fees or directly or indirectly increase any fees.

(10) TIERING: Is tiering applied? Tiering is not applicable to the requirements of this regulation because the expectations it establishes apply to all local government offices equally.

## FISCAL IMPACT STATEMENT

725 KAR 1:050

Contact Person: Andrew Preston

Phone: 502-330-4986

Email: [Andrewd.preston@ky.gov](mailto:Andrewd.preston@ky.gov)

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation: KRS 142.010(5)(a), KRS 171.450(2), and KRS 171.520.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: KRS 171.450(2) requires the Department for Libraries and Archives (Department) to use allocated tax funds to fund the Local Records Grant Program. KRS 171.520 authorizes the department to administer and grant any money appropriated to it for providing and improving records management programs of state and local agencies. This administrative regulation establishes uniform policies for the administration of the Department's Local Records Grant Program, which effectuates the mandate set forth in KRS 171.450.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The promulgating agency is the Kentucky Department for Libraries and Archives. This regulation is used to administer the Local Records Grant Program, and it affects the county clerks as well as all other local government agencies which apply for a grant.

(b) Estimate the following for each affected state unit, part, or division identified in 3(a):

1. Expenditures:

First Year: Not applicable.

Subsequent Years: Not applicable.

2. Revenues:

First Year: Not applicable.

Subsequent Years: Not applicable.

3. Cost Savings:

First Year: Not applicable.

Subsequent Years: Not applicable.

(4)(a) Identify affected local entities: Any local government office is eligible to apply for a grant. KRS 142.010(5) requires the Department to allocate ninety percent (90%) of the funds to county clerks. However, if there are insufficient grant applications from the county clerks, the Department may award remaining grant money to any local government office.

(b) Estimate the following for each affected local entity identified in (4)(a):

1. Expenditures:

First Year: Not applicable.

Subsequent Years: Not applicable.

2. Revenues:

First Year: Not applicable.

Subsequent Years: Not applicable.

3. Cost Savings:

First Year: Not applicable.

Subsequent Years: Not applicable.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): None

(b) Estimate the following for each regulated entity identified in (5)(a):

the first year:

1. Expenditures:

First Year: Not applicable.

Subsequent Years: Not applicable.

2. Revenues:

First Year: Not applicable.

Subsequent Years: Not applicable.

3. Cost Savings:

First Year: Not applicable.

Subsequent Years: Not applicable.

(6) Provide a narrative to explain the following for each entity identified in 3(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: The amendments are procedural and will not impact the amount of grants awarded through the local records grant program.

(b) Methodology and resources used to determine the fiscal impact: The local records grants are funded through taxes collected in accordance with KRS 142.010(5). Therefore, the Department has no authority to determine the total amounts available to award through the local records grant program.

(7) Explain as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a “major economic impact,” as defined by KRS 13A.010(14): This administrative regulation will not have a “major economic impact” as defined by KRS 13A.010(14), because there are no additional costs to implement the amendments to the Local Records Grant Program.

(b) The methodology and resources used to reach this conclusion: Not applicable.

## SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The “Local Records Program Grant Guidelines” is a guide to help Local Records Program Grant applicants navigate the application process. The “Microfilming and Digital Imaging of Public Records: A Procedural Guide” sets forth the requirements for the production of microfilm and digital imaging and their quality control by KDLA for storage in the State Archives. The “Policy Memorandum on Approved Codification Services Vendors and Codification Grant Applicants/Recipients PM 2021-11” sets forth the requirements for Local Records Program Grant recipients using funds for codification of records.

## SUMMARY OF CHANGES TO MATERIAL INCORPORATED BY REFERENCE

Extensive amendments were made to the “Local Records Program Grant Guidelines” to reflect changes made to the regulation and make it easier for Local Records Program Grant applicants to navigate the application process. Page 1 was amended to update the contact information for KDLA so that all interested applicants are directed to the appropriate personnel. It was also amended to correctly reflect changes to KRS 142.010(5) that requires 90% of all funds allocated to the grant fund be distributed to county clerks and any other funds be made available to other local agencies. Page 1 was amended to note the role Regional Administrators play in assisting with the completion of grant applications. Pages 2-4 were amended to update the eligibility requirements so that they align with those recorded in 725 KAR 1:050. Other eligibility requirements were listed following those detailed in the KAR on Page 4. Page 5 was amended to change the title of a section from Eligible Project Costs to Project Costs Considerations. Exclusion of eligibility for shelving was removed. Page 6 was amended to note that the



