

# KentuckyHistoricalSociety

Kentucky Oral History Commission  
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## Kentucky Oral History Commission Archival Accreditation Application FY2011

The KOHC is an agency of the Kentucky Historical Society created to promote, coordinate, and assist in the development of oral history programs across the state as well as implement programs which result in the accumulation of recordings and other supporting data which preserve the history of Kentucky as observed by its people.

In order for KOHC to ensure these state-supported projects remain accessible by the people for whom they were created, the KOHC has implemented a series of standards for archives wishing to be a permanent repository for oral history collections sponsored by the KOHC through state-regulated funds and resources.

This new Archival Accreditation process allows the KOHC to be responsible stewards of the state resources for oral history documentation, as well as to continue support repositories throughout the state of Kentucky which continue to grow and maintain their oral history collections in a responsible manner.

<b>Institution:</b>	
Head of Archive/Library:	
Address:	
City/State/Zip:	
Telephone:	
<i>Email:</i>	

Additional Info:	

### Signatures:

Archive/Library Director:	Date:

Institution must have the following archival standards in place. Please indicate your current status for these requirements:

Requirement:	Yes	No
1. Ability to care for minimum digital preservation audio file of 44,100 khz and 16 bit (aka current CD standard) whether born digital or digitally migrated from analog.		
2. Must have a collections development policy including digital preservation strategy (describe below)		
3. Archival staff assigned and trained for oral history collection		
4. Access to the oral history collection, defined as either dedicated physical space to access interviews a minimum 3 days a week, maintained online access (written or audio), or a combination of the two as well as maintain online listing of oral history collection		
5. Video oral history care optional – clear statement on this policy required		
6. Oral history collections utilized and maintained on a secure server space.		

Please address the following issues below:

- 1) Describe your institution’s digital preservation strategy – focus on audio files (may attach a supplemental file)
  - a. Include analog to digital file conversion standards as well as born (originally formatted) digital file standards
  - b. Standards and care for digital video
  - c. Long-term collections care plan for collection care and standard maintenance
  
- 2) Describe staffing situation and the relationship to the oral history collection
  
- 3) Describe the continued care for oral history collections
  - a. Include housing plan for physical media
  - b. physical archival space – including temperature and humidity control standards and ability
  
- 4) Describe access for your oral history collections, including physical space and/or online access.

For technical assistance or project-related questions, applicants are encouraged to contact the program coordinator at the Kentucky Oral History Commission: Sarah Milligan at [sarah.milligan@ky.gov](mailto:sarah.milligan@ky.gov) or 502-564-1792 ext 4434