



BLUE GRASS AIRPORT RECORDS RETENTION SCHEDULE



Kentucky Department for
Libraries and Archives

SCHEDULE DATE: JUNE 11, 2015

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GLOSSARY OF TERMS For Records Retention Schedules

- Permanent (P)** Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
- Confidential (C)** Records deemed unavailable for review by the public after applying the state’s Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. **It is important to note that the local government head has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.** Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
- Vital Record (V)** Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
- Duplicates** Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the “copy of record”, it must be retained according to the retention period on the schedule.
- Destruction Certificate** A destruction certificate should be used to document the destruction of public records and may be found, along with the instructions at the Kentucky Department for Libraries and Archives website (www.kdla.ky.gov). It should be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government agency may be destroyed unless it is listed on the retention schedule and a destruction certificate completed and the original copy sent to the Department for Libraries and Archives (Department).
- After Audit** A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed. Example: 3 years and audit: This means that the record series must be kept for 3 years after last activity or date in a file. The record must have gone through the annual audit before it can be destroyed.

STATE ARCHIVES AND RECORDS COMMISSION
 Public Records Division
 Kentucky Department for Libraries and Archives

Schedule Date: June 11, 2015

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

BLUE GRASS AIRPORT
 Administration

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6737	Code of Ethics (V)	This record series documents compliance with the requirements of KRS 65.003(1)(a)(b) which states that the governing body of each city and county, including urban county and charter counties, shall adopt by ordinance, a code of ethics which shall apply to all elected officials of city or county and to appointed officials and employees of the city or county government as specified. KRS 65.003(4) states that the code of ethics ordinance may be amended, but may not be repealed. Additionally, KRS 65.003(6) states that failure to comply may result in suspension of all services or funds to the governing body by state government.
	Access Restrictions	None
	Contents	This record series may contain: Standards of conduct, requirements for creation of financial disclosure statements, employment policies, designation of responsibility for ethics code enforcement and instructions for distribution.
	Retention and Disposition	Retain permanently.
L6738	Ethics Commission Financial Disclosure Statement File	This record series documents the financial disclosure statements filed annually by all candidates for city, county and/or consolidated local government elective offices per KRS 65.003. The financial disclosure provides information regarding sources of incomes of the filer and the filer's immediate family members exceeding a predetermined amount during the preceding calendar year and the nature of the income. It also includes the name and the address of any business located within the state in which the filer or any member of the filer's immediate family had at any time during the preceding calendar year had an interest of a predetermined amount, or whether the governing body conducted business transactions with the filer/filer's immediate family during a prior three year period. Failure to file the financial disclosure statement may result in a charge of civil offense or filing a false financial disclosure statement may result in a charge of a misdemeanor offense (KRS 65.003).
	Access Restrictions	None
	Contents	This record series may contain: Name, address, telephone number, title of filer's office, office sought or position of employment, occupation of filer and filer's spouse, income, names and addresses of business/government related activities, designation of real property held by filer, plus name and address of gift sources and name and address of business government creditors owed a predetermined amount.
	Retention and Disposition	Retain for three (3) years after termination of office or employment.
L6740	Publication of Legal Notices (V)	This record series documents that a notice has been advertised by a city, county, district or other local area in a qualified newspaper with circulation/office in the area for the purpose of gathering news and soliciting advertisements and other general business of newspaper publications and has a second class mailing permit. The matters required to be published are financial statements, optional monthly or quarterly statements, city and county budgets, school district budgets, ordinances, bids of materials, supplies, equipment or services in excess of \$20,000. The publishing newspaper must submit an affidavit stating that an advertisement has been published and the times it was published and attach to a copy of the advertisement. Legal notices are required by KRS 424.010 through 424.990.
	Access Restrictions	None
	Contents	This record series may contain: Advertisements of a hearing, meeting or examination states the time, place and purpose of the same. An advertisement of an election states the time and purpose of the election. An advertisement for bids or of a sale shall describe what is the bid for or sold, the time and place of the sale or for the receipt of bids and terms of the sale, where any statute provides that, within a specified period of time after action by any governmental agency the time and place when and where action may be taken. This file also contain the affidavit of publication by the newspaper.
	Retention and Disposition	Retain Permanently.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6741	Resolution/Orders (V)	This record series documents administrative history of appropriations, personnel actions, and board appointments. These are created and approved by the governing board. These do not have to be advertised in the paper in order for action to be taken..
	Access Restrictions	None
	Contents	This record series may contain: Order number, title, narrative, supporting documents, effective date, reading date(s), mayor's signature, city clerk certification.
	Retention and Disposition	Retain permanently.
L6742	Meeting Notices/Agendas	This record series documents that members and other interested parties have been notified and sent what items would be addressed at a meeting of the legislative body.
	Access Restrictions	None
	Contents	This record series may contain: Date and time and the subjects to be addressed.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6743	Official Correspondence	This record series documents the major activities, functions, events and programs of the Airport and in addition helps in the establishment of an administrative history. It provides a record of policy evolution and formulation, how and why decisions are made, and how these decisions impacted the local government and the public at large. This series is usually created by the chief administrative officer of the Airport and also by administrative heads of official departments, and boards within the local government. The series provides adequate and proper documentation of agency matters, as required in KRS 171.640. Official correspondence has traditionally been in paper format (handwritten or typed) but is increasingly found in electronic format such as email.
	Access Restrictions	None
	Contents	Official correspondence is incoming and outgoing correspondence that may consist of: letters, notes, memoranda, directives, policy statements, and other information commonly found in the body of the message and/or any attachments to the message. Electronic mail messages also contain transactional information (sender, recipient, date, subject, etc.) in the header of the message and in the properties field of the electronic file.
	Retention and Disposition	Retain permanently.
L6744	Routine Correspondence	This record series can be found at all levels of an organization and documents business related correspondence that is not crucial to the preservation of the administrative history of the Airport. It consist of correspondence that is of a non-policy nature and deals only with the day-to-day, general operations of an agency. Routine correspondence has traditionally been in paper format (handwritten or typed) but is increasingly found in electronic format such as email.
	Access Restrictions	None
	Contents	Routine correspondence is incoming and outgoing correspondence that may consist of: letters, note, postcards, memoranda, announcements, or other information commonly found in the body or the message and/or any attachments. Electronic mail messages also contain transactional information (sender, recipient, date, subject, etc.) in the header of the message and in the properties field of the electronic file. General correspondence does not include: non-business related messages, spam, and junk mail, duplicate copies of general announcements.
	Retention and Disposition	Retain for one (1) year, then destroy.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

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Record Group
Number

Series	Records Title and Description	Function and Use
L6745	Information and Reference Material	This record series documents materials of a non-technical or technical nature which may aid or support the conduct of official agency business, but which are not critical to continued operations. This series may also include material used in the professional enhancement of agency employees or duplicate copies of material maintained for solely for reference purposes by the agency or individual employees. Informational and reference material may appear in paper or electronic format and may be as formal as a publication or brochure (usually external to the agency) or as informal as a news clippings or note. Records in this series may be destroyed when they become obsolete or no longer useful to the agency.
	Access Restrictions	None
	Contents	Information and reference material may include published and/or non-published material (usually external to the agency) such as: Periodicals, books, brochures, reports, some logs and other tracking tools, copies of memoranda and general announcements (that require no action on part of the recipient), professional literature not related to day-to-day activities (such as postings on a professional listserv), voice mail, casual email and other correspondence not related to official duties (see L4955-General Correspondence), and duplicate copies of records retained for reference purposes only.
	Retention and Disposition	Destroy when obsolete, or no longer needed.
L6746	Official Minutes of Boards, Commissions and Authorities (V)	This record series documents official minutes of actions taken by any public agency as required by KRS 61.835, with an accurate record of votes and actions at such meetings, shall promptly be recorded and shall be open to public inspection at reasonable times no later than immediately following the next meeting of the body.
	Access Restrictions	None
	Contents	This record series may contain: Date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, actions taken.
	Retention and Disposition	Retain permanently.
L6747	Policies and Procedures (Manuals or Memorandums) (V)	This record series documents all policies and procedures regulating the internal administrative functions of the Airport. It is updated to reflect changes in administrative regulations, policies, procedures and state, federal or local mandates. This series provides an official operating policy while active and also reflects the history of the Airport.
	Access Restrictions	None
	Contents	This record series may contain: Purchasing and procurement policies, internal policies, cost allocation policy, personnel policies and procedures, travel policy, meeting expense policies, investment policy, open records policy, retentions schedule, and federal and state mandates.
	Retention and Disposition	Retain one (1) copy permanently. Destroy excess copies when no longer needed.
L6748	Real Estate File	This record series documents all real estate transactions and holdings of the local government. These documents are for ownership and other land associated transactions. These include deeds to local government owned property, easements and right of ways.
	Access Restrictions	None
	Contents	This record series may contain: Deeds, easements and right of ways along with any legal documentation.
	Retention and Disposition	Retain permanently.
L6749	Annual Policy Guidelines (V)	This record series documents the policies and procedures for the administration of day-to-day business. This is reviewed annually and there may be updates and there may be nothing done.
	Access Restrictions	None
	Contents	This record series may contain: Date, policy statement narratives.
	Retention and Disposition	Retain one (1) copy permanently. Destroy excess copies when no longer needed.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6750	Insurance Policy File (V)	This record series documents a contract between the Airport and an insurance company whereby for a stipulated consideration, the company agrees to compensate the other for loss against a specified action or event. According to KRS 413.120 actions taken against the provisions of the policy must be made within a five (5) year period. This series may include all policies purchased by the local government.
	Access Restrictions	None
	Contents	This series may contain: Policy, correspondence, supportive claim documents.
	Retention and Disposition	Retain for seven (7) years after cancellation or expiration and audit, then destroy.
L6751	Contracts and Agreements (V)	This record documents the terms by which items and/or services are purchased and the responsibilities of each party.
	Access Restrictions	None
	Contents	This record series may contain: Names of the parties involved, date issues, terms, expiration date, signatures and date signed.
	Retention and Disposition	Retain ten (10) years after completion or termination and audit, then destroy. (For those created after July 15, 2014). Retain fifteen (15) years after completion or termination and audit, then destroy.(For those created prior to July 15, 2014).
L6752	Bid File - Successful (V)	This record series documents the bidding process for those who successfully bid to provide either goods or services to the local government. The bidding process documented in these files includes everything from the invitation to bid to the issuance of a purchase order.
	Access Restrictions	None
	Contents	This record series may contain: Invitation to bid, specifications, notice of award, bid proposal, list of bidders, notice to bidders, draft copies of contracts/agreements, pre-construction information, copies of minutes of meetings by department head and the executive, bid sheets of bidders, administrative orders, bid recommendations, copy of advertisement, copy of ordinances and resolutions, correspondence and purchase order (copy).
	Retention and Disposition	Retain for three (3) years after specifications are met or completion of contract or agreement and audit, then destroy.
L6753	Bid File - Unsuccessful	This record series documents those bids by vendors which were unsuccessful. This includes the invitation to bid, the specifications and the bid submitted by the vendor.
	Access Restrictions	None
	Contents	This record series may contain: Invitation to bid, bid specifications, vendor bid, notice of rejection, recommendations and correspondence.
	Retention and Disposition	Retain for one (1) year, then destroy after audit.
L6754	List of Bidders	This record series documents the reference to see who has bid on specific projects and as a tool for the future bidding process.
	Access Restrictions	None
	Contents	This record series may contain: Name of bidder, project description, date and whether successful or unsuccessful.
	Retention and Disposition	Retain three (3) years, then destroy.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6755	Litigation File (V)	This record series documents the litigation process that may arise from the Airport being sued or suits brought by the Airport against others. This file is basically a working file of the Airport's attorney. This may be in the County Attorney's office. These may be individuals, groups, or government agencies bringing suit for a number of reasons including discrimination, sexual harassment, program liability, personal injury, non-compliance with state and federal law, land condemnations, and others. These files also contain suits brought by the Airport against individuals, government agencies and groups. The file of record is maintained in the court of jurisdiction.
	Access Restrictions	KRS 61.878(1)(l), KRE 503, CR 26.02
	Contents	This record series may contain: Names of plaintiff, defendant, date, case information, motions, judgment, affidavits, transcripts, appeals, and supporting documentation.
	Retention and Disposition	Retain for twenty (20) years after all litigation has ceased.
L6756	Open Records Act and Open Meetings Act Information File	This record series documents the terms of House Bill 77 which became law in June 2005. Under the bill, the Office of the Attorney General is directed to prepare and distribute to county judge/executives, mayors and school superintendents written information that explains the procedural and substantive provisions of the Open meetings Act (KRS 61.805 – 850) and the Open Records Act (KRS 61.870 – 884), together with information prepared by the Kentucky Department of Libraries and Archives that explains the proper retention and management of public records. Those officials are required, according to their specific responsibilities, to further distribute this same information to each elected and appointed member of every county and city legislative body, local government board, commission, authority and committee, including boards of special districts located within their jurisdictions and to every school board member and each school council member. County judge executives, mayors and school superintendents are required to secure signatory proof from each of the officials to whom they have distributed the information cited above that those individuals have received this information, and to certify to the Office of the Attorney General that the information has been distributed as required.
	Access Restrictions	None
	Contents	This record series may contain: Certificate of receipt of written documentation signed by each person, a copy of the certificate of distribution of written documentation sent to the Office of the Attorney General, information concerning the Open Meetings Act and the Open Records Act provided for dissemination by the Office of the Attorney General, including the pamphlet Your Duty Under the Law and the information document Managing Government Records.
	Retention and Disposition	Destroy Certificate of Receipt when person leaves the agency. Destroy the Open Records Meeting/Act information material when superseded. Destroy the KDLA records management information material when superseded.
L6757	Insurance Claims File (Liability General and Auto) (V)	This record series documents those claims by a third party against Airport or its employees because of some sort of injury. This includes all claims that involve the Airport's properties and automobiles.
	Access Restrictions	None
	Contents	This record series may contain: Accident reports, injury/complaint report, medical determinations, summary of claim, police report if necessary.
	Retention and Disposition	Retain for seven (7) years after claim is settled. If a minor, destroy when he/she reaches twenty-three (23) years of age.
L6758	Insurance Claims File (Non-Liability General and Auto) (V)	This record series documents claims where the Airport's vehicle has been damaged or has damaged government property. This is a demand for payment for insured loss to physical property, independent of liability or bodily injury.
	Access Restrictions	None
	Contents	This record series contains the summary of claim, type of damage, date, time, police report, if needed, and other supporting documents.
	Retention and Disposition	Retain seven (7) years, then destroy.