application will be available as part of an online application portal. Pages 6 - 8 were amended to recognize that LRPG applicants will follow local procurement requirements and procedures rather than state and a list noting all requirements was added for clarity. Due to this amendment all references to competitive bidding were removed from pages 9 - 10. Amendments were made to Page 10 to note the availability of the application online and to Page 11 to note the required attachments of any online application. Page 11 was further amended to detail the grants cycles available for application submission and their associated timelines. Page 12 was amended to update the selection criteria so that they align with those recorded in 725 KAR 1:050. Prior selection criteria were removed from Page 13. Page 13 was amended to include reference to criteria that will be used to determine an applications funding amount. Page 14 was amended to refer appeals of grant selection to the KAR, and to remove instruction in the Post Award Activities because of their repetition in other documentation. Amendments to page 15 detail the Quality Control Inspections conducted by KDLA and clarifies the expectations of vendors working with grant funding. There is also an amendment on page 15 to note a section name as Vendor Payments. Pages 14 and 15 are amended to allow for submission in writing rather than exclusively in print format. Page 15 is amended to include reference to the Microfilming and Digital Imaging of Public Records: A Procedural Guide and the expectations it outlines for microfilm vendors used by grantees. Page 17 is amended to allow for the KDLA Commissioner or their designee to approve contract amendments. Definitions for Advisory Group, Link and Marry, and Upload are added to the glossary on Pages 18 – 21. Page 24 is amended to update the timeline for grant project applications.

The Microfilming and Digital Imaging of Public Records: A Procedural Guide details the

processes for the production of microfilm and digital imaging and their quality control by KDLA for storage in the State Archives. Page 2 is amended to remove language from the introduction and make it more concise and clear. Definitions on Agency, Density Target, Microfilm, and Vendor are added to Pages 2 – 4. Amendments on Page 3 and throughout the document are made to replace reference from ‘service providers’ to ‘vendors’ and from ‘film’ to ‘microfilm’.

Amendments on Page 3 further allow for automatic renewal of vendor certification. Contact information for delivery of certification requirements are added to Page 4. An addition to the list for microfilm strips submitted for certification is made to Page 4 to indicate the requirement of testing proofs from the vendor’s laboratory. This amendment is reiterated in an amendment to Section 2.1 Thiosulfate residue content on the same Page. Page 5 is amended to detail the conditions by which a laboratory’s certification will be revoked. Page 6 is amended to reflect accepted professional reference to preservation and distinguish preservation microfilm versus microfilm that is an access copy. Page 6 was also amended to include language that had previously been a part of section 2.3 Resolution as the introductory text to Section 4.0 Micrographic Procedural Requirements. On Page 6 Section 4.1 is amended to remove language about the provision of targets by ARM and instead lists the responsibility for each target. Page 6 includes an amendment adding Density Target to the list of targets for inclusion in microfilm.

Page 7 amendments clarify the role of ARM in providing Title Targets and to note the requirement of Density Targets. Camera Operator’s Certificate details are removed as an amendment to Page 8. The lists for Bound Book Filming and Loose Document / Case File Filming are updated for formatting and to reflect the changes in required targets on Page 8. Subsection C Additional Targets header is made as an amendment to Page 8 to provide structure to the guideline and its content. Page 9 is amended to note the responsibility of the laboratory to

choose and include side target formats as appropriate. Page 9 was amended to remove unnecessary language from the Continuation Targets section related to this target's procedures and use. Page 10 is amended to list the information required on a retake target and to detail the conditions upon which they are taken and included on the microfilm. Page 10 is amended to remove Local Records filming requirements and to make Filming Requirements a section rather than subsection. Pages 11 – 12 are amended to remove blipping instructions for laboratories. Pages 12 – 13 are amended to refer format definitions to professional standard ANSI/AIIM MS23-2004 and remove their repetition from this document. Language removed from the blipping instructions previously is consolidated as an amendment to Page 14. Quality Control language removed from Page 13 is consolidated as an amendment to Page 14 as the introductory text to section 6.0 Microfilm Quality Control Inspection. Amendments to Pages 15 – 18 are made to clarify the lists of reasons for failure to pass microfilm quality control. Amendment to Pages 18 – 19 are made to provide further clarification for reasons of failure and to relocate language previously used in Section 5.0 Microfilm Formats. Section 7.0 Transfer, Evaluation, and Destruction of Public Records is removed as an amendment to page 20. Page 21 is amended to note the requirement of use of digitized record enhancement technique and to include hard drive label instructions. Appendix B Records Transmittal Form, Appendix C Microfilm Quality Evaluation form, and Appendix D Microfilm Quality Control Possible Errors, with Correction Methods are removed as an amendment to this guide.

No amendments were made to the "Policy Memorandum on Approved Codification Services Vendors and Codification Grant Applicants/Recipients PM 2021-11."

