



# Department of Criminal Justice Training

Records Retention Schedule

Prepared by the State Records Branch  
Public Records Division

Approved by the State Archives and Records Commission



This records retention schedule governs retention and disposal of records created, used and maintained by the Department of Criminal Justice Training. **Government records in Kentucky can only be disposed of with the approval of the State Archives and Records Commission (the Commission). If records do not appear on a Commission-approved records retention schedule, agencies should not destroy those records.** This agency-specific schedule was drafted by Department of Criminal Justice Training personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for the Department of Criminal Justice Training to destroy the records listed, after the appropriate retention periods have passed.

Department of Criminal Justice Training personnel should use this agency-specific schedule in combination with the *General Schedule for State Agencies (General Schedule)*, also approved by the Commission. The *General Schedule* applies to records that are created, used and maintained by staff at all or most state agencies. Agency-specific retention schedules are used only by specific agencies and apply to records that are created only by a particular state agency, or to records that a state agency is required to retain longer than the approved time period on the *General Schedule*. The *General Schedule* and agency-specific retention schedule should cover all records for the Department of Criminal Justice Training.

This retention schedule applies to state agency records and information regardless of how it is created or stored. For example, information created and sent using e-mail is as much a public record as materials created or maintained in paper. Kentucky law defines public records, in part, as "documentary materials, *regardless of physical form or characteristics*, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410[1]). This means that records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless of the medium. Records retention scheduling is important in developing, using, and managing computer systems and other electronic devices. Records management practices encourage cost-effective use of electronic media through accurate retention scheduling and legal destruction of records.

**All state government employees are responsible for maintaining records according to the retention schedule, whether those records are stored electronically or in paper. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met, regardless of the records storage medium.**

This retention schedule covers the content of records created by the Department of Criminal Justice Training, including records created or stored using computers and computer systems. The *General Schedule for Electronic and Related Records* applies to records related to computers or a computer system. Examples of these include system documentation and use records, backup files, or website format and control records.

### **Audits and Legal Action**

Agency records may be subject to fiscal, compliance or procedural audit. If an agency should maintain records longer than the approved retention period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records that are subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings or open records matters. These records must be retained at least until all legal or

investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

### **Vital Records**

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

### **Confidential Records**

While all records created, used and maintained by government agency personnel are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is determined by the state's Open Records laws and other relevant state or federal statutes and regulations. Restriction of public inspection of confidential records may apply to the whole record or only to certain information contained in the record.

Kentucky's public records are considered open for public inspection unless there is some specific law or regulation that exempts them. Agency personnel who believe certain records are confidential should submit a citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority. **State agency heads have the responsibility to know all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained by their agency and to see that those laws are enforced.** Even though a record series may or may not be marked confidential on a retention schedule, contradictory laws or regulations that are passed after the schedule has been approved must be honored.

### **Copies of Records**

Agency personnel often make copies of records for internal use or reference purposes. Agencies should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful.

### **Updating the Retention Schedule**

Per 725 KAR 1:010, the head of each state government agency is required to designate a member of his or her staff to serve as a records officer. The agency records officer represents that agency in its records-related work with the Archives and Records Management Division. The agency records officer is responsible for assisting the Archives and Records Management Division in drafting a records retention schedule, and in finding any schedule updates to bring before the Commission. The retention schedule should be reviewed on a regular basis to suggest appropriate changes to the Commission.

## Department of Criminal Justice Training

The Department of Criminal Justice Training (DOCJT) provides entry-level and in-service training for approximately eleven-thousand (11,000) students each year, including city and county police officers, sheriffs, deputy sheriffs, university police, airport police, law enforcement telecommunicators and coroners, on approval of the Kentucky Law Enforcement Council (KLEC). Training is also provided for officers charged with water enforcement, motor vehicle enforcement, alcoholic beverage control, mining reclamation and personnel from several other state and federal agencies. The present structure of Department of Criminal Justice Training was created on September 1, 1966 and is governed by KRS Chapter 15. DOCJT also provides administrative support for Kentucky Law Enforcement Foundation Program Fund (KLEFPF). KLEFPF rewards training by means of a salary supplement and determines eligibility for participation in the program by agencies as specified in KRS 15.310 to .510.

In March 2003, the Department of Criminal Justice Training became the first public safety training academy in the United States and Canada to be accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) under its newly created program, Public Safety Training Academy Accreditation.

