Legislative Research Commission

Records Retention Schedule

Prepared by the State Records Branch
Public Records Division
Approved by the State Archives and Records Commission

Kentucky Department for Libraries and Archives

This records retention schedule governs retention and disposal of records created, used and maintained by the Legislative Research Commission (LRC). **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 LRC personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for LRC to destroy the records listed, after the appropriate retention periods have passed.

LRC 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 Legislative Research Commission.

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 Legislative Research Commission, 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 serves as a records officer. The agency records officer represent 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.

Legislative Research Commission

The legislative powers of the Commonwealth are vested in the General Assembly and found under Sections 29 to 62 of the Kentucky Constitution. The purpose of the Legislature is to make the state's laws, to determine the duties and services of the government, to provide for their execution, and to levy taxes and appropriate funds for their support.

The Legislative Research Commission acts as the administrative arm of the General Assembly. It is a statutory agency created and maintained since 1948. Its membership is bipartisan and is composed of the leadership of both the House and Senate, with the President and the Speaker serving as co-chairmen. The Commission and its staff provide the administrative support necessary for the General Assembly; ensure that the statutory requirements as set forth in the Kentucky Revised Statutes are met; and provide the general public with information through the Public Information Office.

RECORDS RETENTION SCHEDULE

Signature Page

Legislative Research Commission
Agency

December 8, 2016
Schedule Date

Unit

December 8, 2016
Change Date

December 8, 2016
Date Approved By Commission

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APPROVALS

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

Agency Head — Date of Approval: 11/3/16

Agency Records Officer — Date of Approval: 11-3-2016

State Archivist and Records Administrator
Director, Public Records Division — Date of Approval

Chairman, State Archives and Records Commission — Date of Approval: 12/8/16

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

Records Analyst/Regional Administrator — Date of Approval: 11.14.16

Appraisal Archivist — Date of Approval: 12.06.16

State/Local Records Branch Manager — Date of Approval: 12/8/2016

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The determination as set forth meets with my approval.

Auditor of Public Accounts (for MH) — Date of Approval: 12-8-16

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

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission

Record Group Number
1650

Series	Records Title and Description	Function and Use
06481	**Legislative Research Commission Website**	This series is a snapshot of the Legislative Research Commission's website. The website functions as a central communication, outreach, and documentation tool for the Office. The website provides online public access to information about the Office's activities and allows the public to contact the Office by email, use online forms to apply for and submit material, and search records held by the Office. It makes multiple records available in a central location. Some of these records may be listed on the Office's records retention schedule, or the General Schedule for State Agencies, and may be transferred to the State Archives in different formats than those found online the website. The website may contain the original version of these records series or duplicate copies. The website also connects to the social media sites of the Office, allowing wider public notification of its activities.
	Access Restrictions	None
	Contents	Series may contain: LRC Director and staff; organizational information and structure of LRC; press releases, Kentucky Revised Statutes and Kentucky Administrative Regulations; Legislative Districts and Legislators; Committees; Senate; House of Representatives; Legislative Process; Vic Hellard Jr. Award; meeting schedules; Public Services; Legislative Branch Expenditures; Maps and GIS; Kids Pages; photos, audio and video recordings. The website also contains a variety of files and scripts that allow for the website to function. These are covered by the series, E0058, Website Format and Control Records.
	Retention and Disposition	Through arrangement with the Legislative Research Commission, KDLA will take periodic snapshots of the website, especially of any significant changes made to the overall site. Snapshots will be retained permanently.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Administrative Regulations

Record Group Number
1650

Series	Records Title and Description	Function and Use
01772	**Original Regulations for Each Issuing Agency**	This series documents agency submissions of original regulations to the Commission. The Commission is to maintain a file of proposed regulations, proposed amendments to regulations, proposed repeals and emergency regulations, as required in KRS 13A.040 (4). Before any regulation proposed by an agency (executive, judicial or legislative) becomes effective, it is subject to review by the legislature. These original regulations have been submitted by state agencies for review by the Administrative Regulation Review Subcommittee (a permanent subcommittee of the Commission, as required in KRS 13A.020) and, after 1988, one standing committee of the Commission, based on appropriate subject jurisdiction. All submitted regulations are published in the Administrative Register of Kentucky (01783) and adopted ones are published in Kentucky Administrative Regulations (01781). Only select original regulations are on file with the Commission prior to 1975.
	Access Restrictions	None
	Contents	Series contains: Proposed administrative regulations (with any required attachments); may also contain correspondence and staff reviews
	Retention and Disposition	Retain permanently in agency or transfer to the State Archives.
01774	**Superseded Regulations File - (Dead regulations file) (V)**	This series documents Administrative Regulations no longer in effect and the date such regulations were superseded, as required in KRS 13A.040 (5). Prior to 1974, regulations were not assigned a number. Each agency was assigned a letter code and the regulation corresponded to that code plus a numeric designation, e.g., Mental Health (MH-1), Mental Health (MH-2). After 1974, the current numeric designation was assigned. This series provides information necessary to an understanding of how agencies conducted their official activities at any given time. This series represents a comprehensive and centrally located file of all such regulations.
	Access Restrictions	None
	Contents	Series contains: Original regulation, correspondence, and date superseded
	Retention and Disposition	Retain permanently in agency or transfer to the State Archives.
01776	**Materials Referenced in Administrative Regulations (V)**	This series documents out of state or federal regulations or other codes or guidelines incorporated by reference into effective, repealed and superseded Kentucky Administrative Regulations. Lengthy standards or regulations incorporated by reference are not reprinted in the regulation itself, but their requirements are made a part of it. This is a cumulative file of all materials incorporated by reference, in their printed form, as required in KRS 13A.040(4).
	Access Restrictions	None
	Contents	Series contains: Federal regulations, codes, standards and guidelines established by various agencies and organizations, incorporated by reference into an administrative regulation submitted to the Commission
	Retention and Disposition	Transfer superseded materials to the State Archives for permanent retention. Retain current incorporated materials in the agency.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Administrative Regulations

