



Film Office

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 Film Office. **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 Film Office personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for the Film Office to destroy the records listed, after the appropriate retention periods have passed.

Film Office 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 Film Office.

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 Film Office, 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.

Kentucky Film Office

The Kentucky Film Office is responsible for marketing the state to the film, television, and advertising industries. The office has provided a wide range of services to facilitate film companies' business and, through a rigorous advertising campaign, has continued to increase Kentucky's share of the lucrative production market.

It is the responsibility of the Film Office to monitor any production, to which the Office provides service, for the protection of Kentucky residents. The goal is to provide producers with as smooth a shoot as possible, while insuring that Kentuckians reap the benefits of the production.

The Office is authorized and operates under KRS 148.544.

STATE ARCHIVES AND RECORDS COMMISSION
COMMONWEALTH OF KENTUCKY

Department of Library and Archives
Division of Archives and Records

RETENTION AND DISPOSAL SCHEDULE II

CHANGE I

Date Approved SEP 22 1978
by Commission

Schedule for:

DEPARTMENT OF COMMERCE
State Agency
Kentucky Film Commission
Unit

APPROVALS
FOR STATE AGENCY

1. Dick Robinson
Agency Head and Title Acting Commissioner
2. Doris Arnold
Agency Records Officer
3. Howard Woodraster
Division of Archives and Records
State Archivist and Director
4. Bahne M. Williams
Archives and Records Commission
Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND
THE DISPOSITION AS SHOWN

<u>Melanie Préjean Suddem</u> Records Analyst	<u>Angie B. Foster</u> Assistant State Records Administrator	<u>Jeffrey Michael Duff</u> Assistant State Archivist
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THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

<u>[Signature]</u> State Auditor Public Accounts	<u>9-11-78</u> Approval Date	<u>Robert F. Stephens</u> Attorney General	<u>9/18/78</u> Approval Date
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STATE ARCHIVES AND RECORDS COMMISSION
 Public Records Division
 Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Kentucky Film Office

Record Group
 Number
 0575F

Series	Records Title and Description	Function and Use
01260	<p>Motion Pictures or Multi-Media Presentations (Produced with state facilities or funds)</p> <p>Access Restrictions: None</p> <p>Contents:</p>	<p>Retention and Disposition: Forward one (1) copy to State Archives Center for Permanent retention. Destroy excess copies when no longer useful.</p>
01261	<p>Project Records (Information on each film made in Kentucky)</p> <p>Access Restrictions: None</p> <p>Contents:</p>	<p>Retention and Disposition: Retain Permanently.</p>
01262	<p>Estimates of Revenue and Economic Impact of Productions Made in Kentucky</p> <p>Access Restrictions: None</p> <p>Contents:</p>	<p>Retention and Disposition: Retain Permanently.</p>
01263	<p>Resumes of Available Actors, Technicians, and Support Staff</p> <p>Access Restrictions: None</p> <p>Contents:</p>	<p>Retention and Disposition: Destroy when no longer useful.</p>