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Administration

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Record Group
Number

Series	Records Title and Description	Function and Use
L6759	Nonbusiness Related Correspondence	This record series documents paper correspondence and email that is commonly found at all levels of an organization and is not related to agency business. It consists of messages of a purely personal nature, spam, and other unsolicited correspondence. (See contents for more detailed description.) Agency staff should destroy or delete these records upon receipt because they are not business-related, and because agencies may be required to produce them under legal orders or open records requests. This type of correspondence is problematic for many reasons: SPAM and unsolicited messages (1) tend to exist in tremendous quantities, which can overwhelm an email system; (2) are usually unwanted; (3) can be offensive; and (4) are potentially virus laden. Personal messages (1) take away from an employee's work time; (2) may be interspersed with business-related email, making management difficult and exposing the agency to potential embarrassment and legal risk; and (3) may be a violation of the agency's email and Internet acceptable use policy. Given the nature of email, the existence of this type of correspondence is inevitable and agencies are encouraged to train employees to delete it as soon as possible. See "Guidelines for Managing Email in Kentucky Government" for more information on managing email correspondence.
	Access Restrictions	None
	Contents	Nonbusiness related correspondence is incoming and outgoing correspondence that may consist of: Paper records that may be personal, unsolicited and unwanted that has nothing to do with agency business. Email that may be (1) Personal messages: While a certain amount of personal material may be acceptable, abuse of the system can lead to disciplinary action and even dismissal. All agencies should have an appropriate use policy that determines the amount of personal messages acceptable on the system. (2) SPAM is the term for electronic junk mail. It is completely unsolicited and unwanted. It can be offensive in nature, can carry viruses and is sent as a way of disrupting normal business operations. (3) Unsolicited messages are email that may be unwanted, but is somewhat business-related such as advertising from vendors and non-work related email from coworkers such as jokes and forwards, miscellaneous news articles, non-work related announcements, etc.
	Retention and Disposition	Destroy all nonbusiness related records and delete all nonbusiness related email as soon as possible.
L6760	Appraisals	This record series is used to document all types of appraisals for all purposes, including but not limited to appraisals for insurance purposes.
	Access Restrictions	None
	Contents	This record series is an appraisal document received from appraisal company-the form and format is determined by them, based upon the requested nature of the appraisal. Usually contains real property listing and description, pictures, sq. footage or similar data.
	Retention and Disposition	Retain permanently.
L6761	Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Compliance Records	This record series is used to document activities related to ACDBE (Airport Concession Disadvantaged Business Enterprise) compliance efforts. These are FAA (Federal Aviation Administration) or DOT (Department of Transportation) programs, with related reporting responsibilities. Records include the filed ACDBE Program; ACDBE Overall Goal; and Uniform Report of ACDBE Participation, along with associated records. These are all forms/reports that follow a US government report format and structure. Grant assurances require program involvement. Goals are set every 3 years, with required annual reporting against the goals. (Pending series/description approval by state.)
	Access Restrictions	None
	Contents	This record series may contain the standard reporting format, determined by US government-goals and related compliance statistical information.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6762	Commercial Vehicle Records – Ground Transportation Operators	This record series is used to document the process by which commercial vehicle permits are granted to ground transportation companies operating within the airport. These are both annual permits and two year (per trip) permits.
	Access Restrictions	None
	Contents	This record series may contain the application, name of applying company, list of requested vehicles for permitting and certificate of insurance coverage.
	Retention and Disposition	Retain three (3) years, then destroy.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Administration

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Record Group
Number

Series	Records Title and Description	Function and Use
L6763	<p>Request for Proposals - New Business Opportunities</p> <p>Access Restrictions None</p> <p>Contents This record series may contain information regarding airport operations, passenger volume and trends, requested general concept desired, blank forms for proposer completion, staffing, quality of service measures, insurance and legal/regulatory requirements and draft agreement. Also contain the proposer documents with information which addresses the requested info and evaluation sheets by airport personnel.</p> <p>Retention and Disposition Retain three (3) years, then destroy.</p>	<p>This record series is used to document request for proposals issued by the airport to solicit new restaurants, new food and beverage operators or other new business opportunities at the airport. They may be issued as a result of an expiring contract, or as new space becomes available. These opportunities are advertised through various means, including the company internet and the newspaper of record. These are submitted and evaluated against various criteria and then presented to the Board Business Management Committee, and if approved, to the full Board for approval.</p>
L6764	<p>Concession Monthly Safety Audits</p> <p>Access Restrictions None</p> <p>Contents This record series may contain individual audits for each store, period audited, store name, date, time, scores, scoring summary, auditor comments and pictures.</p> <p>Retention and Disposition Retain three (3) years, then destroy.</p>	<p>This record series is used to document audits performed of each store every 4 months to evaluate their cleanliness, customer service, food quality, and for compliance with contractual standards and general levels of customer service.</p>
L6765	<p>Insurance Inspection Reports</p> <p>Access Restrictions None</p> <p>Contents This record series may contain the narrative of risk assessments, name of person doing assessment, name of facility, date and insurance company.</p> <p>Retention and Disposition Retain seven (7) years, then destroy.</p>	<p>This record series is used to document the assessment of risks completed by insurance companies.</p>
L6766	<p>Vehicle Information File (V)</p> <p>Access Restrictions None</p> <p>Contents This record series may contain the registration, purchase order, type of vehicle, specifications of vehicle and year put into service.</p> <p>Retention and Disposition Retain one (1) year after disposal of vehicle, then destroy.</p>	<p>This record series is used to document certain information about vehicles owned by the airport. This includes the purchasing documentation and type of vehicle</p>
L6767	<p>Real Estate Appraisals (Not Acted Upon)</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Property address and legal description, description of improvements, photos of the property and improvements, sketch of the parcel of land, public or private land use restrictions, analysis of the best use of the land, valuation methodology used to determine value, market value, the value of the buildings on the land, appraisers information (company name, contact information) and related information.</p> <p>Retention and Disposition Retain for one (1) year, then destroy.</p>	<p>This record series documents the formal written estimates of value (appraisal) for real estate property where a local government agency has a possible interest in purchasing, but these appraisals are not acted upon for any number of reasons.</p>

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

BLUE GRASS AIRPORT
 Engineering and Maintenance

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6811	Grant Administration File (V)	This record series documents different grant projects that may be administered through the Department of Local Government (including those administered through the Joint Funding Administration Program, the Community Development Block Grants), special grants such as those for disasters through FEMA and other state grants given by agencies within state government. These include grants for records management, community development, public safety (law enforcement, fire & ems), housing, senior citizen centers, public works, parks and other local government functions.
	Access Restrictions	None
	Contents	This record series may contain: Application, income level survey forms, working papers, engineering drawings, reports, correspondence, reference material, financial and statistical data.
	Retention and Disposition	Retain for three (3) years after submission of the final report and audit, then destroy.
L6812	Bid File - Successful (Construction/Maintenance) (V)	This record series documents the bidding process for those who successfully bid to provide either goods or services to the local government. The bidding process documented in these files includes everything from the invitation to bid to the issuance of a purchase order.
	Access Restrictions	None
	Contents	This record series may contain: Invitation to bid, specifications, notice of award, bid proposal, list of bidders, notice to bidders, draft copies of contracts/agreements, pre-construction information, copies of minutes of meetings by department head and the executive, bid sheets of bidders, administrative orders, bid recommendations, copy of advertisement, copy of ordinances and resolutions, correspondence and purchase order (copy).
	Retention and Disposition	Retain for three (3) years after specifications are met or completion of contract or agreement and audit, then destroy.
L6813	Bid File - Unsuccessful (Construction/Maintenance)	This record series documents those bids by vendors which were unsuccessful. This includes the invitation to bid, the specifications and the bid submitted by the vendor.
	Access Restrictions	None
	Contents	This record series may contain: Invitation to bid, bid specifications, vendor bid, notice of rejection, recommendations and correspondence.
	Retention and Disposition	Retain one (1) year. Destroy after audit.
L6814	List of Bidders (Construction/Maintenance)	This record series documents the reference to see who has bid on specific projects and as a tool for the future bidding process.
	Access Restrictions	None
	Contents	This record series may contain: Name of bidder, project description, date and whether successful or unsuccessful.
	Retention and Disposition	Retain three (3) years, then destroy.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Engineering and Maintenance

9
Record Group
Number

Series	Records Title and Description	Function and Use
L6815	Maps (V)	<p>This record series documents maps, intended for public distribution, which consist of images and/or data plotted to show geographic points at which various objects, incidents or phenomena occur across the local coverage. Examples of these include roads, parcels, infrastructure, boundaries, zones and districts, topographical or geological features, recreational trails, or cemeteries in the coverage area (city, county, region). These maps may be maintained in paper or in electronic format. Electronic maps consist of static images or dynamic packages produced by a Geographic Information System (GIS). These GIS databases may be unique to one local agency or developed and maintained through a cooperative effort of several agencies (public and private) across a city, county, or region. In these cooperative systems various entities feed data into layers that are linked to detailed attribute information or descriptions stored in a database. The GIS software access this integrated graphic and attribute information to support all mapping, geographic query, and analysis applications. (for more detailed information about GIS databases, see attachment.) Some of this data may be shared or made available through Internet mapping applications on the local level and the KYGEONET, the Commonwealth's enterprise geographic information system. (The KYGEONET is described in Series 05431, scheduled under the Division of Geographic Information.)</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Surveys, plats, maps, plans, drawing, and images. GIS databases contain: spatial coordinates, plotted images and/or other data. Large GIS databases may contain raster data (images) and vector data (plotted points) in various layers organized into categories such as: Parcel, Centerline, Aerial, Building, Critical Infrastructure (water/sewer), Topology/LiDAR, Drainage, Zoning, and Voting Precincts. GIS databases will also contain appropriate metadata.</p> <p>Retention and Disposition Agencies should capture one (1) copy (paper or digital) of static maps. Retain permanently. Duplicate copies and copies made for internal reference may be destroyed when no longer needed. Agencies should take periodic snapshots of GIS data. To help determine rate and methods of capture, please contact KDLA Public Records Division staff.</p>
L6816	Disadvantaged Business Enterprise (DBE) Program Compliance Records	<p>This record series is used to document activities related to DBE (Disadvantaged Business Enterprise) compliance efforts. These are FAA (Federal Aviation Administration) or DOT (Department of Transportation) programs, with related reporting responsibilities. Records include the filed DBE Program; DBE Overall Goal; and Uniform Report of DBE Commitments/Awards and Payments, along with associated records. These are all forms/reports that follow a US government report format and structure. Grant assurances require program involvement. Goals are set every 3 years, with required annual reporting against the goals.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain the standard reporting format, determined by US government-goals and related compliance statistical information.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>
L6817	Request for Proposals - New Business Opportunities	<p>This record series is used to document request for proposals issued by the airport to solicit construction/maintenance for new restaurants, new food and beverage operators or other new business opportunities at the airport. They may be issued as a result of an expiring contract, or as new space becomes available. These opportunities are advertised through various means, including the company internet and the newspaper of record. These are submitted and evaluated against various criteria and then presented to the Board Business Management Committee, and if approved, to the full Board for approval.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain information regarding airport operations, passenger volume and trends, requested general concept desired, blank forms for proposer completion, staffing, quality of service measures, insurance and legal/regulatory requirements and draft agreement. Also contain the proposer documents with information which addresses the requested info and evaluation sheets by airport personnel.</p> <p>Retention and Disposition Retain three (3) years, then destroy.</p>