RECORDS RETENTION SCHEDULE

Signature Page

Department of Criminal Justice Training  
Agency

09/09/2010  
Schedule Date

Unit

Change Date

09/09/2010

Date Approved By Commission

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APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

*John W. Binyard*  
Agency Head

*9/9/2010*  
Date of Approval

*Susan E. Higgins*  
Agency Records Officer

*9/9/2010*  
Date of Approval

*Barbara Teeple*  
State Archivist and Records Administrator  
Director, Public Records Division

*9/9/10*  
Date of Approval

*Wayne Dink*  
Chairman, State Archives and Records Commission

*9/9/10*  
Date of Approval

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The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

*Pam Compton*  
Records Analyst/Regional Administrator

*9 Sept 2010*  
Date of Approval

*Imig Jorg*  
Appraisal Archivist

*9/9/10*  
Date of Approval

*[Signature]*  
State/Local Records Branch Manager

*9/9/10*  
Date of Approval

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The determination as set forth meets with my approval.

*Rob DonBeath*  
Auditor of Public Accounts

*7-9-10*  
Date of Approval

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Series	Records Title and Description	Function and Use
06083	<b>Compliance Certification File (V)</b>	This series documents applicants entering Basic Training have met the minimum standard requirements as required by KRS 15.382 for Law Enforcement Officers, KRS 15.3971 for Court Security Officers and KRS 15.540 for Law Enforcement Telecommunicators.
	<b>Access Restrictions</b>	Law Enforcement Officer: KRS 15.382; Court Security Office: KRS 15.3971; Telecommunicator: KRS 15.540
	<b>Contents</b>	Series may contain: Applicant name, date of birth, Social Security Number; education history; criminal history background check; psychological screening; drug screening test results; polygraph examination results; and if applicable: medical examination results, background investigation, employer interview information, and physical agility test results.
	<b>Retention and Disposition</b>	Retain in Agency thirty (30) days after individual graduates from Basic Training, then destroy.
06086	<b>Agency File</b>	This series documents information on all agencies that requested training at Department of Criminal Justice Training.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Agency Name; Agency number; Type of agency; District; Pay Agency Indicator; Peace Officer Professional Standards, Court Security Officers, Telecommunicator Professional Standards and Kentucky Law Enforcement Foundation Program Fund
	<b>Retention and Disposition</b>	Retain permanently in Agency
06087	<b>Department of Criminal Justice Employee Training File</b>	This series documents Department of Criminal Justice employees' request that training received be added to their skills report.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re Social Security Number
	<b>Contents</b>	Series may contain: Name; Social Security number; Subject area; Certification; Level, hours and training title; Date; Location; Expiration Date; Promotion Indicator
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years from date of termination.
06088	<b>Lesson Plans</b>	This series documents the information regarding the delivery of course contents, including but not limited to the instructor's method of delivery, specific goals and time lines associated with the delivery of the course contents.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Title; course name and number; Class level; Objectives; Methods of instruction and testing; training aids; references; completed by; date of completion; revision by and date of revision (if applicable); Approved by and date of approval; introduction; presentation; final review; concluding statement
	<b>Retention and Disposition</b>	Retain in Agency and destroy nine (9) years from date of expiration of curriculum