Record Group Number
1650

Series	Records Title and Description	Function and Use
01781	**Kentucky Administrative Regulations Service (V)**	This series documents, in published form, the policies and procedures established by administrative agencies in order to carry out 1974 legislative mandates. This series represents the regulations under which Kentucky state government operates. Prior to 1974, there are two volumes entitled Kentucky's Administrative Code (1946 and 1951) which contain all effective regulations of state agencies on file with the Secretary of State, as of the dates published. The initial code was published in 1946. In addition, two non-cumulative Administrative Registers (01783) were published for that time period. NOTE: The 1942 legislature required the publication of administrative regulations and registers on a periodic basis. In 1974, all regulations were re-promulgated. The Commission maintains all regulations after 1974. The function was automated in 1986. It exists as a word processing document that is edited monthly and printed annually.
	Access Restrictions	None
	Contents	Series contains: Text of all regulations in effect as of July of each year, which are promulgated by administrative agencies of Kentucky state government. Beginning in 1988, the effective date of all regulations was changed to August of each year.
	Retention and Disposition	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur.
01783	**Administrative Register of Kentucky - (Register of Administrative Regulations) (V)**	This series documents monthly submissions of proposed administrative regulations to the Commission and actions taken (approved, rejected) by the Administrative Regulation Review Subcommittee on previously submitted regulations. It is the official publication of the Commonwealth giving public notice of all regulations proposed by state agencies. It exists as an electronic file until published.
	Access Restrictions	None
	Contents	Series contains: Proposed regulations received since publication of previous register, regulations approved in same interim, emergency regulations currently in effect, minutes of last meeting and agenda for next meeting of the Administrative Regulation Review Subcommittee
	Retention and Disposition	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Budget Review

Record Group Number
1650

Series	Records Title and Description	Function and Use
05014	**Budget Review Session Workpapers**	This series documents, in printed form, the proceedings of the Budget Review Committee, during regular sessions of the General Assembly. During the sessions/meetings, Budget Review, which staffs the subcommittees of the Appropriations and Revenue Committee, meets to study and make proposals on the Commonwealth's budget to the members of the Appropriations and Revenue Committee.
	Access Restrictions	None
	Contents	Series contains: Agendas, attendance records by General Assembly members, correspondence to and from the Budget Review Office, budget information, budget requests from state agencies, committee votes, and meeting handouts
	Retention and Disposition	Retain in agency for two (2) years, then transfer to the State Archives for permanent retention.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Record Group Number
1650G

Series	Records Title and Description	Function and Use
01787	**Acts of the General Assembly of Kentucky (V)**	This series documents all legislation enacted by the General Assembly for each session it meets. It represents the permanent record for research and inquiries, pending release of supplements to the Kentucky Revised Statutes and is the primary publication of legislative action. The electronic version of this file begin in 1988. *After publication this series is not referenced with any frequency.
	Access Restrictions	None
	Contents	Series contains: Text of all bills and joint or concurrent resolutions enacted; bill number; sponsor(s); applicable statute sections created or amended; approval date; effective date (if emergency). Bills and Resolutions are inserted by chapter according to the order in which they received gubernatorial action and were filed with the Secretary of State's Office.
	Retention and Disposition	Per KRS 57.300, retain fifteen (15) copies in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur. NOTE: Of the fifteen (15) agency copies, retain five (5) permanently, destroy balance after ten years.
01788	**Journal of the Senate of the General Assembly of the Commonwealth of Kentucky (V)**	This series documents in detail the daily proceedings of the Senate while it meets in session, as required by the Kentucky Constitution. The journal is intended to assure a public account of legislative activity, and constitutes the final official record of General Assembly action. Under provisions of KRS sections 6.161, 6.162, and 57.151, the Commission is responsible for compiling, editing, correcting, and publishing the journal. The chief clerk of the Senate furnishes a correct journal of Senate proceedings each day to the Commission, upon approval by the Senate. It is a handwritten document which is reproduced in published form. Until publication the text is maintained in electronic form. *Series rarely referenced after publication.
	Access Restrictions	None
	Contents	Series contains: Votes of Senate members on bills, justification for the enactment of emergency legislation, signature of the presiding officer on enrolled bills, the Governor's veto messages, proposed constitutional amendments, legislative citations, conference committee reports, bills, resolutions, committee substitutes, committee amendments, floor amendments, and miscellaneous roll call votes
	Retention and Disposition	Per 57.310, retain ten (10) copies in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur. NOTE: Of the ten copies, retain three permanently, destroy remaining seven after ten years.
01789	**Journal of the House of Representatives of the General Assembly of the Commonwealth of Kentucky (V)**	This series documents in detail daily proceedings of the House while it meets in session, as required by the Kentucky Constitution. The journal is intended to assure a public account of legislative activity, and constitutes the final official record of General Assembly action. Under the provisions of KRS sections 6.161, 6.162, and 57.151, the Commission is responsible for compiling, editing, correcting, and publishing the journal. The chief clerk of the House furnishes a correct journal of House proceedings each day to the Commission, upon approval by the House. It is a handwritten document which is reproduced in published form. Until publication, the text is maintained in electronic form. * Series rarely referenced after publication.
	Access Restrictions	None
	Contents	Series contains: Votes of House members on bills, justification for the enactment of emergency legislation, signature of the presiding officer on enrolled bills, the Governor's veto messages, proposed constitutional amendments, legislative citations, conference committee reports, bills, resolutions, committee substitutes, committee amendments, floor amendments, and miscellaneous roll call votes
	Retention and Disposition	Per 57.310, retain ten (10) copies in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur. NOTE: Of the ten copies, retain three permanently, destroy remaining seven after ten years.