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Record Group
Number

Series	Records Title and Description	Function and Use
L6818	Capital Improvement Plan (CIP) File Support	This record series is used to document the development of the capital improvement plan. This includes financial and operational justifications.
	Access Restrictions	None
	Contents	This record may contain costs, operating budget impact, potential cost savings, justification and project name.
	Retention and Disposition	Retain three (3) years. Destroy after audit.
L6819	Elevator, Escalator and Powerwalk Inspections/Operating Certificates	This series documents certificates issued by the Division of Building Codes Enforcement regarding elevators, escalators and powerwalks and the annual inspections conducted for each unit.
	Access Restrictions	None
	Contents	Series may contain: Certificates: documents indicating the location, identification numbers of the elevators, escalators, powerwalks; date and time of inspections; inspector's name; date and fee amount for the inspection.
	Retention and Disposition	Retain seven (7) years after date of inspection, then destroy.
L6820	Hazardous Waste Generator Reporting	These records involve all documentation of hazardous waste generation in accordance with applicable laws and regulations. The series includes records of the amounts of waste generated for purposes of waste generation classification and all manifests and disposal records that document the proper handling and destruction of waste by certified handlers following appropriate methods.
	Access Restrictions	None
	Contents	Waste generation/accumulation records showing type and quantities, regulatory reporting and waste disposal manifests, which show proper methods and chain of custody.
	Retention and Disposition	Retain permanently.
L6821	Underground Storage Tank Records	These records document testing and compliance with related regulations involving underground storage tanks.
	Access Restrictions	None
	Contents	Records indicate the various types of testing needed for underground storage tanks, the dates such tests were performed, and the test results. They also include records identifying the applicable rules and regulations for the operations of such tanks.
	Retention and Disposition	Retain permanently.
L6822	OSHA Training Records (Employees)	This record series is used to document training given to employees from the first time employed and throughout their employment. This training is stressed by OSHA and should be done to outline all contingencies that may occur in a work environment. These training procedures are defined for the areas of employee orientation, blood borne pathogens, infectious disease, confined spaces, lockout/tagout, hazard communication and hot work permit.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain the training procedures, name of employee, training, date, time and supporting documentation. Also included are tests, attendance sheet.
	Retention and Disposition	Retain seven (7) years after termination of employment, then destroy.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6823	OSHA Inspections and Investigations	This record series is used to document OSHA inspections of facilities and if there are special investigations into possible safety violations the documentation is in this file.
	Access Restrictions	None
	Contents	This record series may contain the date, time, inspector name, overall evaluation, violations, conclusions of investigations, remedies, deadlines and signature of inspector.
	Retention and Disposition	Retain twenty (20) years, then destroy.
L6824	Environmental Audits	KRS 224.01-40 allows entities to assess their compliance voluntarily and then disclose violations to the state EPA without threat of enforcement provided they address their violations in a timely manner. The Kentucky Legislature established this process to encourage staff to routinely evaluate their facility's compliance and take steps to correct any areas that do not meet the regulatory standards. This record series documents the evaluation conducted by the facility, the finding of non-compliance, and then documents the processes implemented by the facility to correct the violations.
	Access Restrictions	None
	Contents	This series may include audit reports, sample analyses, and related correspondence.
	Retention and Disposition	Retain permanently.
L6825	Vehicle Maintenance File (ARFF)	This record series is used to document repairs and service completed on ARFF vehicles within the fire department. These are mainly the fire trucks and supporting vehicles.
	Access Restrictions	None
	Contents	This file contains material used, description, price, name and address of owner, make/model of vehicle, year, and a description of the repair/service completed and the total cost.
	Retention and Disposition	Retain one (1) year after vehicle disposition, then destroy.
L6826	Vehicle and Work Equipment Maintenance Report File	This record series is used to document repairs and other maintenance that has been performed on certain vehicles and work equipment. It may also may be a scheduling tool to indicate when certain maintenance is to be done. This file documents this information concerning airport vehicles and equipment.
	Access Restrictions	None
	Contents	This record contains the type of vehicle or equipment, make, and description of the vehicle and equipment. Also contains copies of the work orders and monthly maintenance reports.
	Retention and Disposition	Retain one (1) year after disposal of vehicle or equipment, then destroy.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6827	Airport Improvement Program (AIP) Grant Files (V) (V)	This record series is used to document the Airport Improvement Program grants that are awarded by the FAA. This program provides grants to public agencies and, in some cases, private owners for the planning and development of public-use airports. Noise compatibility projects may also be funded by this grant. The individual airport may apply for these grants which may run indefinitely. Some of the projects that are eligible for funding are: Runway construction, taxiway construction, lighting, signage, land acquisition, planning studies, environmental studies, safety area improvements, airport layout plans, access roads, and others.
	Access Restrictions	None
	Contents	This record series contains the Financial Records: (invoices and billing statements, vouchers, canceled checks, receipts and payment requests), Procurement Records: (professional services contracts, selection documentation, construction contracts, purchase orders, change orders, notices to proceed, records of negotiation, fee analysis and audit certification of overhead rates for consultants), Administrative Records: (sponsor certifications, drug-free workplace certification and correspondence) Project Records: (final report, record drawings, summary of tests, daily records and reports and summaries).
	Retention and Disposition	Equipment: Retain twenty (20) years after disposed of or replaced and audit. Then destroy. Land: Retain twenty (20) years after formally transferred and audit. Then destroy. All Other: Retain twenty (20) years after official closure and all activity has ceased and audit. Then destroy.
L6828	Airport Improvement Program (AIP) Grant Agreements and Exhibits (V)	This record series is used to document Airport Improvement Program grant agreements and supporting exhibits. These may be used for future applications for grants and has all pertinent information concerning the scope of the project.
	Access Restrictions	None
	Contents	This record series contains the agreement between the airport and the FAA along with supporting documents including maps, amendments and documentation completion.
	Retention and Disposition	Retain twenty (20) years after a determination has been made that these are no longer useful and audit. Then destroy.

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**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6829	Journals (V)	<p>This record series documents daily transactions concerning receipts and disbursements of funds. It is maintained as a tracking instrument for the audit and to know exactly the status of funds involved. This daily activity is recorded and maintained according to account (fund) and with the result being a monthly reconciliation in the ledger of accounts and ultimately and annual compilation of all funds.</p> <p>Open Journal Entries: Includes Revenue, Expense, General, Special Fund, Cash Receipt, Cash Disbursements, Purchase, Payroll, Expenditure Subsidiary Ledger, Revenue Subsidiary Ledger, other subsidiary ledgers, special journals, fee books, day books, cash books and treasurers cash Book.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Revenue journals, expense journals, general journals, special fund journals, cash receipt journals, cash disbursement journals and payroll journals, Within these they may contain the entry #, date, description, batch #, account, amount, activity, message, invoice #, transaction description, project, debit and credit.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>
L6830	Audit Trail Lists	<p>This record series documents the expenses, receipts, revenue received, vendors, debits and credits on a daily and monthly bases. These reports are used not only as an audit trail, but as a reference while active. These lists may be issued by reference number, batched by transaction, by daily transactions, vendor transactions and debits and credits by transaction. The transactions in these lists will be entered into the appropriate journal and eventually into the ledger.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Document reference #, journal #, starting date, ending date, posting date, vendor description, debit amount, credit amount and totals.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>
L6831	Funds Ledger (V)	<p>This record series documents fund activity for the year. Usually this record is part of the year to date compilation of monthly reconciliation so the June portion is considered the annual ledger. This documents the annual receipts and disbursements history for the city. This is the final financial statement to the governing body.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Bank report, detail of fund cash, account balance, statement of cash position, trial balance, detailed trial balance, balance sheet report, revenue report, expense report, financial statement, vendor check register, purchase order by vendor, check report by number, open journal entries by batch and posting activity.</p> <p>Retention and Disposition Retain permanently.</p>
L6832	Trial Balance	<p>This record series documents a listing of debits and credits in each of the open accounts. This is made prior to balancing the accounts at the end of the month.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Debits and credits of each account and reconciled amounts, date and time.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>

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Record Group
Number

Series	Records Title and Description	Function and Use
L6833	Periodic Financial Statements	This record series documents the financial status of the local government for the governing body. These statements are prepared and submitted to the legislative body by the executive authority after the adoption of the budget ordinance. They shall include budgetary comparisons of each governmental fund for which an annual budget has been adopted. Such reports may be submitted monthly or quarterly.
	Access Restrictions	None
	Contents	This record series may contain: Financial balance for each account and the entries that go into calculating those amounts. All transactions are posted.
	Retention and Disposition	Retain seven (7) years, then destroy after audit.
L6834	Asset/Equipment Inventory File	This record series documents assets (equipment, office furniture, autos and other items owned by the local government). It is updated when new items are purchased and when old items are sold or given away. Used to track each item and know its whereabouts and for the annual audit.
	Access Restrictions	None
	Contents	This record series may contain: Name of the asset, a #, description of asset, equipment #, location of asset, purchase date, serial number, purchase order #, acquisition cost, current value and totals.
	Retention and Disposition	Retain permanently.
L6835	Annual Audit (V)	This record series documents the receipts and expenditures of each fund of the local government and gives Its financial condition. A summary of the annual audit is published in the local newspaper. A completed audit and all work papers are presented to the local legislative body for approval. Two copies of the annual audit is sent to the Department for Local Government for information purposes. Usually a copy of an annual audit report which meets statutory requirements shall be considered satisfactory and final in meeting any official request to a local government for financial data. This audit may be conducted by the Auditor of Public Accounts or a certified public accountant.
	Access Restrictions	None
	Contents	This record series may contain: Receipts and expenditures of each fund, whether local, state or federally funded, the date of the audit, the name of the auditor, year of the audit and an opinions to whether the statement of receipts and expenditures presents fairly the financial condition of the city.
	Retention and Disposition	Retain permanently.
L6836	Accounts Receivable File (V)	This record series documents fee receipts, tax receipts, receipts from parking, park and recreation receipts and any other monies received through daily transactions. These are filed according to fund/account and are maintained to document all income from all sources.
	Access Restrictions	None
	Contents	This record series may contain: Receipts, billing data and supporting documentation.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6837	Banking Records File	This record series documents all banking transactions, including payroll and is maintained to verify the checks written and reconciliation of accounts. It is also used as an audit trail and a reference.
	Access Restrictions	None
	Contents	This record series may contain: Cancelled check and warrants, bank reconciliation, bank statements, check stubs, duplicate copies of checks and deposit ticket.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6838	<p>Budget Draft/Proposal (V)</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Each fund & department's proposed budget, agency request, executive recommendations, three (3) previous years' expenses, current year expenses, estimated expenses for current year.</p> <p>Retention and Disposition Destroy at the end of the current fiscal year and audit.</p>	<p>This record series documents a reference tool for the working budget process. It is used only to verify amounts, details, etc. until the final budget is approved.</p>
L6839	<p>Budget Work Papers (V)</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Correspondence, working budget requests, computations, previous budget totals.</p> <p>Retention and Disposition Destroy at the end of the current fiscal year and audit.</p>	<p>This record series documents the budget process and helps in the preparation of the proposed budget for submission to the approving legislative body.</p>
L6840	<p>Annual Approved Budget (V)</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Projected revenues and expenditures for each agency, date, narrative, reconciliation and signature.</p> <p>Retention and Disposition Retain one (1) copy permanently.</p>	<p>This record series documents the proposed revenues and expenditures for each agency within the local government based on solid projections. This is the final product which is adopted by the legislative body through the approval process. This budget is binding for the fiscal year.</p>
L6841	<p>Bond Record File</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Name of issuer, name of series, date, denomination, numbers, interest rate, first interest coupon payable on, coupon payable thereafter on, at which bank payable, amount issued, bond numbers, number of bonds due, denomination of bonds due, maturity dates, funds sent paying agent (date fund sent, amount sent, including agent's charges). Record of interest coupons: bond numbers, date cancelled, interest coupon numbers and the certificate of disposal.</p> <p>Retention and Disposition Retain permanently.</p>	<p>This record series documents each bond issue and subsequent activity. It is a record of when the bonds are issued and when the mature. This gives a history of debt service.</p>
L6842	<p>Cancelled Bonds and Coupons</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Issuer, purpose, amount, interest rate, trustee, date of issue, payable date, description, certification, the coupon statement, date number and amount.</p> <p>Retention and Disposition Retain seven (7) years after maturity and audit, then destroy.</p>	<p>This record series documents that the bond coupons have matured and have been presented for payment. The coupons are cancelled by the bank or financial institution when paid. Cancelled bonds and coupons are received along with a bank statement. After the bond issue has been completed with all payments paid the bond is cancelled as well.</p>