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Series	Records Title and Description	Function and Use
06090	<b>Agency Request for Testing Instructor/Trainer File</b>	This series documents information regarding the independent company an agency has contracted with to conduct an Agency's testing in accordance to Peace Office Professional Standards (POPS); Telecommunicator Professional Standards (TPS) and Court Security Officer Standards (CSO). This series also documents approval by Kentucky Law Enforcement Council (KLEC) of the company to conduct the testing.
	<b>Access Restrictions</b>	KRS 61.878 (1) (g) re polygraph examinations; KRS 15.382 - Law Enf. Officer; KRS 15.3971- Court Security Officer; KRS 15.540 - Telecommunicator
	<b>Contents</b>	Series may contain: Name, phone and address of company conducting testing; name and title of person administering Physical Agility Testing, Suitability Screen, Drug Screening and Polygraph Examinations; Signature and date of Agency hiring authority or designee.
	<b>Retention and Disposition</b>	Retain in Agency and destroy one (1) year after a revised request is received or agency ceases to exist.
06091	<b>Training Manuals</b>	This series documents the training manuals/students' instructional materials used by the Department of Criminal Justice Training as approved by Kentucky Law Enforcement Council.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Title of manual or instructional material; subject matter relevant to the course; and reference materials.
	<b>Retention and Disposition</b>	Retain in Agency and destroy nine (9) years from date of expiration of curriculum
06092	<b>Carrying Concealed Deadly Weapons File</b>	This series documents individuals who have completed the required training to apply for a Carry a Concealed Deadly Weapon License pursuant to KRS 237.110 and 237.124 (1). The series also documents individuals who have applied to become an instructor or Trainer pursuant to KRS 237.110, 237.120, 237.122 and 237.124.
	<b>Access Restrictions</b>	KRS 237.110 (22) (d) and KRS 61.878 (1) (a) re personal information
	<b>Contents</b>	Series may contain: Applicant Request for Training for License to Carry Concealed Deadly Weapons (Form 126-A) which includes type of application; Name, address, phone number; gender; Social Security Number; Date of Birth; Instructor's/Trainer's Name, Certificate Number and date of expiration; Name of Assistant Instruction, if applicable; Location of Classroom and hours of training; location of range and hours of training; amount of payment; Sheriff List Indicator (Instructor/Trainer only); Release of Liability; Agreement to Waive Claims; Express Assumption of Risks and Indemnity Agreement Form (Form 126-B); Test Answer Sheet; Carry Concealed Deadly Weapon Training Class Roster (Form #5), if applicable; CCDW Instructor and Trainer 5 Minute Video Presentation (CCDW Form #4), if applicable; copy of CCDW License, if applicable.
	<b>Retention and Disposition</b>	Retain in Agency and destroy paper copies ten (10) years from date class is completed and destroy electronic record eighty (80) years from date of individual's twenty first (21) birthday.
06093	<b>Career Development Program File</b>	This series documents the career development of peace officers and telecommunicators when specific standards have been met regarding training, education, and experience as they proceed forward in their careers. Professional certificates are awarded to peace officers in the career paths of patrol, investigations, traffic, advanced deputy and management. Telecommunicators can earn a certificate at the basic, intermediated, and advanced levels as well as in management.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re personal information
	<b>Contents</b>	Series may contain: name; Social Security Number; Course Number; Course Title; Course Hours; Status; Score or Grade received; Course Completion Date; Skills Area; Certification used for Course, Commitment Date, Certification attained, Date Certificate Awards; Certification Number
	<b>Retention and Disposition</b>	Retain in Agency and destroy paper copies two (2) years from date certification is awarded and destroy electronic records forty-five (45) years from date certification is awarded.

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Series	Records Title and Description	Function and Use
06094	<b>Polygraph File</b>	This series documents information on individuals taking polygraph examinations pursuant to requirements of KRS 15.382 (17), 15.540 (e); and 15.3971 (n). The series also documents data reports on the polygraph test, such as identification of questions, chart displaying individual's physiology actions, examiner's findings and background information on the individual.
	<b>Access Restrictions</b>	KRS 15.400 (3)
	<b>Contents</b>	Series may contain: Kentucky Law Enforcement Council Forms: KLEC I-1 (Consent for Pre-Employment Polygraph Questionnaire); KLEC I-2 (Pre-Employment Polygraph Questionnaire); Applicant's Name, Agency and Position applying for; date and signature of applicant; date and signature of Polygraph Examiner; Charts; Examiner's Notes; Examiner's Final Report; Applicant Biographical Information; Applicant Medical History; question lists; Acquaintance chart; consent for polygraph examination
	<b>Retention and Disposition</b>	Retain in Agency and destroy forty-five (45) years from date of testing.