Series	Records Title and Description	Function and Use
03044	**Senate Bills: Official 'A' Copy (V)**	This series documents proposed legislation (bills) introduced in the Kentucky Senate while it meets in session. It is the official file of record of all bills (whether passed or not) introduced in the Senate. Under the terms of KRS 6.245, there are five copies made and inserted in 'bill jackets' for distribution as follows: 'A' copy - original copy; 'B' copy - Commission working copy; 'C' copy - General Assembly working copy; 'D' and 'E' copies to the press. NOTE: If bills pass both Houses of the General Assembly, they become enrolled and are forwarded to the Governor for signature. Upon signature by the Governor, the enrolled bills are filed with the Secretary of State and become the legal copy of record. Blue Jacket - Official General Assembly record (as introduced); Pink copy - Bill passed both chambers with no changes, forwarded to the Governor for signature; Green copy - Passed both chambers with changes. Changes are incorporated and forwarded to the Governor for signature.
	Access Restrictions	None
	Contents	Series contains: Official copies of bills signed by the sponsor(s) that have been introduced during a session of the Senate, with all amendments or attachments added subsequent to introduction
	Retention and Disposition	Transfer to the State Archives for permanent retention upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply.
03045	**House Bills: Official 'A' Copy (V)**	This series documents proposed legislation (bills) introduced in the Kentucky House while it meets in session. It is the official file of record of all bills (whether passed or not) introduced during the time legislation is considered in the House. Under the terms of KRS 6.245, five copies are made and inserted in 'bill jackets' for distribution as follows: 'A' Copy - original copy; 'B' Copy - the Commission; 'C' Copy - General Assembly; 'D' and 'E' copies - Press. NOTE: If bills pass both Houses of the General Assembly, they become enrolled and are forwarded to the Governor for signature. Upon signature by the Governor, enrolled bills are filed with the Secretary of State and become the legal copy of record. Blue Jacket - Official General Assembly record, as introduced; Pink copy - Passed both chambers with no changes, forwarded to Governor for signature; Green copy - Passed both chambers with changes. Changes are incorporated and forwarded to the Governor for signature.
	Access Restrictions	None
	Contents	Series contains: Official copies of bills signed by the sponsor(s) that have been introduced during a session of the House, with all amendments or attachments added subsequent to introduction
	Retention and Disposition	Transfer to the State Archives for permanent retention upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Record Group Number
1650G