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Record Group
Number

Series	Records Title and Description	Function and Use
L6843	Accounts Payable File	<p>This record series documents the purchasing and bill paying process. The process is usually started by requisitioning something for purchase. A requisition is issued and this triggers a purchase order for the item or service. This series is used to document the requisitioning, purchasing and remitting process. A file is maintained with this purchase order and when a bill for the purchase is received it is placed in the same file and is paid.</p> <p>May include list of claims, claims stub book, requisition, purchase order, vendor invoice, receipts, travel requests, voucher copies, check copies, receiving orders, receiving reports, cash receipt register, treasurers receipt book and supporting documents.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Requisition, purchase order, travel requests, receipts, vendor invoices, check copy, receiving order and supporting documentation.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>
L6844	Voucher Register	<p>This record series documents the issuance of a voucher for the purpose of issuing a payment for a purchase. The voucher is the authorization to pay.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Date, voucher #, purchase order #, invoice #, and amount.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>
L6845	Purchase Order/Requisition Reference and Tracking Instruments	<p>This record series documents the issuance of purchase order numbers when a requisition is received. This is an easy tracking system for the life of the purchase order. This record series is used primarily for the tracking and referencing of the purchase orders. These instruments are also used to document those purchase orders that have not been paid and the status of the purchase order at any particular time.</p> <p>May include the Purchase Order Log, Requisition Log, Purchase Order Activity Report, Purchase Order Status Report and other reference material related to the tracking of the fiscal history of a purchase order whether active or inactive.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Purchase order #, date of issuance, date of report, name of requesting agency or department, vendor #, vendor name, amount of each p.o., total amount, description of purchase, activity of the purchase order.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>
L6846	Form 1099	<p>This record series documents forms 1099-Miscellaneous and 1099-G. Form 1099 – Miscellaneous documents the income earned by vendors for supplies, service, equipment, office building rentals. City property tax and income tax and city license refunds received by these vendors is also documented here. The IRS uses the information in these records to garnishee wages. This is a three part form. The top red copy (copy A) goes to the IRS, copy B goes to the payee and copy C is filed by the city clerk/treasurer or finance officer in the city files. Form 1099-G documents unemployment compensation and state or local income tax refunds, credits, or offsets earned by vendors of the city. The copies of the form are distributed the same as the 1099-Miscellaneous.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Form 1099-Misc contains Payer's name, street address, city, state and zip, account #, 2nd TIN not., rents, royalties, prizes, award, federal income tax withheld, fishing boat proceeds, medical and health care payments, non-employee compensation, substitute payments in lieu of dividends or interest, payee made direct sales of \$5,000 or more of consumer products to buyer for resale, crop insurance proceeds, state income tax withheld, and state/payers state number. Form 1099-G contains unemployment compensation, state or local income tax refunds, credits, or offsets, tax years, federal income tax withheld, discharge of indebtedness, taxable grants, agriculture payments, and the income from trader or business.</p> <p>Retention and Disposition Retain seven (7) years. Destroy after audit.</p>

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Record Group
Number

Series	Records Title and Description	Function and Use
L6847	Sales Tax Report	This record series documents Kentucky sales tax receive and is sent to the Department of Revenue monthly. Local governments may receive sales tax through the parks and recreation system and other public areas. Usually local governments are exempt.
	Access Restrictions	None
	Contents	This record series may contain: Name, address, phone number, amount of sales for tax purposes, amount of sales tax received and totals.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6848	Labor Capitalization Calculations	This record series is used to document labor that is chargeable to capital projects. It documents the amount of hours personnel worked on capital projects. The process results in the transfer of funds to the capital accounts and labor being changed to appropriate projects.
	Access Restrictions	None
	Contents	This record series may contain date, person, regular hours worked, overtime hours worked, total hours worked, regular pay rate, overtime pay rate, fica, rate, insurance rate and project #.
	Retention and Disposition	Retain seven (7) years after close out of audit or grant. Then destroy.
L6850	Investment Records	This record series is used to document the nature and type of investments, the earnings of such investments, investment maturity (for re-investment notification), cost vs market value analysis, and tracking compliance with corporate investment policy and collateralization requirements. Only a few of these documents are ever provided to others. It would include paper-based investment trade documents, documents/reports tracking investment performance created by the outside investment advisor, and various banking system reports and statements regarding balances, transactions and collateral positions. All the internally created information is generated monthly by the Finance organization.
	Access Restrictions	None
	Contents	This record series may contain the fund type, cash depository and related investment balance, name of specific investment held, maturity date, investment policy section/requirement(s) and related amounts or documentation of compliance, percent's or calculations supporting compliance (such as maturity schedule). Trade records would show quantity, type of item, dollars, authorizations and dates.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6851	Certified Representation of Revenues	The record series is used to document certified financial statements receive from airport leasing tenants reporting revenues.
	Access Restrictions	None
	Contents	This record series may contain revenues by month and certifying signature.
	Retention and Disposition	Retain seven (7) years after agreement termination. Destroy after audit.
L6852	Property Transfer and Disposal Reports	This record is used to document and approve disposition of equipment and inventory which is sold, junked, or otherwise disposed of in the court of business.
	Access Restrictions	None
	Contents	This record series may contain equipment description, current value, planned disposition, any related sales proceeds and bills of sale and signed approval.
	Retention and Disposition	Retain permanently.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6853	Revenue Arrivals Reports	This record is used to document the accumulation and tracking of airplanes landing at the airport for the purpose of billing airlines monthly for the use of the airport. The landed weights of those airplanes are the basis for the billing, and the data reported on this document. The standard report is run once a month, but the selection parameters of the report allow it to be run for any time period selected.
	Access Restrictions	None
	Contents	This record series may contain the airline name, type of plane, category of plane, weight of plane, number of arrivals in month, total landed weight for the month.
	Retention and Disposition	Retain permanently.
L6854	Internal Audit Work Papers	This series documents audits conducted by Bluegrass Airport's Internal Audit Department.
	Access Restrictions	None
	Contents	Series may contain: Copies of company information; flow charts or narratives of company processes; independent analyses; audits of other companies under audit by the Internal Audit Department due to contractual agreement with the airport.
	Retention and Disposition	Retain seven (7) years, then destroy.
L6855	Internal Audit Reports	This series documents the final product of internal audits or associated project performed by the Bluegrass Airport Internal Audit Department.
	Access Restrictions	KRS 61.878(1)(k)
	Contents	Series may contain: Audit findings and recommendations as a result of the audit; corrective action taken by management, if applicable.
	Retention and Disposition	Retain permanently.
L6856	Depreciation Records/Depreciation Schedules	This record series is used to document all records/schedules that support depreciation calculations and the records/schedules of accumulated depreciation for the assets.
	Access Restrictions	None
	Contents	This record series may contain the assets being depreciated, current year depreciation, and accumulated depreciation calculations.
	Retention and Disposition	Retain permanently.
L6857	Customer Utility Bill (V)	This record series is used to document a bill returned by customer with payment, documenting the payment for electricity and gas service.
	Access Restrictions	None
	Contents	This record series contains the account #, item, amount, net bill due now, gross bill due after a certain date, reading, previous reading, current reading, date read, usage, usage codes and terms of payment.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6858	Periodic Accounts Receivable Activity Report (V)	This report is used to document customer payment and may be kept daily, monthly or annually. It is only needed for audit and as long as accounts receivable file is maintained.
	Access Restrictions	None
	Contents	This record series contains the account #, customer name, sequence, reference date, service given, amount paid and rate.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6859	Closeouts-Final Billing (V)	This record series is used to compute the final billing of a customer. This is a termination of service billing.
	Access Restrictions	None
	Contents	This record series contains the account #, address, date of last payment, amount of last payment, type of service (water, sewer, electricity, natural gas, cable or other), usage, previous balance, current charges, taxes, interest, totals, current reading, previous reading, deposit for service and date of payment.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6860	Disconnection List - Utility Service (V)	This record is used to document those customers where services have been disconnected because nonpayment. The payment of any balance will be shown on the Daily Cash Activity Report and Accounts Receivable.
	Access Restrictions	None
	Contents	This record series contains the date, account #, customer name, service address, last payment, meter ID, total due and delinquent amount.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6861	Delinquent Payment File - Utilities (V)	This record series is used to track those customers whose service was discontinued because of non-payment.
	Access Restrictions	None
	Contents	This record series contains the name of customer, last known address, account #, amount owed, date and overdue notices sent.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6862	Meter Reading Book/Log/Register	This record is used to list customers and their usage. Used to prepare the billing and for the annual audit.
	Access Restrictions	None
	Contents	This record series contains the date run, book #, name of person taking the reading, page #, account #, meter I.D. #, customer name and address, reading method, current reading, previous reading, and average/previous use.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.

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Record Group
Number

Series	Records Title and Description	Function and Use
L6863	Monthly Reading Book/Log Register	This record series is used to generate the utility bill for the month. The information is the same on this record as on the bill sent to the customer.
	Access Restrictions	None
	Contents	This record series contains the account #, customer name, service address, city, street, service, days, reading date, usage, previous balance, charges, utility tax, taxes, net, penalty and totals.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6864	Daily Concessions Sales Reporting	This record series is used to document the daily concessions sales revenue. This will be used in the audit process and to compare past years.
	Access Restrictions	None
	Contents	This record series may contain receipts, billing data and supporting documentation.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6865	Passenger Facility Charge (PFC) Program Files (V)	This record series is used to document the Passenger Facility Charge Program (PFC). This is a program administered by the FAA whereby airports collect fees up to \$4.50 for every boarded passenger at commercial airports controlled by public agencies. Airports use these fees to fund FAA approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition. This is not a levied tax and does not go to the U.S. Treasury. An eligible agency must submit to the FAA an application for authority to impose a PFC. First authorize in 1990 with subsequent additions and changes since, this program allows for capital investment, projects that benefit their local communities, meet airline and passenger demands, future growth and improve services.
	Access Restrictions	None
	Contents	This record series contains the Financial Records: (invoices and billing statements, vouchers, canceled checks, receipts, and payment requests), Procurement Records: (professional services contracts, selection documentation, construction contracts, purchase orders, change orders, notices to proceed, records of negotiation, fee analysis and audit certification of overhead rates for consultants), Administrative Records: (sponsor certifications, drug-free workplace certification and correspondence) Project Records: (final report, record drawings, summary of tests, daily records and reports and summaries).
	Retention and Disposition	Retain seven (7) years after the physical and financial completion of the project and final report. Destroy after audit.
L6866	Rates & Charges Modeling	This record series is used to document the Airport's development of a variety of spreadsheets and models to determine what rates and fees are appropriate to charge airlines and other tenants that rent space in the Terminal or use the airfield. These may be adjusted frequently based on negotiations or other conditions.
	Access Restrictions	None
	Contents	This record series may contain the spreadsheets and models which contain the information needed to determine the rates and fees.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6867	Concessionaire Audits	This record series is used to document the contracts with a number of different concessionaires to provide various services at the Airport (parking, food and beverage, gift shop, car rental etc.). These concessionaires generally pay the Airport a percentage of their sales revenue as rent. The Airport from time to time performs a financial audit to ensure accuracy of rent paid.
	Access Restrictions	None
	Contents	This record series may contain the financial information for each concessionaire and may include receipts, disbursements and transactional data.
	Retention and Disposition	Retain seven (7) years after Agreement ends. Then destroy.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

BLUE GRASS AIRPORT
Finance

21
Record Group
Number

Series	Records Title and Description	Function and Use
L6894	Customer/Contract Facility (CFC) Activity	This record series is used to determine customer/contract facility charges by the rental car companies that serve the Airport. Rates are determined by the Airport and the revenue derived is allocated to pay for improvements to the terminal, support facilities and for infrastructure (used by rental car operations) maintenance and improvement.
	Access Restrictions	None
	Contents	This record series may contain financial information garnered from the rental car operations that will determine the rates.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

BLUE GRASS AIRPORT
 Human Resources

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6719	Public Safety Personnel Training & Certification File	This record series documents the training received by law enforcement officers that is required by statute. All officers and auxiliary officers shall within one year other appointment or employment, successfully complete at least 400 hours of basic training administered or approved by the Department of Criminal Justice Training. Also they must successfully complete 40 hours of annual in-service training administered or approved by the Dept. of Criminal Justice Training. If this training is not successfully completed the officer is subject to dismissal. A record of training is maintained by the Criminal Justice Training Center at Eastern Kentucky University.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Name of officer, date/time of training, type of training, hours completed, grade achieved, completion date and correspondence.
	Retention and Disposition	Destroy seven (7) years after termination of employment.
L6720	Training Records File (V)	This record series documents the ongoing training necessary for certification as a firefighter. Training and education standards is the responsibility of the State Fire Commission. There are minimum requirements for the certification of fire fighters and for participation in the Professional Fire Fighters Foundation Program Fund. Incentive pay comes from this fund and is contingent upon completion of additional training each year. Part of the requirements is 400 hours of basic training during the first year and an additional 100 hours of certified training every year of employment. The Fire Commission distributes the training material which is taught by a Level II certified instructor. A copy is sent to the Fire Commission every 3 months where it is maintained. Under 815 KAR 45:035 the local fire department or district shall maintain records to document that each participant devotes sufficient hours performing fire service training to qualify for incentive pay. These records may be audited by the Fire Commission for compliance purposes.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Name of person receiving training, social security number, date of training, kinds of training, training roster, a copy of high school diploma, certificate from fire schools, fire training tests, emergency medical testing, standardized tests, test scores, score sheets, street and hydrant test, list of training completed (individual training list).
	Retention and Disposition	Transfer training verification data to the Master Personnel File. Destroy remainder of file when obsolete, or updated.
L6721	Individual Payroll Authority File (Employees Only, Not Contractors) (V)	This record documents the authorization to produce a payroll for each employee for a given pay period. This file is used for payroll purposes only and is maintained for each employee. Included in this are all authorizations needed in order to produce the payroll.
	Access Restrictions	None
	Contents	This record series may contain: W-4, K-4, date of employment, position, pay rate, pay period, appropriate tax information, authorized deductions, leave requests, record of credit checks from lending institutions, record of attachments or garnishments and health and welfare claims paid and time and attendance records.
	Retention and Disposition	Retain for three (3) years after termination of employment or three (3) years after superseded and audit, then destroy.
L6722	Employee Direct Deposit Authorization	This record series documents an employee's authorization for direct deposit of their paycheck in the bank by the local government agency.
	Access Restrictions	None
	Contents	This record series may contain: Name of employee, name of bank, bank routing number, bank account number and signature of employee.
	Retention and Disposition	Retain until superseded or termination of employment, then destroy