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Series	Records Title and Description	Function and Use
02916	<p><b>Comprehensive Course File - (Includes final class grade roster) (V)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>This series documents course work completed by all students for each calendar year who have attended classes at Department of Criminal Justice Training pursuant to KRS 15.404, 15.440 (1) (e), 15.3975. and 15.565. The series also documents any incidents involving students, including injuries and medical treatment, if applicable and disciplinary actions, if applicable.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: final class grade roster; course schedule; copy of test administered or numerical list indicating test bank questions used; notice of failure; attendance records indicating absenteeism only; method of grade calculation used; miscellaneous correspondence; and consent forms; reports of injury and medical treatment and discipline problems and action taken by Department of Criminal Justice Training, if applicable.</p> <p>Retain in Agency forty-five (45) years and destroy.</p>
02918	<p><b>Agency Request for Training - (Includes application, inquiries, correspondence for fiscal year)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>This series documents an agency's request for employee training with the Department of Criminal Justice Training within a calendar year.</p> <p>KRS 61.878 (1) (a) re personal information</p> <p>Series may contain: Agency name, address, and phone number; employee's name, Social Security Number; Course requested; Date and location of course; email address; Signature of agency head or training officer and date signed.</p> <p>Retain in Agency and destroy one (1) year from date of request of training.</p>
02920	<p><b>Kentucky Law Enforcement Foundation Program Fund (KLEFPF) Reimbursement File</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>This series is used to document the monthly amounts that have been paid to local law enforcement agencies for distribution to departmental personnel eligible to receive Foundation funds. The Kentucky Law Enforcement Foundation Program Fund (KLEFPF) is established by KRS Ch. 15.430 and consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. The funding is used as pay incentive to law enforcement officers in Kentucky with the requirement that yearly training be completed. It documents that the participating agency has paid the incentive monies. The file also reflects changes in personnel or payments that have taken place within the last month.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Department name; officer name; Social Security Number; resignation code; basic training completion dates; year-to-date incentive amount; fiscal year monthly payment amounts; department totals for incentive and retirement; amount of check; grand total; changes in personnel; Roster verification and Receipt for Acknowledgement form which includes: agency name, month of disbursement, check amount, number of current officers, Signature, title and date signed that roster has been reviewed and accuracy, discrepancies noted.</p> <p>Retain in Agency three (3) years and destroy after audit.</p>

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02924	<b>Compliance Accountability File</b>	This series documents investigative reports that agencies are complying with requirements pursuant to KRS 15.440 (Kentucky Law Enforcement Foundation Program Fund), KRS 15.382 (Peace Officer), KRS 15.3971 (Court Security Officer) and/or KRS 15.540 (Law Enforcement Telecommunicator). An accountability visit is conducted every three (3) years.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Findings report; name of law enforcement agency, investigator name; date of visit.
	<b>Retention and Disposition</b>	Retain in Agency and destroy six (6) years from compliance visit.
02928	<b>Training Hours Statistics Report (V)</b>	This series documents the training history report of each client in any given year. The report is sent to participating agencies bi-annually to advise of the training status for each trainee.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Agency number; rank; training hours from previous year; training approved for current year; training completed for current year, including training for Kentucky Law Enforcement Foundation Program Fund (KLEFPF), if applicable; Criminal Justice Information System (CJIS) training.
	<b>Retention and Disposition</b>	Retain in Agency fifteen (15) days and destroy after report is verified.
02929	<b>Delinquency List (V)</b>	This series documents participants' training information for Kentucky Law Enforcement Foundation Program Fund (KLEFPF), Peace Officer Professional Standards Act (POPS), Telecommunicator Professional Standards (TPS) and Court Security Officer (CSO) requirements . It lists any overdue hours of in-service training officers need to complete and any hours which may have been extended for later completion.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Agency number; agency name; Participant's or client's name; date employed; sworn or non-sworn status; training hours completed for previous year; training hours completed for current year; extension requested; correspondence
	<b>Retention and Disposition</b>	Retain in Agency two (2) years and destroy when updated report is verified.
03185	<b>Transcript Release Form</b>	This series documents the release of a client's training record transcript that have taken Kentucky Law Enforcement Council certified courses.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series may contain: Officer's name; Social Security number; email or fax number for release to be sent; officer's signature and date
	<b>Retention and Disposition</b>	Retain in Agency one (1) year and destroy.

