



Records Digitization Nomination Form

This form may be submitted between July and October 2026

but *no later than* 12:00 p.m. (ET) October 31, 2026

THIS FORM MUST BE TYPED

General Considerations

1. The Nominated Record Set must relate directly to the preservation of Kentucky historical records of genealogical significance.
2. Neither nominators nor record owners may be Federal or State government entities. Kentucky's public libraries are not considered government entities for the purpose of this program.
3. The Society will fund the digitization of the record set(s) by Advantage Archives [[Advantage Archives Web Link](#)] which will also host the digitized records on its Community History Archive [[Community History Archives Web Link](#)].
4. Record owners must agree to the digitization of the records and further agree to allow Advantage Archives to host their records on its Community History Archive page and thereby be accessible to the public.
5. Record owners must agree to an inspection of the records by a Society representative if that is deemed necessary for the review process.
6. Nominated Record Set(s) must be capable of being shipped to Advantage Archives for digitization. To this end, the record owners will be responsible for boxing up or other packing of the records at their own expense. They will receive a UPS shipping label from Advantage Archives. The shipping costs will be paid by the Society under its agreement with Advantage Archives which will ship the records back to the original owners after the completion of the digitization.
7. If their nominated records are chosen for digitization, record owners will receive a flash drive with a copy of the digitized records and may also make the digitized records accessible to the public by posting the records on their own websites or by other means on site.

I. NOMINATOR OF RECORD SET:

- a. Name:

- b. Contact information:
 - i. Address:

 - ii. Telephone Number:

 - iii. Email Address:

- c. Relationship to, or interest in, nominated record set:

II. OWNER OF RECORD SET (if different from nominator; if same, enter "Same as Nominator") in "Name" space:

- a. Name:

- b. Category (e.g. library, genealogical or historical society, museum, individual collection, etc.):

- c. Contact information of Owner:
 - i. Address:

 - ii. Telephone Number:

 - iii. Email Address:

- d. Does any person or organization OTHER than the current owner have legal rights to the record set? If "yes" please explain:

III. NOMINATED RECORD SET:

- a. Description - be specific:

- b. Genealogical significance - be specific:

- c. Geographic region (e.g., certain county, group of counties, area of the state, etc.):

- d. Record type (e.g., ephemera, maps, school records, journals, scrapbooks, etc.):

- e. Creator of the record set (e.g., name of organization, individual's name, etc.):

- f. Current information about the creator of the record set (still operational, deceased, etc.):

- g. Age and/or date range of the record set:

- h. Time frame in which record set was created:

- i. Record set medium (e.g., loose papers, bound ledgers, photographs, microfilm, microfiche, etc.):

- j. Condition of record set - be specific (e.g., fragile paper, sturdy ledgers, etc.):

- k. Current availability of record set (e.g., in library, at local society, by appointment, etc.):

- l. Is this record set at risk of being lost, and if so, why?

- m. How rare is the record set?
(e.g., is this the only copy in existence or are other copies available elsewhere, etc.):

- n. Has any part of this record been digitized in the past and, if so, by whom and where is the digitization currently available?

- o. Does the record set reflect a historically disadvantaged Kentucky population (e.g., enslaved people, indentured servants, etc.)? If so, explain:

- p. Is the current owner of the record set also its creator?

- q. Does the current owner agree to allow a representative(s) of the Kentucky Genealogical Society to examine the records during the nomination review process?

IV. LOCATION OF RECORD SET:

- a. Address where record set is located (*NOTE: NO PO BOXES*):

- b. Is this the address where the record set would be located for pick up by UPS?

- c. Specific location of record set at that address (e.g., basement, attic, etc.):

- d. Condition of the location of the record set at that address (e.g., dusty, wet, moldy, etc.):

- e. Approximate size of record set as measured by number of pages and cubic feet:

- f. Container(s) in which record set is being held (e.g., file cabinet, cardboard boxes, metal container, etc.):

- g. Accessibility of the record set:
 - i. In general (e.g., easy, hard, behind other records, etc.):

 - ii. Specifically (e.g., only during weekend days from 9-5, only on Saturday, etc.):

- h. Personnel who would be available to direct and assist a Society representative(s) to the area where record set is currently housed (e.g., library staff, Society president, etc.):

PLEASE ATTACH A PHOTOGRAPH(S) OF THE RECORD SET

V. FUTURE USE OF DIGITIZED RECORDS:

- a. Does the current owner agree to the digitization of the record set(s) by Advantage Archives and its hosting of the digitized records on its Community History Archive site?
- b. Does the current owner have a website where the digitized records would or could also be accessible to the public? If so, please provide link:
- c. Is there an alternative website or online means or on-site means for the public to have access to the digitized record set(s)? If so, please explain:
- d. How did you hear about the Kentucky Genealogical Society's Digitization program?
- e. Please add any other comments or information which may be relevant to the nomination:

****SIGNATURE OF NOMINATOR, OR NOMINATOR'S REPRESENTATIVE:**

TYPED NAME OF SIGNATORY:

****SIGNATURE OF OWNER, OR OWNER'S REPRESENTATIVE, OF THE RECORD SET(S):**

TYPED NAME OF OWNER OR OWNER'S REPRESENTATIVE:

DATE:

*** If signing electronically, I agree and understand that my electronic signature is the legal equivalent of my handwritten signature on this document. I further agree that my electronic signature is as valid as if I signed the document in writing.*