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Human Resources

23
Record Group
Number

Series	Records Title and Description	Function and Use
L6723	Personnel File	This record series documents an individual's employment history with the Airport. It is the master file and the primary source of their employment history. This file should document all the employment history which is deemed significant in determining job performance. These records are considered confidential according to KRS 61.870-884.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Application, resignation, exit interview, annual evaluations, attendance records, resume, disciplinary actions, worker's comp. information, pension reports, copies of social security card, copies of immigration forms, education verification, correspondence and vacation and sick leave reports
	Retention and Disposition	Destroy the following sixty (60) years from date of hire: 1) Applications for positions, 2) Name, 3) Last known address, 4) Social Security #, 5) Letters of resignation, 6) Starting and ending dates of employment, 7) Retirement information, 8) Verification of positions held and (9) Disciplinary actions. Destroy the following seven (7) years after termination of employment: 1) Employee evaluations, 2) Letters of intent, 3) Sign off for reading of policies/procedures, 4) Job descriptions, 5) W-4, 6) Copies of contracts, 7) Leave records, 8) Criminal background checks, 9) Experience verification forms, 10) Copies of driver's license and birth certificates, 11) Resumes, 12) General correspondence/memos, 13) Complaints, 14) Commendations,
L6724	Workers' Compensation File (V)	This record series documents those employees who have applied for workers' compensation. This file documents job related injuries or infestations from which workers' comp is requested by employees.
	Access Restrictions	KRS 68.878(1)(a)
	Contents	This record series may contain: Injury report, medical determinations, log of injuries and claim to the insurance company.
	Retention and Disposition	Destroy three (3) years after termination of employment or resolution of claim, whichever is greater.
L6725	Leave Requests	This record series documents requests for leave by Airport employees. This information may be forwarded to the payroll section which will use it to compare attendance.
	Access Restrictions	None
	Contents	This record series may contain: Name of applicant, agency, date of absence, reason for requested leave, attachments when necessary, signature of the employee and that of the physician and/or notary when required.
	Retention and Disposition	Retain three (3) years, destroy after audit.
L6726	Family and Medical Leave Record File (V)	This record series documents those who apply for leave under the Family and Medical Leave Act (FMLA). Covered employers must grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12 month period for maternity, for adoption, to care for an immediate family member, or because of a serious health condition. This file is maintained separately from other payroll records.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Application, approval or denial letter, doctor's statement, payroll information and leave records.
	Retention and Disposition	Retain three (3) years, destroy after audit.
L6727	Disability Leave Files (V)	This record series documents those who apply for leave because of an existing disability. This disability may have been job related or other circumstances. This is a separate file and is used as a reference when doing payroll and to denote that this is a special disability case. These applicants may apply under the Americans with Disabilities Act.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Leave request, doctor's statement, P1 to restore the time missed and employee directory information.
	Retention and Disposition	Retain three (3) years. Destroy after audit.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Human Resources

24
Record Group
Number

Series	Records Title and Description	Function and Use
L6728	New Hire Report	This record series documents any employees that are newly hired, rehired, or who return to work after a separation of employment. This is mandated by the Social Security Act. The information that is reported is used in assisting the state in locating parents who owe child support or to identify recipients of public assistance and unemployment compensation who fail to report earnings. This report must be submitted no later than 20 days after an employee is hired, or returns.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Employee's name, address, SS#, employer's name, payroll address, federal id#, date of hire, date of birth, and other information.
	Retention and Disposition	Retain three (3) years, then destroy.
L6729	Benefits File	This record series documents the benefits offered by Airport to the employees and the application for those benefits. This file is used to verify beneficiary changes to insurance and other plans and to document what benefits an employee has elected to take.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Application, benefits offered, copies of benefit changes and employee information.
	Retention and Disposition	Destroy three (3) years after termination of employment and/or termination of coverage by Airport.
L6730	Organization Chart (V)	This record series is used to document the organization by function and department and includes the names above a certain position level.
	Access Restrictions	None
	Contents	This record series may contain authorized positions and functions. May also have personnel names.
	Retention and Disposition	Retain permanently.
L6732	Time and Attendance Record File (V)	This record series is used to document the official time worked by the employees during a specific pay period. It is used to input data and as an instrument to calculate payroll for employees. May include the Payroll Sheet, Time Sheet, Time Card and Daily Attendance Report. Begins the payroll process for each pay period.
	Access Restrictions	None
	Contents	This record series contains the payroll sheet which is a cumulative record of employees and the time they worked during the pay period. This data is collected from the time sheets. This record series also contains the time sheet for each individual employee. Each of these contain the name of employee, time worked, name of department, authorized signature, payroll beginning date, payroll ending date, dates worked, hours worked, totals and certifications.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6733	Hiring Procedures File	This record series is used to document information that is used in reporting to Equal Employment Opportunity Commission (EEOC). This is primarily for compliance with affirmative action guidelines. This sets out the groups of persons protected and letters received for testing and that positions have been filled according to EEOC guidelines. This file also may have police reports for individuals seeking employment.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series contains the name of person, address, social security #, previous employer, reference confirmation, test scores, hiring information. May also contain the Hiring Analysis Report and Workforce Analysis Report.
	Retention and Disposition	Destroy seven (7) years from the date of the making of the record or after litigation resolved, whichever comes later.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Human Resources

25
Record Group
Number

Series	Records Title and Description	Function and Use
L6734	Unemployment Insurance Claim File	<p>This record series is used to document those claims made by former employees who qualify for unemployment benefits. They must have worked at least the first four out of the last five completed calendar quarters prior to the time that your claim is filed. They must have been determined to be unemployed through no fault of their own.</p> <p>As used Kentucky Revised Statutes 341.05 thru 341.990,"employing unit" means state or any department, division, administrative unit, political subdivision or municipality thereof, which has or subsequent to January 1, 1936, had one (1) or more workers performing services for it within this state, or one (1) or more workers performing services for it in covered employment in any state, or any successor to any employing unit defined in this subsection.</p> <p>Access Restrictions KRS 341.190(3)(a)</p> <p>Contents This record series may include the notice of claim, employment verification, fact finding report, notice of decision, referee hearing notice, referee decision, correspondence and other information pertaining to the claim.</p> <p>Retention and Disposition Retain sixty (60) years from first date of hire, then destroy</p>
L6735	Application - Persons Note Hired	<p>This record series is used to document those applicants who have applied for positions but not hired. It is used as a reference for possible filling of positions in the future. Includes police assessments.</p> <p>Access Restrictions KRS 61.878(1)(a)</p> <p>Contents This record series contains the applicant name, address, telephone, social security #, questions about past employment, visa or immigration status, work availability, education, references, specialized skills, military service and signature.</p> <p>Retention and Disposition Destroy after three (3) years or after close of litigation, whichever comes later.</p>
L6736	Employee Handbook (V)	<p>This record series is used to document the rules and policies governing airport personnel. This may be updated or changed over time. All employees must have access to this publication.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain information that applies to all airport personnel. These policies concern conduct, payroll, personnel rights, federal policies for personnel, attendance policies, and leave policies.</p> <p>Retention and Disposition Retain One Copy of Superseded Handbook Permanently. Destroy all other copies of the Superseded Handbook.</p>
L6892	The Employment Eligibility Verification Form I-9	<p>The Employment Eligibility Verification Form I-9 is a U.S. Citizenship and Immigration Services form. It is used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.</p> <p>Access Restrictions 61.878(1)(a)</p> <p>Contents This record series may contain the name of employee, address, birth date, SS#, email, attestation by employee, signature of employee, date, attestation of preparer or translator certification, employer or authorized representative review and verification, document verification, issuing authority, document number, and expiration date, certification, reverification and rehires and list of acceptable documents.</p> <p>Retention and Disposition Destroy three (3) years after the date of the hire or one (1) year after termination of employment, whichever is later.</p>

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Human Resources

26
Record Group
Number

Series	Records Title and Description	Function and Use
L6893	Employee Health/Life Insurance Memberships	This record series is used to document that an employee has selected medical and/or life insurance offered by the Airport. This document is updated annually.
	Access Restrictions	None
	Contents	This record series may contain the name of employee, type of insurance, policies offered, date and signature of employee, employee information and dates that policies are effective.
	Retention and Disposition	Destroy seven (7) years after termination of employment.

STATE ARCHIVES AND RECORDS COMMISSION
 Public Records Division
 Kentucky Department for Libraries and Archives

Schedule Date: June 11, 2015

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

BLUE GRASS AIRPORT
 Payroll Department

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6872	Monthly Summary of Wages Earned	This record series documents the monthly summary of wages for local government employees contributing to the Kentucky Retirement System. Attached to the summary report is a check to cover both the employee contribution rate of 5% and the employer contribution rate of 7.95%. Unlike other wage statements submitted to state and federal agencies, this agency (Ky. Retirement System) does not require an annual reconciliation. However, the monthly summary has a listing of individual employees attached to it.
	Access Restrictions	None
	Contents	This record series may contain: Agency #, period covered, total wages reported, employee's installment payment, employee contributions at 5%, total of installment payment and employee contribution, employer contribution at 7.95%, grand total for installment, employee and employer contribution, plus added payment for late reporting, city name, contact person, address, and phone #, certification that persons listed in report are full-time employees, date report filed, signature of reporting official followed by a listing of employee names with social security number, gross wages previous month, gross wages current month, installment purchase previous month, and installment purchase for the current month.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6873	Wage and Tax Statements/W-2 (V)	This record series documents the annual statement of wages and taxes paid an employee for federal and state tax purposes. The Internal Revenue Service requires an employer to prepare such a statement for each employee. The employee uses the statement in the preparation of the federal and state tax returns. The Airport maintains a copy in its file.
	Access Restrictions	None
	Contents	This record series may contain: Employer's I.D. number, control number, name, address, employee's social security number, employer's name, address, wages and tips, federal income tax withheld, FICA, social security wages, Medicare wages and tips, Medicare tax withheld, social security tips, allocated tips, advance EIC payment, dependent care benefits, non-qualified plans, other, type of employee, employer's state I.D. #, state wages and tips, state income tax, locality name, local wages and tips, local income tax.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6874	Tax Payment Report Worksheet	This record series documents authorization of the payment of all federal withholding from the bank. The payment is sent electronically to the IRS. This takes the place of the Federal Tax Deposit Coupon Book and the written check. This is done after each pay period. Additional information is requested on this worksheet for Tax Form 720, 941, and CT-1 FTD Payment. If total deposits of income tax withheld and social security, Medicare, and railroad retirement taxes are more than \$50,000 an employer must make electronic deposits for all depository tax liabilities that occur. This was started as of January 1, 1998.
	Access Restrictions	None
	Contents	This record series may contain: Steps necessary to send in the federal withholding to the IRS. This includes the federal phone #, taxpayer I.D. #, PIN #, menu selections to initiate a tax payment, tax type #, tax payment type, tax filing period, payment amount, verification code, tax payment settlement date, acknowledgement #, settlement date.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Payroll Department

28
Record Group
Number

Series	Records Title and Description	Function and Use
L6875	Transmittal Register of Direct Deposits	This record documents that direct deposit has occurred. This is routed through the automated clearing house and run each pay period. The employee receives the payroll check stub.
	Access Restrictions	None
	Contents	This record series may contain: Originating point, receiving point, date of transfer, time, type of service, name, entry count, amount, credits, debits, savings credits and file totals.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6876	Annual Return of Withheld Federal Income Tax (Form 945)	This record series documents income tax withheld from non-payroll payments. This includes pension, annuities, and IRAs, military retirement, gambling winnings, Indian gaming profits, voluntary withholding, and backup withholding. All income tax withholding reported on Forms 1099, 1099R, 1099 Misc., or Form W-2G are reported on this form.
	Access Restrictions	None
	Contents	This record series may contain: Name of employer, address, I.D. #, federal income tax withheld, total taxes, total deposits, balance due, overpayment, monthly summary of federal tax liability, signature of employer and date.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6877	Employer's Monthly Return of Income Tax Withheld	This record series documents the monthly withholding of state income tax of Airport employees by the Airport administration. The return is filed with the Kentucky Revenue Cabinet and a check with the total amount due is attached to the return. This return provides a grand total for all employees, but does not list individual employee names and individual withholding amounts.
	Access Restrictions	None
	Contents	This record series may contain: Employer name and address, time period covered, return due date, account number, total wages for period, Kentucky income tax withheld for period, previous period adjustments or credits, net tax due, penalty, interest, total penalty and interest, total amount due, signature, title and date line.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6878	Employer's Annual Return of Income Tax Withheld	This record series documents the annual withholding of state income tax from the wages of Airport employees. Included on the return is an annual reconciliation for the months January to December. The return also serves as the monthly return for December. Unlike the monthly return, this document will have K-2's Employee Wage Statements attached at the time of submission, and the return has the December withholding check attached to it.
	Access Restrictions	None
	Contents	This record series may contain: Employer name and address, period beginning, period ending, return due, account number, total number of employees this period, total withholding payments processed for the period January 1 to September 30 as of December 13, Annual Reconciliation providing total wages for the year, Kentucky Income Tax Withheld as shown on K2's, a Ky. Income tax withheld, previous adjustments or credits, net tax due, penalty, interest, total penalty and interest, total amount due, signature line, title line and date line, plus a statement of adjustments and credits. Attached to the return are the individual employee K2's (Wage Statements).
	Retention and Disposition	Retain seven (7) years. Destroy after audit.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