Series	Records Title and Description	Function and Use
03046	**Senate Resolutions: Official 'A' Copy (V)**	This series documents all resolutions (whether passed or not) introduced in the Kentucky Senate while it meets in session. This series is the official file of record of all resolutions introduced during the legislative session. There are three types of resolutions: Simple (passed one chamber - House or Senate); Concurrent (passed both houses but not enrolled); Joint (same as a bill - if passes both chambers is law but is not entered into statutes). Simple resolutions are used to express an opinion, regulate chamber procedure or request action; Concurrent resolutions are used to authorize expenditures, committees, and rules, memorialize Congress or a federal agency, and direct the Commission to conduct a study; Joint resolutions are used to appropriate money, designate a state poet laureate, etc., ratify an amendment to the U.S. Constitution, or direct an executive agency to conduct a study. Five jacketed copies are made with distribution as follows: 'A' copy - original copy; 'B' copy - the Commission; 'C' Copy - General Assembly; 'D' and 'E' copies - Press. NOTE: If resolutions pass both chambers of the General Assembly, they become enrolled and are forwarded to the Governor for signature. Upon signature by the Governor, resolutions are filed with the Secretary of State and become the legal copy of record.
	Access Restrictions	None
	Contents	Series contains: Signed, jacketed copy of each resolution introduced in a session of the Senate, and the official, original copy of such, with all amendments or attachments subsequent to introduction
	Retention and Disposition	Transfer to the State Archives for permanent retention upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply.
03047	**House Resolutions: Official 'A' Copy (V)**	This series documents resolutions introduced in the Kentucky House while it meets in session. It is the official file of record of resolutions (whether passed or not) introduced in the House during each legislative session. There are three types of resolutions: Simple (passed one chamber - House or Senate); Concurrent (passed both houses but is not enrolled); Joint (same as a bill - if passes both chambers is law but is not entered into statutes). Simple resolutions are used to express an opinion, regulate chamber procedure or request action; Concurrent resolutions are used to authorize expenditures, committees, and rules, memorialize Congress or a federal agency, and direct the Commission to conduct a study; Joint resolutions are used to appropriate money, designate a state poet laureate, etc., ratify an amendment to the U.S. Constitution, or direct an executive agency to conduct a study. Five jacketed copies are made with distribution as follows: 'A' copy - original copy; 'B' copy - the Commission; 'C' copy - General Assembly; 'D' and 'E' copies - Press. NOTE: If resolutions pass both chambers of the General Assembly, they become enrolled. All enrolled resolutions are forwarded to the Governor for signature. Upon signature by the Governor, enrolled resolutions are filed with the Secretary State and become the legal copy of record.
	Access Restrictions	None
	Contents	Series contains: Signed, jacketed copy of each resolution introduced in a session of the House, and the official, original copy of such, with all amendments or attachments subsequent to introduction
	Retention and Disposition	Transfer to the State Archives for permanent retention upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply.
03323	**Bill Books**	Closed Series: This series provides a numerical list of bills introduced in each chamber of the General Assembly and documents the passage of legislation through the lawmaking process. Both House and Senate bills are recorded separately within each volume by the clerk of the respective chamber.
	Access Restrictions	None
	Contents	Series contains: Included in the books may be the bill number and title; where originated; date received, reported and referred from either house; date of first reading, second reading, committee approval, and third reading; date passed or rejected; special orders; and, date signed by the Speaker and the Governor
	Retention and Disposition	Retain permanently at the State Archives.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Record Group Number
1650G

Series	Records Title and Description	Function and Use
03324	**Index to House and Senate Bills**	Closed Series: This series was created to provide access to bills introduced in each chamber of the General Assembly during regular sessions.
	Access Restrictions	None
	Contents	Series contains: House and Senate bills alphabetically by subject with the respective bill number; earlier indexes include the name of the bill's sponsor
	Retention and Disposition	Retain permanently in the State Archives.
03325	**Register of Enrolled Bills**	Closed Series: This series was used to chronologically track bills which were enacted and provides a record of the dates each Speaker of the House and Senate and the Governor signed the bills.
	Access Restrictions	None
	Contents	Series contains: Number and title of each bill, dates signed by Speaker of the House and the Senate, and date presented to the Governor. House and Senate bills are recorded separately, but usually within the same volume.
	Retention and Disposition	Retain permanently in the State Archives.
03326	**Enrolling Record Book**	Closed Series: This series tracked original bills and resolutions of both the House and Senate during the enrolling process. It also functioned as a kind of log or register to let the clerk of each respective chamber know exactly where the original bill was at any given point.
	Access Restrictions	None
	Contents	Series contains: Bill number, date received, to whom delivered for enrollment, dates delivered and returned, number of pages, remarks indicating errors and corrections, if withdrawn and by whom
	Retention and Disposition	Retain permanently in the State Archives.
03327	**Minute Book**	Closed Series: These volumes are minutes of the Senate sessions for the years 1821-1894, 1971, 1972 and 1974, and the House sessions for the years 1830-1876, and 1974. Each day's legislative actions are detailed within the volumes. The minute books were kept by the clerk of each chamber and served as a basis for the House Journals (01789), and the Senate Journals (01788).
	Access Restrictions	None
	Contents	Series contains: Information on member attendance, introduction of bills by number, committee reports, the regular calendar, motions, petitions, citations, floor amendments, orders of the day, the enrollment committee, and bill referrals. Bill sponsors and those who made or seconded motions were identified by name. Votes are recorded on each action taken
	Retention and Disposition	Retain permanently in the State Archives.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Record Group Number
1650G

Series	Records Title and Description	Function and Use
03328	**Resolution Book**	Closed Series: These numerical lists of House and Senate resolutions chronicle the passage of legislation through each chamber. Both House and Senate resolutions were recorded separately within each volume by the clerk of the respective chamber. This series functions similar to Bill Books (03323).
	Access Restrictions	None
	Contents	Series contains: Number and title of resolution, member reporting, special orders, action taken, date concurred, dates reported to and returned from other chambers, and dates signed by the Speaker and the Governor
	Retention and Disposition	Retain permanently in the State Archives.
03329	**Special Order Books**	Closed Series: This series was used by the House as intended, as a log of special orders to be introduced. The entries include number and title of special orders, as well as the date and time the orders were reported. The Senate used this series as a catalog of reference materials (copies of bills) lent out to various legislators. These entries include document number, person borrowing the document and the date, and person returning the document and date.
	Access Restrictions	None
	Contents	Series contains: Number and title of special orders, date and time orders reported, document number, person borrowing document and date, and person returning document and date
	Retention and Disposition	Retain permanently in the State Archives.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Library and Reference Services