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03546	<b>Kentucky Law Enforcement Foundation Program Fund (KLEFPF) Check File</b>	This series documents the monthly amounts received by local law enforcement agencies to be distributed to departmental personnel eligible to receive KLEFPF funds. The Kentucky Law Enforcement Foundation Program Fund is established by KRS Chapter 15.430 and consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. It is used as pay incentive to law enforcement officers in Kentucky with the requirement that yearly training be completed. The information provides for a computer tape that is sent to the Department of Treasury so that checks may be cut to complete the payment process.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re personal information
	<b>Contents</b>	Series may contain: Unit number; Social Security Number; record code; unit name; fiscal year; unit codes; region; county; class; total officers; payment amount; number of payments; funds remaining; pay date; disbursements
	<b>Retention and Disposition</b>	Retain in Agency three (3) years and delete entries from system after audit.
03607	<b>Training Calendar - (Electronic)</b>	This series documents class descriptions and intended schedules for each calendar year. It is used to compile a catalog of courses that is distributed to agencies statewide so that each Department can schedule its employees' yearly training. The information is also used to allow the Department of Criminal Justice Training to have administrative control of its courses and schedules.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Beginning and end date of class; type of course (description); class number (if applicable); course title; location; class coordinator; Minimum and maximum number of trainees.
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years from date of training year.
03609	<b>Course Application File</b>	This series documents the registration of law enforcement officers for training. The information is provided by the employing agency (DOCJ Form 29-1). It is received in the Registration Section and the client is either approved for training or not. Confirmation of either action is returned to the applicant.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re personal information
	<b>Contents</b>	Series contains: agency number; employment date; rank; status; sex; race; agency type; Kentucky Law Enforcement Foundation Program Fund indicator; date of birth; name; home phone; home address; department; department address; Social Security Number; course number; beginning and ending date; location; housing indicator; course title; course status
	<b>Retention and Disposition</b>	Retain in Agency and delete entries five (5) years from date of training year.
03612	<b>Client Personnel Information File</b>	This series documents all current and historical data of individuals who receive training for a Kentucky Law Enforcement certified course.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re personal information
	<b>Contents</b>	Series may contain: DOCJT Forms F, D, and C which includes the following information but is not limited to: date; agency number; Social Security Number; Driver's License Number; rank status; sex; race; employment date; date of birth; age; education history; law enforcement experience; name; department name and phone; attestation that individual has meet the Professional Standards for Court Security Officer, Peace Officer or Telecommunicator
	<b>Retention and Disposition</b>	Retain permanently in Agency

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03614	Transcript File	This series documents client training throughout the employee's career. It is used to monitor Kentucky Law Enforcement Foundation Program Fund (KLEFPF), Peace Officers Professional Standards (POPS), Telecommunicators Standards (TPS), Court Security Officer Professional Standards (CSO) and Criminal Justice Information System (CJIS) requirements which allows verification of successful completion of the training course. This series can be used to create a transcript of training per the client's request.
	Access Restrictions	KRS 61.878 (1) (a)
	Contents	Series may contain: Social Security Number; name; agency number; course number; course title; course status; date of completion; final score; final grade
	Retention and Disposition	Retain permanently in Agency.

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Series	Records Title and Description	Function and Use
02913	<b>Kentucky Law Enforcement Council Curriculum File</b>	This series documents the contents of courses approved by the Kentucky Law Enforcement Council pursuant to provisions established in KRS 15.330.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Curriculum title; Course number and hours; Completion by; Affiliation/Organization; Status of course; approval and effective dates; Name and address of school; Name, Title and Signature of Chief Administrator; Class level; Method of testing; Course description; Prerequisite; Risk level; Fitness level; Needs identifier; Career Development Program Classification; training schedule; learning goals and objectives; Bibliography; Curriculum Development Approval Form.
	<b>Retention and Disposition</b>	Retain permanently in Agency.
06085	<b>Pre-Employment Testing File (V)</b>	This series documents that applicants for training have complied with KRS 15.382 (11), (15), and (16) for Peace Officers; KRS 15.3971 (j) and (m) for Court Security Officers; or KRS 15.540 (d) and (f) for Law Enforcement Telecommunicators.
	<b>Access Restrictions</b>	KRS 15.400 (3) - Peace and Court Security Officers; KRS 15.540 (2) - Telecommunicators
	<b>Contents</b>	Series may contain: KLEC Form A (Testing Registration - Attesting to Minimum Standards); KLEC Form T-1 (Medical Release - Phase 1 Testing); KLEC Form T-1A (Physician's Medical Release); KLEC Form T-2 (Liability Waiver - Phase 1 Testing); KLEC Form K-1 (Drug Screen through Urinalysis Applicant Consent); KLEC Form K-2 (Drug Screening through Urinalysis Chain of Custody Form); and Scores from Physical Agility Test
	<b>Retention and Disposition</b>	Retain in Agency the paper copies for three (3) years from date of graduation and retain electronic copies permanently.
06095	<b>Request for Training Credit File</b>	This series documents training received by Lexington-Fayette Urban County Government, Division of Police; Louisville Metro Police Department and Kentucky State Police Training Academies. It may also document an individual's request for training credit received from a school other than the four (4) Kentucky training academies. The original course materials and testing data remains with the training academies.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re personal information and KRS 61.878 (1) (g) re testing information
	<b>Contents</b>	Series may contain: Individual's Name and Social Security Number; Agency; Grade; Course Title; Kentucky Law Enforcement Council Approved Course Number; Instructor's Signature or proof of completion of course; Kentucky Law Enforcement Council Director's Signature and date approved
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years from date of class.