BLUE GRASS AIRPORT
Payroll Department

29
Record Group
Number

Series	Records Title and Description	Function and Use
L6879	Employer's Quarterly Federal Income Tax Return	This record series documents the quarterly payment of federal income taxes plus Social Security and Medicare taxed paid to the IRS by the Airport. Attached to the return will be a check to cover these payments.
	Access Restrictions	None
	Contents	This record series may contain: Federal ID#, name of Airport, address, number of employees, total wages subject to withholding plus other compensation, total income tax withheld from wages, tips, pensions, annuities, sick pay, etc., adjustment of withheld income tax for preceding quarters of the calendar year, adjusted total of income tax withheld, taxable Social Security wages and tips, taxable Medicare wages and tips, total Social Security and Medicare taxes, backup withholding, adjustment of backup withholding, total taxes, advance earned income credit made to employees, net taxes, balance due, overpayment, followed by a listing of tax liability by pay period and by months in each quarter with grand totals, plus signature line, job title and date.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6880	Reimbursing Employer's Quarterly Unemployment Wage Report	This record series documents the quarterly payment of unemployment insurance contributions by the Airport to the Division of Unemployment Insurance. At minimum the report may be one page in length, but could be far larger depending upon the number of employees. A check may or may not be attached to the report depending on whether the Airport decides to file it with the report or separately.
	Access Restrictions	None
	Contents	This record series may contain: KY employer ID number, federal employer ID number, employee name, social security number, gross wages, total for the pages, totals for all pages, number of employees by quarter with monthly totals, previous amount due, total amount due, number of pages in the report, remittance attached yes or no, signature line, title line, address and telephone number, date.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.
L6881	Payroll Register - Year End (V)	This record series documents the earnings and withholdings of employees from pay period to pay period and is a year to date accumulation of the payroll. The final pay period is considered to be the master earning record of all employees.
	Access Restrictions	None
	Contents	This record series may contain: Run date, name of employee, directory information, gross pay, net pay, withholdings, rate of pay, each pay period with year to date totals, total deductions.
	Retention and Disposition	Retain permanently.
L6882	Payroll Register - Pay Period. (V)	This record series documents the earnings and withholdings of employees for each pay period. This is used to compile the year end Payroll Register.
	Access Restrictions	None
	Contents	This record series may contain: Run date, name of employee, gross pay, withholdings, rate of pay, year to date totals, total deductions and payroll vouchers.
	Retention and Disposition	Retain seven (7) years. Destroy after audit.

STATE ARCHIVES AND RECORDS COMMISSION
 Public Records Division
 Kentucky Department for Libraries and Archives

Schedule Date: June 11, 2015

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

BLUE GRASS AIRPORT
 Public Relations

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6868	<p>Publications Created by Airport</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>This record series documents publications created and published by the Airport. These may be in the form of surveys, informational material for the public, promotional material (tourism), statistical reports, periodicals and plans.</p> <p>None</p> <p>This record series may contain: All published material produced by the Airport and related material.</p> <p>Retain one (1) copy permanently. Excess copies may be destroyed when no longer needed.</p>
L6869	<p>Open Records Request for Inspections/Disposition Record (V)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>This record series documents requests for information from the public, press or other governing agency. It is a joint form that also documents approval and/or denial of information and supporting documentation.</p> <p>None</p> <p>This record series may contain: Date of request, requesting party name, information requested, copies needed or only viewing, disposition, supporting documentation for decision.</p> <p>Retain one (1) year, then destroy.</p>
L6870	<p>Miscellaneous Photos, Audio/Video Recordings of Events</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>This record series is used to document promotional, employee events, and news events. This is mostly created to promote the airport.</p> <p>None</p> <p>This record series may contain videos and pictures with dates, time and event.</p> <p>Retain until no longer needed</p>

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

BLUE GRASS AIRPORT
 Public Safety and Operations

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6768	State EMS Run Report (V)	<p>This record series documents aid rendered, is a medical assessment, and serves as the primary billing record. A copy of this record is also frequently provided, at patient's written request or upon court order, for legal and insurance purposes. Cabinet for Human Resources Administration Regulation (902 KAR 20:155) requires that this record be forwarded to the Cabinet in accordance with submission dates established by the Cabinet. A new CHR regulation (902 KAR 20:117) requires that the EMS Run Report be kept confidentially and for a minimum period of five (5) years from the last date of service, or in the case of minors, until five (5) years beyond the age of majority, which is 18 years.</p> <p>Access Restrictions KRS 61.878(1)(l), KRS 311A.190(5)</p> <p>Contents This record series may contain: Month, day, year, pick-up location, county code, ambulance service license, time calls come in and time transferred, mileage record, nature of run, patient name and address, driver/attendant, vital signs, chief complaint, case narrative, destination, doctors, patient assessment and aid administered.</p> <p>Retention and Disposition Retain for seven (7) years, then destroy after audit. In cases of minors, destroy after the age of twenty-three (23).</p>
L6769	Patient Statement (V)	<p>This record series documents the patient statement and is used to obtain payment from the patient for services rendered. This is the collection record - the bill for services which the EMS Unit mails to the individual who received ambulance service.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Date, Patient Name and Address, Description of services rendered, Charges, Payments and Credits, Previous balance, Total payments and credits, Current charges, Total, Provider name and address. Date of run and from-to locations.</p> <p>Retention and Disposition Retain three (3) years. Destroy after audit.</p>
L6770	Department Policies and Procedures (V)	<p>This record series documents the structure of the department and how all units within the department are to carry out their responsibilities. This includes the personnel and what each unit is responsible for and how the process is to be completed. These policies and procedures may change due to state and federal guidelines, regulations or law and because of local regulations or laws.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Administrative layout of the department, what each unit is responsible for and the steps to be taken to carry out their responsibilities. Personnel guidelines are included.</p> <p>Retention and Disposition Retain one (1) copy permanently. Destroy excess copies when updated.</p>
L6771	Orders (General Special and Training Bulletin) (V)	<p>This record series documents the policies and procedures of the Airport's law enforcement agency. It is an internal document used in the administration and operation of the agency and includes all areas. These come from the head (chief) of the agency as needed. They are issued by the chief after consultation with the staff. The orders may be general, special or training bulletins. A general order applies to everyone in the agency. A special order applies to a specific area or subject. A training bulletin is issued for any changes in the training procedures. Orders are issued to comply with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Kentucky Association of Chiefs of Police (KACP). There are only 5 law enforcement agencies in the state accredited by CALEA.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Date of issue, page # and number of pages, order #, subject, order numbers rescinded, CALEA standards, KACP standards, signature of authority (chief usually), purpose, policy and procedures.</p> <p>Retention and Disposition Retain one (1) copy permanently. Destroy excess copies when superseded or rescinded.</p>

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Series	Records Title and Description	Function and Use
L6772	Daily Detail Assignment Record (Sheet) (V) Access Restrictions Contents	This record series documents the assignments of each law enforcement officer on a daily basis. This is used to verify the whereabouts of the officers and what they are to be doing at a particular time. This is an important document when there is an inquiry or complaint from a citizen and may come into play in an internal investigation or law suit. None This record series may contain: Date, time, detail assignment, car assignment, beat assignment, name of officers and any special instructions.
	Retention and Disposition	Retain three (3) years, then destroy.
L6773	Officer's Field Interview Notes Access Restrictions Contents	This record series documents the contact an officer has with a suspect on the streets. This contact is initiated by the officer either through observance or phone call. These notes may not be mandatory to keep but may be useful for the completion of the officer's daily activity report. Also this record series is used by the officer as a protection against untrue allegations issued by the suspect. KRS 61.878(1)(a)(I), KRS 610.320(3) This record series may contain: Name of suspect, alias, address, race, sex, DOB, ssn, height, weight, hair, eyes, operator's license #, state, location of encounter, date, time, clothing description, vehicle, year, make, mode., color, license no., state, whether the driver, passenger or a pedestrian, reason for encounter, remarks, any associates, name of officer, employee no./badge no., assignment, platoon, list of suspects features.
	Retention and Disposition	Retain three (3) years, then destroy.
L6774	Uniform Crime Monthly Report (V) Access Restrictions Contents	This record series documents the felony crimes which have occurred in the Airport's law enforcement agency's jurisdiction within a month. The data may be submitted to a state Uniform Crime Reporting Program or directly to the National Uniform Crime Reporting Program (F.B.I.). Most of the local law enforcement agencies submit this report to the Kentucky State Police which in turn submits it to the F.B.I.. This data is used to show nationwide trends and statistics for the purpose of comparison and to learn from other agencies. The crimes documented are Part I and include rape, murder, homicide, manslaughter, assault, burglary, auto theft, arson, robbery, larceny and theft. This report is not mandated but each agency is strongly urged to participate. This report is a must if grant funds are to be received by the local agency. This report deals with the nature of crime and the monetary value of property stolen and recovered as well as those officers injured or killed in the line of duty. None This record series may contain: Classification of offenses and whether they were unfounded, just attempts, false, baseless, actual offenses, total offenses cleared by arrest or exceptional means, number of clearances involving only persons under 18 years of age. Also included is a report for crimes committed and the monetary value of property stolen and recovered, a report of law enforcement officers killed or assaulted.
	Retention and Disposition	Retain for three (3) years, then destroy
L6775	Felony Investigation Case File (V) Access Restrictions Contents	This record series documents all investigative procedures followed when a felony has been committed. These include robbery, homicide, rape, assaults, wanton endangerment, burglary, larceny, arson, auto theft and all other felonies. This is a compilation of all material gathered in a felony investigation. All cases are considered open while actively being investigated. At some point in time they will become suspended which are those cases which have been cleared by arrest; the suspect is known but for some reason prosecution is denied or case is unfounded. They become a closed file when there has been resolution by the court(found guilty, dismissed) ; the suspect is known but for some reason prosecution is denied or the case is unfounded. Where law enforcement agencies are accredited by CALEA these files must be transferred to the Records Division/Records Center. KRS 17.150(2) This record series may contain: Assignment log, complaint report, arrest report/citation, case synopsis report, coroner's report, autopsy report, cassette tape log, victim information, victim statement, witness list/information/statements, suspect information, suspect statements, investigative notes, field notes, evidence log/reports, lab requests/results, photos, diagrams, search warrants, vehicle information, photo line-ups, neighborhood investigation, correspondence, police bulletins, news releases, lead sheet reports, criminal history data, order to expunge, subpoenas and citations.
	Retention and Disposition	Retain permanently.

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Series	Records Title and Description	Function and Use
L6776	Investigations and other than Felonies File (V)	This record series documents all information collected and procedures followed after an incident/offense report has been filed relating to a case other than a felony. These may be misdemeanors, citations given or violations. An arrest is not always made when a violation has occurred. This file is used in the resolution of the case. These are active, inactive, closed, open and suspended investigative files.
	Access Restrictions	KRS 17.150(2)
	Contents	This record series may contain: Copy of the uniform offense report, uniform citation report, the investigative report, evidence, photos of crime scenes, photos of suspects, interviews, statements from victims/witnesses/suspects, audio and video tapes, arrest warrants, fingerprints, lab information, criminal history information, correspondence, subpoenas, order to expunge, citations, pleas, sentences and prosecution data.
	Retention and Disposition	Retain seven (7) years, then destroy.
L6777	Criminal History Jackets (I.D. Jackets) (V)	This record series documents an individual's felony criminal record. At the time of booking a person all directory information is attained and is kept with this jacket. This history gives each crime committed and subsequent actions taken including any corrections activity. This file is very important in the investigation process and is maintained up to date through the cooperation with the F.B.I. And the Kentucky State Police.
	Access Restrictions	KRS 17.150(4)
	Contents	This record series may contain: Offender index, adult case summary (history of arrests), fingerprints, photos (mug shots), F.B.I. Information (rap sheet), final disposition sheet, other agency abstracts, correction's information, notice of transfer or parole, order to expunge and alias file.
	Retention and Disposition	Retain permanently.
L6778	Criminal History Index File (V)	This record series documents a finding aid for the Criminal History Jacket. These records are used extensively for investigations. This may be a card file or an alphabetical listing.
	Access Restrictions	KRS 17.150(4)
	Contents	This record series may contain: Name, mug shot, age sex race, date of birth, last known address, arrests, date of arrests, offense, disposition of case, order to expunge and social security number.
	Retention and Disposition	Retain permanently.
L6779	Property/Evidence Record File (Lost and Found) (V)	This record series documents the complete inventory of property and evidence seized during the investigation of case, whether a misdemeanor or felony. This is a system of keeping track of the property and evidence and the disposition of that property and evidence. The disposition of the property and evidence may be by destruction, auction, forfeiture or returned to the owner. Also it may become an exhibit in a court case where upon it will remain with the case file. The manual keeping of this record series is being done less and less by law enforcement agencies and is being replaced by electronic record keeping. Matter of fact bar coding is being used in the larger agencies to keep track of the property.
	Access Restrictions	None
	Contents	This record series may contain: Property record #, suspect name, address, source of property, date of entry, date of release, released by, property description and arresting officer. Also it may contain the case #, offense, case officer, badge #, booking officer, badge #, owner/victim name and address, location found, found by, and bar coding for each item.
	Retention and Disposition	Destroy three (3) years after final disposition of the property/evidence.