Record Group Number
1650

Series	Records Title and Description	Function and Use
01801	**Legislator Biography File**	This series, which is a cumulative and centralized file, documents, in a convenient format, information about legislators and their tenure in the General Assembly. It is also used as an index to the Kentucky General Assembly Directory (M0007) which was first published by the Commission in 1954, as well as other directories not published by the Commission. A portion of this file was filmed and is stored with the Public Records Division. The file will continue to be filmed on a periodic basis.
	Access Restrictions	None
	Contents	Series contains: Name, length of service, district represented, party affiliation, and home address of past and current legislators
	Retention and Disposition	Retain permanently in agency.
01802	**Subject Index of Bills File**	Closed Series: This series is a cumulative subject index of bills introduced into the legislature. It allows a researcher to consult a single index location for any bills introduced on a given subject between the years 1950 and 1982. The series was replaced in 1982 by the Bill Status System (03316).
	Access Restrictions	None
	Contents	Series contains: Bill number, the primary sponsor, and in some cases, the co-sponsor; a brief summary of the bill and the date and description of the last action taken with regard to the bill; may also contain a list of proposed amendments to the bill
	Retention and Disposition	Retain permanently in agency.
01808	**Interim Joint and Special Committee Records**	This series documents, in printed form, the proceedings of joint and special committee meetings in the interim period between regular sessions of the General Assembly. During the interim period between legislative sessions, Commission subcommittees meet to study public issues and to generate legislation to be introduced in the upcoming legislative session. These subcommittees are of three types: joint, statutory and special. The joint committees result from joining the 15 Senate and 15 House standing committees so that there are 15 interim committees, each with a subject jurisdiction corresponding to a Senate and House standing committee jurisdiction. The statutory committees function continually, regardless of session activity. These include the Commission itself, Administrative Regulations committee, Capital Construction and Equipment Purchase Oversight committee, Program Review and Investigation committee, and the Personal Service Contract committee. The special committees are created for a given interim in order to study a topic of current interest. These committees exist for one interim only, unless they are recreated by the Commission. NOTE: Interim refers to the period during which committees meet, not the type of committee.
	Access Restrictions	None
	Contents	Series contains: File folders used by interim committees in the conduct of their business. They contain agenda, minutes of previous meetings, written statements submitted for the record, Commission staff memos and printed materials germane to topics being deliberated, Official Correspondence. They may also contain bill drafts the respective committees considered. NOTE: Commission minutes are contained in this series
	Retention and Disposition	Retain in agency for four (4) years then transfer to the State Archives for permanent retention.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Library and Reference Services

Record Group Number
1650L

Series	Records Title and Description	Function and Use
01809	**Standing Committee Records**	This series documents the actions of the standing committees of the Senate and House of Representatives which meet during each legislative session. Each committee reviews proposed legislation assigned to them by their respective chamber's Committee on Committees, during open meetings. If deemed appropriate or necessary, public hearings may be held. This series contains the only records of attendance (if kept) and of votes taken within the committee meetings. Location of records prior to 1980 is unknown.
	Access Restrictions	None
	Contents	Series may contain: Minutes of each committee and the record of votes taken on each bill, copies of each bill assigned, attendance records of each meeting, a bill log which lists the dates each bill was considered and a summary of action (amendments, changes and final recommendation to the floor), a log of speakers addressing the committee, related materials submitted for members' consideration, Budget Review Folders (incorporated from series 01813 Appropriation Acts Workpapers)
	Retention and Disposition	Retain in agency for six (6) years. Remove and destroy copies of bills. Transfer remainder to the State Archives for permanent retention.
01810	**Committee Meeting Transcripts - (Audiotapes)**	Closed Series: This series recorded, verbatim, the discussions held and actions taken by certain of the thirty standing committees of both the Senate and the House of Representatives which met during each legislative session (15 Senate committees and 15 House committees). Each committee reviewed proposed legislation assigned to them by their respective chamber's Committee on Committees, during open meetings. If deemed appropriate or necessary, public hearings were held. In some instances experts or interested persons gave testimony before a committee in favor of or against a particular bill being considered. This testimony would be included on the recording. The decision to have a committee meeting recorded is made by each committee chairman. Therefore, only certain meetings are included in this file. Series closed in 1985. Additional information may be found in Standing Committee Meeting Mechanical Recordings (03049).
	Access Restrictions	None
	Contents	Series contains: All verbal communication during a meeting, which includes discussion by committee members, testimony by interested parties, and official action taken by the committee
	Retention and Disposition	Transfer to State Archives for permanent retention.
03048	**Interim Joint and Special Committee Meeting Recording**	This series records, verbatim, the discussions held and actions taken by committees of the legislature or the Commission during the interim period between sessions of the General Assembly. Since 1968, Senate and House committees with the same jurisdiction are combined during the interim to study issues. Special committees are created by resolution passed by the General Assembly, or by action of the Commission. Special committees are formed for a specific purpose, and must be re-established each interim in order to continue. The committee system, authorized by the 1968 General Assembly, has provided the opportunity for legislators to become acquainted with issues which concern their constituents between the sessions of the General Assembly.
	Access Restrictions	None
	Contents	Series contains: All verbal communication during interim meetings, which includes discussions by committee members, testimony by interested parties, and official action taken by the committee
	Retention and Disposition	Retain eight (8) years, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Library and Reference Services

