



Records Management Guidance
— Telework and Records

How should agencies maintain records created while staff are teleworking?

Staff working remotely should continue to manage all records in accordance with their agency policies and procedures and will all appropriate state statutes and regulations.

Reminder: A record is considered the same record regardless of how it is kept/created (format). Content determines record series and retention, NOT format.

Tip: Email/text/chat/social media are formats not classes or types of records. Each of these types or records have different retention periods based on the applicable retention schedule.

What are proper retention and series for video/phone teleconferencing (Audio/Video Recordings)?

Many agency meetings, seminars, office meetings, training sessions, and other events have moved to virtual environments. The software and technology is the format, not the content. Agencies should continue to manage records based on the type of meeting.

Unofficial or casual meetings: these meetings will often not be recorded and any notes can be considered either Routine Correspondence (General Schedule, L4955, Retain for 2 years).

Official Meetings: these meetings should be recorded. Audio/Video Recordings of Official Meetings (L4940): Destroy or re-use 30 days after minutes have been transcribed and approved, unless challenged. Note: if minutes are challenged, recordings should be retained until resolution.

How should records created at remote work locations/home offices be managed?

Records created in remote locations will follow the same retention as those created in agency offices. Standardized policies and procedures should be created and followed for how those records will be managed and preserved, including who is responsible for creating, which version will be considered the record (versus a use or reference copy) and how they will be transferred (i.e. email).

Reminder: Temporary records (less than permanent retention), the format is not a consideration. If the record is created on paper and then scanned and emailed, the scanned version CAN be considered the record. Be aware of who is responsible for maintaining that record so all versions are not accidentally destroyed OR outdated versions are not accidentally retained.

Reminder: Permanent records must be maintained in eye-readable format IF that is how they are originally created. If they are created digitally, which happens regularly during telework, they may be maintained in that digital format. It is not required they be printed. Again, be aware of who and how the record of copy will be maintained through standardized policies and procedures.

If employees print at home, are these considered agency records?

Records that are printed for use/reference only may fall into several retention series (General Schedule), including: L4956 Information and Reference Material (Destroy when obsolete, or no longer needed), or L5045 Duplicate "Copy of Record" (Destroy when no longer needed).

Additional information regarding records management for Local Government Agencies is available from the Local Records Branch at Kentucky Department for Libraries and Archives:

www.kdla.ky.gov