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Series	Records Title and Description	Function and Use
L6780	Motor Vehicle Impoundment Record	This record series documents any towing of a vehicle done at the request of a law enforcement officer. Usually after a period of time (30-60 days) notice will be sent to the owner and if not picked-up it will be salvaged. These autos may be impounded because they have been involved in an accident, been stolen, burned, result of a traffic/parking violation or stolen.
	Access Restrictions	None
	Contents	This record series may contain: Vehicle inventory, description, condition, officer impounding vehicle, badge #, wrecker driver, date/time impounded, a release(includes name address, released by, date/time, report no., received by, date/time, vehicle description, license #, make model, color, vin #., towed from, towed to, vehicle owner, address, driver or person last in possession, address, phone, condition(running, wrecked, burned, stripped, not running), if stolen, reason for impounding, reasons for holding, reasons for releasing.
	Retention and Disposition	Retain one (1) year, then destroy.
L6781	Uniform Citation File (V)	This record series documents violations of traffic laws and for all felonies, misdemeanors and violations (KRS 431.450) and is used by all peace officers in the commonwealth. This form consists of an original document and five copies which are serially numbered in such a manner that the year of issue and the individual citation number may be readily ascertained and is approved by the State Supreme Court. One copy goes to the customer, one to Drivers Licensing, one to Detention, one remains in the law enforcement agency and the original to District Court. It is issued by law enforcement officers and is used as the basis for establishing court appearance dates and to begin the judicial process. The information is used by law enforcement officers when testimony concerning the incident is required. It is also used as one input document for the Criminal History Information System.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Offender/violator section(name of agency, name of subject, alias, address, I.d. number, ss#, date of birth, sex, race, home phone, emergency phone, resident status, marital status, victim's relationship to offender, ethnic origin, height, weight, hair color, eye color, alcohol/drug involvement), vehicle section(make, type, year, color, state registered, year registered, registration no. identifiers, mph, in mph zone), date/time section(violation date, time, exact location of violation/arrest, b.a. results, date of arrest, time, miles, direction, city, county of violation), charges section(violation code, statute/ordinance, charges, plea, finding, final violation code, disposition code, fine, costs, fee, jail/prison, probation time), court section(court date, court time, court location, court case no. disposition date, trial, clerk's initial), post-arrest section(post-arrest complaint) and case section(name of witness, address, case no., carried for ucr by contributor, fingerprints taken, photos taken, evidence held, officer's signature, badge/I.d. number, assignment).
	Retention and Disposition	Retain three (3) years, then destroy.
L6782	Complaint and Offense Report (Incident Reports) (V)	This record series documents the events surrounding the filing of a complaint, where a crime has been committed and to describe the start of an investigation. This actually begins the investigation process and is used extensively while the investigation is in progress.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Complainant name, address, file no. crime report no., a victim section(directory information), an incident section(the type of offense, location of occurrence, week/date/time of occurrence, weather at time of offense, date /time of report), injury section(type of injury whether accidental, assaulted, found dead, self-inflicted, removed from, removed by, nature of injuries, status of injured party, if rape, was examination performed), narrative section, whether or not to prosecute, whether a warrant is to be issued, case status, solvability factors, reporting officer, employee no./badge no., approving supervisor, is follow-up needed, a vehicle section, property section, suspects section, uniform crime report section and a supplementary report page if more space is needed.
	Retention and Disposition	Retain three (3) years, then destroy.

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Series	Records Title and Description	Function and Use
L6783	DUI Case File (V)	This record series documents the arrest of persons for D.U.I. and may include the intoxilyzer test results. This report is used as a reference when doing background checks and to verify any D.U.I convictions that may result from this report.
	Access Restrictions	KRS 17.150(2)
	Contents	This record series may contain: D.U.I. field report(name of subject, address, sex, race, date of birth, age, day/date/time arrested, arrest location, vehicle year, make, model, color, license, state, expired date, impounded, where left, weather, accident, injuries, description of driving characteristics that caused the officer to suspect a D.U.I violation, distance observed before stop was attempted, road/traffic conditions, field sobriety test given, field test surface, suspect physical description, odor of alcoholic beverages noted, physical appearance, photos taken, rights advised, time, questioning of suspect, witness information, arresting officer, employee #/badge #, date/time report completed, order to expunge and additional narrative information). Also there may be intoxilyzer test results which is usually taken at time of booking.
	Retention and Disposition	Retain seven (7) years, then destroy.
L6784	Juvenile Investigation Case Files (V)	This record series documents all the information collected during an investigation of a juvenile arrest. These investigations may either be for felony or misdemeanor violations. Much of the information in this file may be captured electronically. The information collected in a juvenile case is basically the same as any other investigative file and like other files may be used in court cases.
	Access Restrictions	KRS 610.320(3)
	Contents	This record series may contain: Case number, victim name and address, location of offense, assigned investigators, date occurred, assignment log, complaint report, arrest report/citation/violation, witness information, suspect information, suspect statements, investigative notes, officer's field notes, evidence reports, lab results, photos, diagrams, search warrants, vehicle information, correspondence, fingerprints, booking information and other related documents.
	Retention and Disposition	Destroy when the order to expunge is issued or at age twenty-three (23), whichever comes first.
L6785	Juvenile Arrest File (Form) (V)	This record series documents the initial investigation of a juvenile. It documents the juvenile involved and information concerning the crime. This is a summary of the initial investigation and is put into the case file. This information may be compiled as a paper document only but the information contained in the paper document may be input electronically and maintained in that medium.
	Access Restrictions	KRS 610.320(3)
	Contents	This record series may contain: Juvenile's name, alias, place of birth, sex, national origin, social security #, date of birth, residence address, father's name, father's address, father's phone, mother's name, mother's address, mother's phone, school and/or occupation, school grade, employer, address, date of custody, time of custody, location of custody, beat, KRS, is it a misdemeanor or felony, specific charges, drugs involved, type of drugs, weight/dose units of drugs, came of complainant, address, time of offense, investigating officer, employee/badge #, assignment, assisting officer, employee/badge #, assignment, a narrative section, officer making report, parents notification, time.
	Retention and Disposition	Destroy when order to expunge is issued or at age twenty-three (23), whichever comes first.
L6786	Child Abuse, Adult Abuse and Domestic Abuse Case File (V)	This record series documents all domestic violence/abuse and cases of adult/child abuse, neglect, or exploitation. These include physical abuse and neglect, sexual abuse/exploitation(child), self-neglect, neglect by caretaker, exploitation(adult) and sexual offenses(spouse). This investigation is initiated by completing a standard report form which is issued by the Department for Social Services. This form is to be completed in all cases of known or suspected domestic violence and abuse, adult/child abuse, neglect, or exploitation. The law enforcement agency shall immediately forward(within 48 hours) a copy of this report to the local office of the Department for Social Services. Other documentation may be in this file for the purposes of identification and investigation.
	Access Restrictions	KRS 620.050 (4)
	Contents	This record series may contain: the Child Abuse, Adult Abuse, and Domestic Abuse Standard Report(Department for Social Services), form DSS-115(Confidential Suspected Abuse/Neglect, Dependency or Exploitation Reporting Form completed for Department for Social Services), Crimes Against Children Risk Report(in-house investigative tool), Complaint and Offense Report, fingerprints, photos, witness information, lab information, evidence information and officer's notes and field reports.
	Retention and Disposition	Retain permanently.

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Series	Records Title and Description	Function and Use
L6787	Uniform Police Traffic Accident Report (V)	This record series documents vehicle accidents whether single or multi-vehicle. This is a two part form which is uniform throughout the state and is used by all law enforcement agencies. The original is sent to the Kentucky State Police where the data from the form is input into a database. The hard copy is sent on the Department of Transportation (Traffic Section). This form is in the process of being updated to a 1 page form that will be scanned and sent electronically to the KSP. The information will be the same. This is used as a reference and is used in producing accident reports.
	Access Restrictions	KRS 189.635 (5)(6)
	Contents	This record series may contain: local code, agency id, master file no. investigating agency, killed, injured, state of investigation, date/day/time of accident, traffic way no. or name, town, county, intersection, between street, ram, mile post, speed limit, a section for unit 1 and unit 2 and includes the same information which is: operators lic. No. state, restriction, code, compliance, name of operator, address, owner name and address, motor carrier name and address, vehicle make/year/model, state of registration, insurance co., what happened, diagram of vehicle and the damage inflicted, property damage, owner/address, tests for alcohol and drugs(whether taken), witness information, enforcement action, citation or case #, KRS number, offense, photos taken(yes/no), investigator, I.D. #, beat or post no., time notified, time arrived, scene cleared, reviewed by.
	Retention and Disposition	Retain three (3) years, then destroy.
L6788	Traffic Serious Injury Case (Collision) File (V)	This record series documents those accidents involving autos where there is serious injury. Usually this becomes a criminal investigation. The result of these collisions may be criminal charges or may result in a civil case being pursued by one of the parties. This file is used in conducting traffic safety surveys also.
	Access Restrictions	None
	Contents	This record series may contain: Copy of the accident report/collision report, witness statements, field investigative notes, audio/video material, photos and drawings.
	Retention and Disposition	Destroy seven (7) years after close of case file.
L6789	Traffic Fatality Case File (V)	This record series documents those traffic accidents resulting in a death. This file is maintained because of possible criminal charges being brought against those involved and also the possibility of a civil law suit. This file in particular is used in traffic research and resulting trends.
	Access Restrictions	None
	Contents	This record series may contain: Uniform Police Accident Report, witness statements, field investigative notes, audio/video material, photographs and drawings.
	Retention and Disposition	Destroy twenty (20) years after close of case file.
L6790	Traffic Property Damage Hit and Run File (V)	This record series documents those traffic accidents that are hit and run where there is property damage. This is used for criminal investigation and provides support for legal proceedings(civil and criminal). It is also used in the year end statistics which in turn justifies activities.
	Access Restrictions	None
	Contents	This record series may contain: Uniform Police Accident Report, witness information, copy of citation, photos, supplement to accident report and resolution of the case.
	Retention and Disposition	Retain three (3) years, then destroy.
L6791	Audio/Video Recordings	This record series documents audio and video recordings made by public safety personnel in their daily activities. This may be dispatch information conveyed by personnel to the central office and may document incidents and other actions taken by personnel.
	Access Restrictions	
	Contents	This record series may contain: Time, date, name of person and documentation of incident information.
	Retention and Disposition	Retain thirty (30) days if there is no investigation relating to information on the recording. If being used in an investigation maintain until the resolution of the case.

