



KENTUCKY GENEALOGICAL SOCIETY

Records Digitization Nomination Form

This form must be typed.

General Considerations

1. 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. State government entities do not include Kentucky's public libraries.
3. The Society will fund the digitization of the record set(s) by Advantage Archives, <https://www.advantagearchives.com>, which will also host the digitized records on its Community History Archive, <https://www.advantagearchives.com/community-history-archives/>.
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, and thereby be accessible to the public.
5. Records Owners will receive 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 onsite.
6. Nominated record set(s) must be capable of being shipped to Advantage Archives for digitization, arrangements for which will be made by Advantage Archives.

I. NOMINATOR OF RECORD SET:

A. Contact information:

1. Address:

2. Telephone Number:

3. Email Address:

B. 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's collection, etc.):

C. Contact information of Owner:

1. Address:

2. Telephone number:

3. Email:

D. Question: does any person or organization other than the current owner have legal rights in the record set? NO YES

E. If yes, 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 or date range of the record set:

H. Timeframe in which record set was created:

I. Medium of record set (*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. Questions:

1. Is this record set at risk for being lost, and, if so, why?

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

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

4. Does the record set reflect a historically disadvantaged Kentucky population (*e.g.*, enslaved people, indentured servants, etc.): NO YES
If YES, please explain:

5. Is the current owner of the record set also its creator? NO YES

6. Does the current owner agree to allow a representative(s) of the Kentucky Genealogical Society to examine the records during the nomination review process?
NO YES

IV. LOCATION OF RECORD SET:

A. Address where record set is located:

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

C. Condition of the location of the record set at that address (*e.g.*, dusty, wet, dry, moldy, etc.)

D. Approximate size of record set (*e.g.*, as measured in cubic feet or number of pages):

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

F. Accessibility of the record set

1. In general (*e.g.*, easy, hard, behind other records, etc.):

2. Specifically (*e.g.*, only during weekend days from 9 to 5, only on Saturday, etc.)

G. Personnel (in general or specific) who would be available to direct and otherwise assist a Society representative(s) to the area where record set is currently housed (*e.g.*, library staff, Society president, etc.)

H. 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?

NO YES

B. Does the current owner have a website where the digitized records would or could also be accessible to the public? NO YES

C. If so, please provide a link here:

D. 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.

VI. PLEASE ADD ANY OTHER COMMENTS OR INFORMATION WHICH MAY BE
RELEVANT TO THIS NOMINATION.

**Signature of Nominator, or
Nominator's Representative:

Typed Name of Signatory:

Signature of the Owner of the Record Set(s)

Typed Name of the 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.*