Record Group Number
1650L

Series	Records Title and Description	Function and Use
03049	**Standing Committee Meeting Recordings**	This series records verbatim, the discussions held and actions taken by standing committees of both the Senate and the House of Representatives which meet during each legislative session. Each committee reviews proposed legislation assigned to them by their respective chamber's Committee on Committees, during open meetings. If deemed appropriate or necessary, public hearings may be held. In some instances experts or interested persons give testimony before a committee in favor of or against a particular bill being considered. This testimony would be included on the recording. The decision to have a committee meeting recorded is made by the committee chairman. Therefore, only certain meetings are included in this series. Recordings are used primarily by attorneys to determine legislative intentions during the deliberation of legislative measures. Prior to 1985, additional information can be found in Series 01810, Committee Meeting Transcripts (Audiotapes).
	Access Restrictions	None
	Contents	Series contains: All verbal communication during the meeting, which includes discussion by committee members, testimony by interested parties, and official action taken by the committee
	Retention and Disposition	Retain in agency for four (4) years, then transfer to the State Archives for permanent retention.
03318	**Subject Index to Legislative Research Commission Publications**	This series provides for subject access to all Commission Informational Bulletins (01784), and Research Reports (01782), produced from the date the agency was established to the present. The only publication series not indexed by this series is Research Memoranda (01804). The series is also an index to records of special legislative hearings.
	Access Restrictions	None
	Contents	Series contains: Publications are listed under appropriate headings by series numbers, i.e., research reports and informational bulletins. Legislative hearings are indexed by subject.
	Retention and Disposition	Retain permanently in agency.
03321	**Author/Subject Index to Staff Memoranda**	This series serves as an index to Research Memoranda, (01804). Access to the memoranda is by author or requesting legislator, and by subject. It is a single cumulative index for all the Research Memoranda.
	Access Restrictions	None
	Contents	Series contains: Each memorandum is entered under its author or requesting legislator depending on the date it was produced. Author entries appear from the 1960s forward. Each memorandum is entered under one or more subject headings. Memoranda are entered by number rather than by title
	Retention and Disposition	Retain permanently in agency.
05792	**Capital Planning Advisory Board Submissions**	This series documents agency plans for office and building space presented to the Capital Planning Advisory Board (CPAB) of the General Assembly under terms of KRS 7A.100. The CPAB reviews submissions then prepares a state capital improvement plan and makes funding recommendations to each branch head as to state spending for capital projects, including leased property. These are duplicate files, the original being maintained by the requesting agency. The CPAB came into existence in 1990 and has produced a Statewide Capital Improvement Plan every two years, with the exception of the year 2000.
	Access Restrictions	None
	Contents	Series may contain: Plan Overview; Project Summary; Capital Project Record; Leases, if applicable; Authorization; Status of Project; Maintenance Plan; Action Plans; and Six Year Project Plan
	Retention and Disposition	Retain permanently in agency.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Program Review and Investigation Committee

Record Group Number
1650

Series	Records Title and Description	Function and Use
03315	**Local Government Impact Statements (V)**	This series represents the one-page summaries that document the statutory and fiscal impact, if any, proposed legislation has on cities, counties and urban county governments, as required in KRS 6.950 - 6.975 and implemented by House Rule 52A and Senate Rule 51A. The summaries are completed by Program Review and Investigation Committee staff if the bill is determined to have local impact, and accompany bills/resolutions and amendments to the floor of the chamber (Senate or House of Representatives) considering said bills/resolutions/amendments. House Rule 52A and Senate Rule 51A prohibit any measure which contains a local mandate order being placed in the Orders of the Day until a local mandate impact statement is prepared, unless waived by a 2/3s majority of the chamber.
	Access Restrictions	KRS 7.120 (3)
	Contents	Series contains: Bill request number, bill/resolution number, sponsor, bill drafter, date completed and information related to how the bill/resolution impacts local government's revenue options or expenditure requirements
	Retention and Disposition	Retain in agency for four (4) years, then transfer to the State Records Center. Retain at Records Center for six (6) years for a total retention of ten (10) years.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Public Information