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Series	Records Title and Description	Function and Use
L6792	NCIC/LINK Information File (V)	This record series documents the information received daily through the National Crime Information Center (FBI). This is information received regarding the criminal behavior of specific persons. This also involves any information about stolen vehicles. This information is used in the day to day business of the agency and as an investigative tool. Once the information is updated or becomes obsolete, it is considered inactive.
	Access Restrictions	KRS 17.150(4)
	Contents	This record series may contain: Directory information about persons, crimes committed, offenses committed and any related information.
	Retention and Disposition	Destroy one (1) year after becoming inactive.
L6793	Complaints/Internal Investigation (IA) File (V)	This record series documents all internal affairs (professional standards) investigations where a complaint has been issued. This series includes both substantiated and unsubstantiated findings. Pursuant to KRS 95.765(1) No member of a police department shall be removed or reduced in grade for any reason except for inefficiency, misconduct, insubordination or violation of the law, or violation of the rules adopted for the law enforcement agency. All charges must be in writing and must clearly set out the charges made and the trial shall be confined to matters related to the issue presented.
	Access Restrictions	KRS 61.878 (1)(i)(j) until investigation concluded. KRS 61.878 (1)(h)
	Contents	This record series may contain: Chief's Initiation Letter/Complaint Affidavit; Complaint Inquiry Form; Formal Complaint Entry/Case Number; Case Summary Letter; Case Findings/Conclusion Letter; Complaint/Disciplinary History Form; Complainant's Identification Copy; Complainant's Interview; Complainant's Witnesses' Identification Copy; Complainant's Witnesses' Interviews; Accused Officer(s) 48-hour Notice Form; Accused Officer(s) PSU Warning, interviews; Witness Officer(s) Interviews; Investigative Record; Copies of arrest forms, dispatch records, officer letters or other documents; photographs; photo pack; Medical release/records; Any reviews by additional investigator(s).
	Retention and Disposition	Destroy seven (7) years after termination of employment.
L6794	Use of Force Form/File (V)	This record series documents those incidents where use of force by an officer has occurred. This is completed by the officer and signed by the supervisor and sent to the chief and to the training section. This file is maintained for the purpose of documenting those incidents in case there are complaints filed by the persons involved.
	Access Restrictions	KRS 61.878(h)(i)(j)
	Contents	This record series may contain: Name of the officer, day/date/time force used, assignment/beat, location of incident, case number, type of incident, assisting/witness officer, suspect information - name, address, DOB, social security #, sex, race, charges placed against suspect, suspects condition when first observed, whether treatment was necessary, hospital/physician, nature of injuries. An officer section - type of resistance, control techniques and description of events. Supervisor section - name of supervisor, assignment, date and time completed, evidence collected, photos/video, id officer, officers signature, supervisors signature and commander signature. Statements by the suspect, witnesses and supervisor,
	Retention and Disposition	Retain seven (7) years, then destroy.
L6795	Vehicle Pursuit Form/File	This record series documents incidents where there has been pursuit of another vehicle by a law enforcement officer. This is required in case there is personal injury or property damage done as a result of this pursuit. This is completed by the pursuit officer and reviewed by their supervisor.
	Access Restrictions	KRS 61.878(h)(i)(j)
	Contents	This record series may contain: Name of the officer, assignment/beat, day/date, start/end times, location of incident/pursuit, case number, reason for pursuit, assisting/witness officer, employee #, accident involved(yes or no), personal injury, property damage, near accident involve,(yes or no), police vehicle involved, suspect vehicle involved, injuries sustained(officer, suspect, passenger), suspect name, address, DOB, ssn, sex, race, charges, arrest time, suspects condition(unimpaired, alcohol impaired, drugs suspected), emotionally disturbed, a narrative of the description of events, evidence collected, photos taken, id video taken, officer's signature, date/time completed, assigned supervisor's signature, bureau commander's signature, witness information, supervisor comments.
	Retention and Disposition	Retain seven (7) years, then destroy.

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Series	Records Title and Description	Function and Use
L6796	<p>Administrative Orders (V)</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Date of issue, page #, order #, subject, order numbers rescinded, signature of authority, purpose, and policy and procedure.</p> <p>Retention and Disposition Retain one (1) copy permanently in the Chief of Public Safety office. Destroy excess copies when superseded or rescinded.</p>	<p>This record series documents the policies and procedures of the fire department. It is an internal document used in the administration and operation of the agency and includes all areas. The chief issues these as needed. The orders may be general, special or training and they apply to everyone in the agency.</p>
L6797	<p>Annual Fire Summary Report</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Breakdown of false alarms, number of fires, number of civilian casualties, estimated property damage from fire, incendiary and suspicious fires, structure fires, vehicle fires and total for all incidents.</p> <p>Retention and Disposition Retain permanently.</p>	<p>This record series documents the fire runs made during the year and the type of fire. This is a reporting tool for the governing body and becomes a part of the Annual Report to the Governing Body.</p>
L6798	<p>Basic Fire Incident Report</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Name of the fire department, fire district #, date of fire run, day of the week, alarm time, arrival time, in service time, type of situation found, type of action taken, fixed property use, address of fire, occupant name, telephone and address, owner name, method of alarm from public, inspection district shift, no. of alarms, number of fire personnel, number of engines responding, aerials responded, other vehicles, number of injuries, number of fatalities, complex, no complex, mobile property type, mobile property-not applicable, area of fire origin, equipment involved in ignition, form of heat of ignition, type of material ignited, form of material, method of extinguishment, level of fire origin, number of stories, construction type, extent of flame damage, extent of smoke damage, detector performance, sprinkler performance, type of material generating smoke, mobile property description, equipment involved in ignition, officer in charge, member making report and date of report.</p> <p>Retention and Disposition Retain seven (7) years, then destroy.</p>	<p>This records series documents what happens when a fire alarm is issued and a run is made. The information is entered after each run per KRS 304.13-380. These reports are used by the insurance companies for rating purposes and by the local fire department as a reference to their activities and to document all aspects of a particular fire. This report also be used when there is a suspicious fire and to determine whether the state fire marshal should be called. These basic reports shall be compiled into a monthly statistical report for the state fire marshal. These are sent electronically to that office every 3 months.</p>
L6799	<p>Dispatch Calls</p> <p>Access Restrictions None</p> <p>Contents This record series may contain: Name of the fire department, the engine responding, time recorded, time arrived, time cleared, type of incident, the address of the run, name and location of caller.</p> <p>Retention and Disposition Retain three (3) years, then destroy.</p>	<p>This record series documents calls received from citizens reporting a fire. This documents the time of the call and other pertinent information. In some instances the fire and emergency medical service are on the same system. This dispatch may also be on tape or electronic.</p>

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Series	Records Title and Description	Function and Use
L6800	Daily Apparatus Checklist	This record series documents all vehicles, generators, breathing apparatus, chain saws and any other items used in the day to day work of the fire department have been checked for performance capabilities. This is done daily to ensure that the vehicles and other apparatus are in good condition and are being maintained to the highest level of readiness.
	Access Restrictions	None
	Contents	This record series may contain: Date, shift, operator's name, items checked before apparatus is started, with apparatus running outside, generator checks, and breathing apparatus checks. Each one of these has a list of items to be checked.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6801	Hose Test Report	This record series documents that hoses have been tested according the National Fire Assoc. guidelines and that there are no problems. Tested for pressure adherence and fitting durability. The insurance rating companies use this grading fire districts when issuing insurance rates.
	Access Restrictions	None
	Contents	This record series may contain: Date of testing, unit# or engine #, officer in charge, description of item tested, hose size, test psi, # of feet tested, # of feet passed, # of feet failed and comments.
	Retention and Disposition	Retain seven (7) years, then destroy.
L6802	Ground Ladder Test Report	This record series documents that ground ladders are tested and inspected, usually on an annual basis and that they are in good repair. The testing is completed according to the National Fire Protection Standards and the results are used not only for repair purposes but are used by the insurance rating company in grading the fire district for setting insurance rates.
	Access Restrictions	None
	Contents	This record series may contain: Test date, inventory #, location, manufacturer name, length, number of sections in ladder, testing of the rails/rungs, hooks, halyards, strength test measurements and person doing the testing.
	Retention and Disposition	Retain seven (7) years, then destroy.
L6803	Pumper Test Report	This record series documents that the pumper on the truck is in good working condition and is used in the certification process by the National Fire Protection Association. Also used by the insurance grading companies for insurance rates for the district.
	Access Restrictions	None
	Contents	This record series may contain: Date of test, apparatus tested, temperature, time, manufacture date, manufacturer, mileage, fuel used, test site, make, model, serial number, acceleration, vacuum test, pumping data, capacity, and tester.
	Retention and Disposition	Retain seven (7) years, then destroy.
L6804	Hydrant Flow Test Report	This record series documents grading the insurance rating company. Also documents the pressure at the hydrants to make sure they are in good working condition. This is done at least once a year.
	Access Restrictions	None
	Contents	This record series may contain: Date inspected, hydrant #, number of outlets, static psi, flow psi, residual psi, max GPM, hydrant condition, platoon doing testing.
	Retention and Disposition	Retain seven (7) years, then destroy.

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Series	Records Title and Description	Function and Use
L6805	Felony Investigation Case Files (Homicide) (V)	This record series documents all investigative procedures followed when a homicide is involved. This is a compilation of all material gathered in a homicide investigation. All cases are considered open while actively being investigated. Under some circumstances these may remain open forever while others may not be actively pursued. At some point in time they will become suspended which are those cases which have been cleared by arrest; the suspect is known but for some reason prosecution is denied or case is unfounded. They become a closed file when there has been resolution by the court(found guilty, dismissed) ; the suspect is known but for some reason prosecution is denied or the case is unfounded. Where law enforcement agencies are accredited by Commission on Accreditation for Law Enforcement Agencies (CALEA) these files must be transferred to the Records Division/Records Center.
	Access Restrictions	KRS 17.150(2) & KRS 61.878(1)(h)
	Contents	This record series may contain: Assignment log, complaint report, arrest report/citation, case synopsis report, coroner's report, autopsy report, cassette tape log, victim information, victim statement, witness list/information/statements, suspect information, suspect statements, investigative notes, field notes, evidence log/reports, lab requests/results, photos, diagrams, search warrants, vehicle information, photo line-ups, neighborhood investigation, correspondence, police bulletins, news releases, lead sheet reports, criminal history data, subpoenas and citations.
	Retention and Disposition	Retain permanently.
L6806	Lost and Found Reports	This record series is used to track lost and found items in order to return item(s) to owner. Records track lost and found items, date lost/found, date owner notified, date returned to either owner or finder. If owner cannot be determined, item may be returned to finder after of period of 60 days.
	Access Restrictions	None
	Contents	This record series may contain the Case ID, Item Type, Lost or Found, Date Reported, Reported By, Report Number, Where Lost/Found, Found By, Make, Color, Description, Sent to Security, Serial Number, Owner Last and First Name, Street Address, Apartment, City, State/Prov, Postal Code, Phone, Email, Disposition Date, Released To, Description and Released By.
	Retention and Disposition	Retain three (3) years. Destroy after audit.
L6807	Concession Monthly Safety Audits	This record series is a checklist which is required by the Transportation Security Administration (TSA). It is required that all airports control certain prohibited items located past security screening points. A list of prohibited items that could be used as weapons is created and exceptions are granted only if the items are controlled. A restaurant must inventory and list knives and maintenance must do the same for screwdrivers etc. This record series documents the locations of such items and compliance with protocol.
	Access Restrictions	None
	Contents	This record series may contain the date of inspection, location, concession or location name, indications of compliance or violations and signature of location manager.
	Retention and Disposition	Retain three (3) years, then destroy.
L6808	Key Acceptance Form	This series documents assignment and receipt of electronic keycards to authorized employees allowing physical access to secured areas of the airport. This series also documents a signed acknowledgement by the employee that he/she has received a copy of the related rules and regulations regarding airports governed by the Commonwealth of Kentucky.
	Access Restrictions	KRS 61.878(1)(a) re personal information
	Contents	Series may contain: Name, background check, Social Security Number of employee; receipt signed by employee re electronic keycards and rules and regulations regarding airport protocol; name of associated company.
	Retention and Disposition	Retain in Agency and destroy one (1) year after individual no longer has access.

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Series	Records Title and Description	Function and Use
L6809	Incident and Accident Reports	This record series documents incidents, accidents and/or complaints. This information is used to inform the administration of an incident/accident/complaint so management can take actions to prevent similar incidents in the future. It alerts administration and the agency's insurance provider to a potential claim and the need for investigation. Additionally, OSHA requires agencies with more than ten employees to maintain a record of occupational injuries and illnesses.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Names, address, phone number, age, sex and Social Security of person involved. Date, time and exact location of incident, type of accident, safety, medical device failure, adverse drug reaction, vehicle accident, needle-stick, clerical/data entry error, communications problem, testing process, result reporting, exposure to hazardous substance, policy/procedural violations and mediation error. If an employee was involved, the name and their employment history, a description of incident/complaint, action taken by staff members, witness name, phone number and address, medical follow-up, type of medical treatment sought (if any), dates of treatment, treating physician, and address, dates off work and return to work and if duties restricted and related information.
	Retention and Disposition	Retain for seven (7) years after accident/incident occurred for adults. For children, retain until age eighteen (18) years plus seven (7) years or until litigation is complete, whichever is longest.
L6810	Felony Investigation Files (Fires) (V)	This record series documents investigations of fires that are determined to be arson and/or when there is a fatality. These may be resolved or they may be open and never resolved. These investigations may result in felony charges being brought. These records are sent to the State Fire Marshal,
	Access Restrictions	None
	Contents	This record series may contain: Location, time, equipment used, hydrant used, damage done, firemen involved, summary report, photos and results.
	Retention and Disposition	Retain permanently.
L6895	Orders (General, Special and Training Bulletin) (V)	This record series documents the policies and procedures of the law enforcement agency. It is an internal document used in the administration and operation of the agency and includes all areas. These come from the head (chief) of the agency as needed. They are issued by the chief after consultation with the staff. The orders may be general, special or training bulletins. A general order applies to everyone in the agency. A special order applies to a specific area or subject. A training bulletin is issued for any changes in the training procedures. Orders are issued to comply with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Kentucky Association of Chiefs of Police (KACP). There are only 5 law enforcement agencies in the state accredited by CALEA.
	Access Restrictions	None
	Contents	This record series may contain: Date of issue, page # and number of pages, order #, subject, order numbers rescinded, CALEA standards, KACP standards, signature of authority (chief usually), purpose, policy and procedures.
	Retention and Disposition	Retain one (1) copy permanently. Destroy excess copies when superseded or rescinded.