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Series	Records Title and Description	Function and Use
02911	Instructor Files	This series documents the certification and recertification of instructors by the Kentucky Law Enforcement Council ("Council") as required by KRS 15.360 and 503 KAR 1:100. The Council shall notify an applicant within fifteen (15) days after review has been completed. The certification period is for one (1) year and may be renewed by the Council. After five (5) years of continuous certification, the Council may certify an instructor for a five (5) year period.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series may contain: Name; Social Security Number; Date of Birth; Certification Number; Expiration date; Certification status; Agency Employer; Agency Employer's Address and phone number; dates monitored; original certification date; Instructor Monitoring Report
	<b>Retention and Disposition</b>	Destroy five (5) years after expiration of certification.

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 1550T

Series	Records Title and Description	Function and Use
02942	<p><b>Department of Criminal Justice Training (DOCJT) Course Curriculum File</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> Series may contain: Curriculum title and course number; Course hours; Completed by: Affiliation/Organization; Status of course; Approval and Effective dates; Name and Address of School; Name, Title and Signature of Chief of Administration; Class level; Method of testing; course description; Prerequisite Risk Level; Fitness Level; Needs Identifier; Career Development Program Classification; Training Schedule; Learning Goals and Objectives; Bibliography.</p> <p><b>Retention and Disposition</b> Retain in Agency and destroy nine (9) years from date of expiration.</p>	<p>The series documents the contents and outlines of courses taught only at the Department of Criminal Justice Training ("DOCJT") facility. The Kentucky Law Enforcement Council approves all curriculum pursuant to KRS 15.330. DOCJT does not have the responsibility to teach all curriculum approved by the Kentucky Law Enforcement Council but does have a list of courses that have been approved).</p>
06084	<p><b>Lesson Plan Loan Agreement</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> Series may contain: Correspondence; Course Number; Number of hours; Name of Borrow and Signature and date signed; Name of DOCJT Representative; Signature and Date signed; Terms and length of Loan Agreement</p> <p><b>Retention and Disposition</b> Retain in Agency and destroy two (2) years from date of expiration.</p>	<p>This series documents the terms and conditions an individual must follow when using a Lesson Plan compiled by the Department of Criminal Justice Training (Series 02942 - Department of Criminal Justice Training Course Curriculum File).</p>

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

STATE AGENCY RECORDS  
 RETENTION SCHEDULE

Justice and Public Safety  
 Criminal Justice Training  
 Training Support

Record Group  
 Number  
 1550T

Series	Records Title and Description	Function and Use
02949	Coroner File	This series documents personal information for coroners and deputy coroners, as well as mandatory training received pursuant to KRS 72.410 to 72.470. The course material is approved by the Justice and Public Safety Cabinet and includes training on the Human Immunodeficiency Virus Infection and Acquired Immunodeficiency Syndrome that has been approved by Cabinet for Health and Family Services.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re personal information
	<b>Contents</b>	Series may contain: Copy of Medical Examiner's Office Coroner Status Report which includes agency mailing address, County, phone and fax numbers; Name; Social Security Number; Date of Birth; Gender; Race, Home, work, cell phone and pager numbers; Dispatch; Occupation and name of employee;/business; Education level; Reason for submission; Hire Date; Termination Date; Status - either Coroner or Deputy Coroner; Name of Coroner, if applicable; Signature of Coroner and date signed; Department of Criminal Justice Training Form 101 Mandatory Training Credit; Date mandatory training completed.
	<b>Retention and Disposition</b>	Retain in Agency and destroy four (4) years from termination of employment.