Record Group Number
1650P

Series	Records Title and Description	Function and Use
01790	**Interim Legislative Record (V)**	This series documents legislative activities during the period between sessions. It contains reports of minutes of all interim committee meetings and includes feature articles on issues of the day. The series is published monthly and is bound in two-year spans. The text is maintained in an electronic file, which began in 1985.
	Access Restrictions	None
	Contents	Series contains: Articles on issues before the legislature and legislative interim actions, summaries of prefiled bills, interim committee meeting minutes, and a calendar of committee meetings
	Retention and Disposition	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur.
03319	**Legislative Photograph Collection**	This series consists of portraits taken of each legislator when he/she is first elected to office. It also consists of candid photographs of legislators in various meetings and other settings which are used for distribution to local news media. The portraits are taken for inclusion in the General Assembly Directory, M0007, published by the Commission. Portraits continue to be used in each succeeding Directory unless and until the legislator requests that an updating photograph be taken. This collection contains all such portraits and candid photographs and, where available, their negatives.
	Access Restrictions	None
	Contents	Series contains: One or more portrait photographs of each current legislator, and candid photographs of certain legislators and other group members. From 1982, negatives and contact sheets are included. From mid-1988, photographs are keyed to negatives and contact sheets by identifying numbers. Before mid-1988, folders include press releases that help to identify subjects in the photographs
	Retention and Disposition	Transfer to the State Archives for permanent retention. NOTE: Folders for individual legislators will be transferred when they are no longer members of the General Assembly.
04337	**Video Recordings - (Documents legislative sessions and committee meetings, as well as other programming of public interest)**	This series documents the proceedings of Regular, Extraordinary, and legislative organizational sessions of the Kentucky General Assembly, as well as proceedings of select meetings of General Assembly Standing Committees (see Series 01809). Although minutes of Committee meetings and Journals of the House and Senate (01788 and 01789) are created and maintained permanently, this series provides additional information not documented elsewhere. (Recordings are not made of Committee meetings held during interim between scheduled sessions.) Kentucky Educational Television (KET) produces the recordings and, after taping is completed, gives the original and only copy to the Commission's Public Information Office. This practice began with the 1992 Regular Session. Prior to 1992, KET both produced and maintained tape recordings of the sessions. The highest reference activity on the series occurs within the first three months following the end of a session and is usually in the form of a request from the press or a specific legislator. This series also documents special events and programs produced by the Commission. Examples include Kentucky Horizons, which is aired on KET, and other programming documenting current legislative action, such as health care reform, charitable gaming, and Workers' Compensation Reform. These programs are produced by the Commission's Tele-Technology and Education unit.
	Access Restrictions	None
	Contents	Series contains: Recorded proceedings of sessions of the Kentucky General Assembly and meetings of the legislative Standing Committees; also, special programming produced by the Commission which documents current legislative actions and laws of interest to the viewing public
	Retention and Disposition	Retain in agency for nine (9) months, then transfer to the State Archives for permanent retention.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Publication Services

Record Group Number
1650

Series	Records Title and Description	Function and Use
01782	**Research Reports - (Research Publications)**	This series documents research undertaken by staff, committees of the legislature, and consultants, which is printed and distributed by the Commission. The series was created to investigate public policy issues that come before the legislature or are expected to come before it. The reports may be initiated by either the legislature or the Commission. Since 1985, research publications have been printed from word processing documents created on the legislature's computer system. Research publications form one numeric series, numbers 1 through 90. Research reports form a second series - numbers 1 through 71 and 100 forward. Numbers 72 through 99 were not created. *Referenced rarely after publication.
	Access Restrictions	None
	Contents	Series contains: Findings of individual research projects; statistical information and recommendations for legislative action
	Retention and Disposition	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur.
01784	**Informational Bulletins**	This series documents informational/educational publications of the Commission. It was created to disseminate information about Kentucky state government processes. It provides for an explanation of the Constitution and constitutional amendments and the General Assembly, as well as the laws relating to cities of various classes, duties of local officials, and government policies and procedures. Typically, these bulletins describe some aspect of state or local government or procedures for citizen involvement in government processes. The series is published on an as needed basis. For example, prior to a legislative session, bulletins may be published detailing issues before the General Assembly; after the session, bulletins may provide a summary of legislative action or may provide summaries of Commission committee activity. This file was computerized in 1985. *Series is not referenced after publication.
	Access Restrictions	None
	Contents	Series contains: Each publication contains information on a specific topic, such as Duties of Elected County Officials, or is educational material, such as Kentucky Government. Publications cover topics in state and local government operation, regulation, funding, etc.
	Retention and Disposition	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur.
01804	**Research Memoranda**	This series documents research memoranda produced by Commission staff from 1952 to the present. Research memoranda are usually written in response to a request for further information by a legislator, a committee of the Commission or, occasionally, the full legislature. The memoranda are circulated to staff and are available to the general public upon request. Research memoranda are generally shorter in length than research reports (01782) and informational bulletins (01784), and deal with very specific and limited subjects. This series is not distributed to schools or public libraries as are research publications and informational bulletins.
	Access Restrictions	None
	Contents	Series contains: Findings of staff research conducted on specific, limited topics
	Retention and Disposition	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Publication Services

Record Group Number
1650

Series	Records Title and Description	Function and Use
03043	**Legislative Record (V)**	This series documents the Legislative Record, which is the official daily summary of action taken by the Kentucky General Assembly while it meets in session. As such, it allows interested parties to follow legislative activity on a daily basis. Upon publication, all agency copies are distributed to subscribers except those retained as a duplicate in the Commission library. The library has copies for the following years: 1922, 1932, 1934, 1940, 1942, the 1942 Special Session, and from 1948 forward. *After publication, series is rarely referenced.
	Access Restrictions	None
	Contents	Series contains: Summaries of introduced bills and subsequent action taken on same, a summary of daily proceedings in each chamber of the legislature, a list of bills in committee by committee, the daily calendar for each chamber, a list of General Assembly officers, members, and committees, a list of state officials and registered legislative agents, seating arrangements in each chamber, and indexes of bills and amendments by subject and sponsor
	Retention and Disposition	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Research