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

STATE AGENCY RECORDS  
 RETENTION SCHEDULE

Justice and Public Safety  
 Criminal Justice Training  
 Training Support  
 Basic Training

Record Group  
 Number  
 1550T

Series	Records Title and Description	Function and Use
02946	<p><b>Student Academy Photos</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> Series contains: Individual photographs of graduating students</p> <p><b>Retention and Disposition</b> Retain in Agency and destroy ten (10) days from date of graduation and verification photographs have been sent to student's employing agency.</p>	<p>This series documents individual photographs taken of students at graduation ceremony. The photographs are then sent to the employing agency. The students may also request the photographs from Department of Criminal Justice Training two) weeks from date of graduation.                      Please note: All other photographs are incorporated in Series M0047, Photographic File, which has a permanent retention.</p>

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# *Electronic System With Included Records Series*

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## **Justice and Public Safety Cabinet**

### *Department of Criminal Justice Training*

**System Description:** Training and Administration Support System modules are used to maintain Kentucky Law Enforcement personnel training records and related curriculum and course details. This includes electronic records for Basic Training, Professional Development, Telecommunicators, Court Security Officers and Coroners.

**System Contents:** Catalog of Courses - class descriptions and intended schedules for each calendar year

Registration System - documents the registration of students for training, required approvals transcripts and grades.

Dorm Room Registration - schedules dorm rooms for student living quarters while in training

Kentucky Law Enforcement Council (KLEC) - Training information, KLEC specific form and approvals. \* NOTE: KLEC uses an ancillary MS Access database and program for maintain applicant testing results and shares limited data with TASS (POPSData.MDB)

Kentucky Law Enforcement Foundation Program Fund (KLEFPF) - Documents monthly amounts sent local law enforcement agencies to be distributed to departmental personnel eligible to receive Foundation funds

#### **General Schedule Items:**

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**System Title:** Training and Administration Support System

**Alternate Title:** TASS

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<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
02911	Instructor Files	Destroy five (5) years after expiration of certification.
02913	Kentucky Law Enforcement Council Curriculum File	Retain in Agency and destroy forty-five (45) years from date of curriculum expiration date.
02928	Training Hours Statistics Report	Retain in Agency fifteen (15) days and destroy after report is verified.
02929	Delinquency List	Retain in Agency two (2) years and destroy when updated report is verified.

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<b>Series #:</b>	<b>Series Title:</b>	<b>Disposition Instructions:</b>
02949	Coroner File	Retain in Agency and destroy four (4) years from termination of employment.
03546	Kentucky Law Enforcement Foundation Program Fund (KLEFPF) Check File	Retain in Agency three (3) years and delete entries from system after audit.
03607	Training Calendar	Retain in Agency and destroy five (5) years from date of training year.
03609	Course Application File	Retain in Agency and delete entries five (5) years from date of training year.
03612	Client Personnel Information File	Retain permanently in Agency
03614	Transcript File	Retain permanently in Agency.
06086	Agency File	Retain permanently in Agency
06087	Department of Criminal Justice Employee Training File	Retain in Agency and destroy five (5) years from date of termination.
06093	Career Development Program File	Retain in Agency and destroy paper copies two (2) years from date certification is awarded and destroy electronic records forty-five (45) years from date certification is awarded.

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# *Electronic System With Included Records Series*

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## **Justice and Public Safety Cabinet**

### *Department of Criminal Justice Training*

***System Description:*** Training and Administration Support System II (TASS II) first completed module is used to maintain training records for the Kentucky Carrying Concealed Deadly Weapons program (CCDW). Additional modules will be used to maintain Kentucky Law Enforcement personnel training records for Basic Training, Professional Development, Telecommunicators, Court Security Officers and Coroners.

***System Contents:*** Carrying Concealed Deadly Weapons (1st Module): program applicant personal information, date course taken, instructors, trainers and their expiration dates. The new system is also tracking money received for courses taken.

#### ***General Schedule Items:***

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***System Title:*** Training and Administration Support System II      ***Alternate Title:*** TASS II

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***Series #:***   ***Series Title:***

***Disposition Instructions:***

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06092      Carrying Concealed Deadly Weapons File

Retain in Agency and destroy paper copies ten (10) years from date class is completed and destroy electronic record eighty (80) years from date of individual's twenty first (21) birthday.