Record Group Number
1650

Series	Records Title and Description	Function and Use
01798	**Individual Researcher's Study/Project File - (Documents committee issues studied or under study by staff assigned to committee work or projects)**	This series documents committee issues studied or under study by individual staff assigned to committee work or research projects. It provides background information and is used in producing research reports, informational bulletins, committee reports, bill drafts, memoranda, etc. The circumstances under which a study or project may be undertaken are: the General Assembly can pass resolutions requiring studies; the Commission can require a study because insufficient information is available with which to make a decision; Interim or Joint committees can request additional information on a given subject; an individual legislator can request a study be undertaken; or, the Director of Research can assign research to result in the updating of recurring Commission publications, e.g., municipal laws, constitutional laws, duties of local officials, etc.
	Access Restrictions	None
	Contents	Series contains: Work papers and notes, correspondence, preliminary drafts of studies, statistical data, interoffice and interagency memoranda, informational reports, reference materials, federal, state and industry publications
	Retention and Disposition	Transfer to the State Archives for permanent retention seven (7) years after study/project is completed.
03320	**Actuarial Analysis Statements (V)**	This series documents the actuarial analysis which must be completed on bills which would increase the benefits or increase participation in the benefits, or change the financial liability of any public retirement system administered by an agency of state government, as required in KRS 6.350. The bill shall not be reported from a legislative committee of either house of the General Assembly for consideration by the full membership of that house unless the bill is accompanied by an actuarial analysis. The analysis must show the economic effect of the bill on the retirement system, including a projection of the annual cost to the system of implementing the legislation for at least ten years. The analysis must state the actuarial assumptions and methods of computation used in the analysis and shall state whether or not the bill or resolution, if enacted, would make the affected retirement system unsound or, in the case of a system already unsound, more unsound. If a bill is introduced and passes into law without an analysis having been done, it can be challenged and a suit filed to overturn the bill. Also, a bill can pass even though the analysis might show the action would make the retirement system unsound. Any action to resolve the issue would be taken after the fact.
	Access Restrictions	KRS 7.120 (3)
	Contents	Series contains: Projections of costs for a ten-year period, effect on the retirement system, and financial status of affected retirement system
	Retention and Disposition	Retain in agency for four (4) years then transfer to the State Record Center. Retain at Records Center for six (6) years, for a total retention of ten (10) years.
03322	**Ohio River Boundary Study Materials**	Closed Series: The information in this series was collected to facilitate the preparation of two Informational Bulletins that deal with Kentucky's state boundary line as it follows the Ohio River. The bulletins are entitled "From the Big Sandy to the Great Miami" and "From the Great Miami to the Wabash". At the time, a lawsuit over a boundary dispute was pending between the Commonwealth of Kentucky and the state of Ohio. Both informational bulletins were prepared under the auspices of the Commission's Ohio River Boundary subcommittee, which was in existence from 1966 to 1972.
	Access Restrictions	None
	Contents	Series contains: Correspondence, bibliographical references, legal case citations and commentary, historical reference material, legal briefs, and drafts of the publications produced
	Retention and Disposition	Transfer to the State Archives for permanent retention.

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Statute Revision

Record Group Number
1650

Series	Records Title and Description	Function and Use
01792	**Notes and Annotations to Kentucky Revised Statutes - (One volume which traces legislative history back to Carroll's code)**	This series documents legislative history and case law annotations prior to 1943 in all sections of the Kentucky Constitution and Kentucky Revised Statutes. Only one volume was published. It supplies the link between the old codification (Carroll's Code) and the new one - the Kentucky Revised Statutes. The series traces the legislative history back to Carroll's Code.
	Access Restrictions	None
	Contents	Series contains: Complete history of the Kentucky Revised Statutes (KRS) from 1873 to 1942 and includes references to Carroll's Code section numbers. The volume also contains case law notes to the KRS from 1793 to 1943, and copies of the following: the Magna Carta, the Declaration of Independence, Articles of Confederation, the Act of Congress admitting Kentucky to the Union, the 1st, 2nd, and 3rd Constitutions of Kentucky, and the Compact with Virginia.
	Retention and Disposition	Retain permanently in agency.
01797	**Bill Draft Request File (V)**	This series documents requests from legislators to Commission staff for the drafting of legislation. It could incorporate nationally standardized versions of legislation. An organization currently in operation may suggest the drafting of bills to achieve uniformity in laws from state to state, e.g., uniform speed limits, probate laws, legal drinking age, etc. All requests for the drafting of bills must be sponsored by a legislator. This file could have importance if legislative history or intent is questioned. However, the courts do not recognize legislative intent as the basis for a lawsuit, only the prevailing law of the period; so, its usefulness to this process is questionable.
	Access Restrictions	KRS 7.120 (3)
	Contents	Series contains: Names of bill/resolution sponsor and bill drafter, assigned bill request number, copies of draft(s), work papers and dates requested, correspondence, and suggested versions of legislation. This file also contains introduced, never introduced and withdrawn bills.
	Retention and Disposition	Retain ten (10) years then destroy.

Electronic System With Included Records Series

Legislative Branch

Legislative Research Commission

System Description: This series documents all legislation introduced by providing a summary of individual bills and resolutions, and accounts chronologically all legislative action on each. After each day the legislature is in session, the Senate and House Clerks' Offices forward to the Commission an accounting of the action in the respective chambers. The information is then input into the database and updated daily thereafter, until the session concludes. This database is used to create the Legislative Record. It is also used in-house as an index to introduced bills and resolutions. It is updated as changes occur throughout the session.

System Contents: This system contains bill numbers, sponsors, dates of introduction, dates of action, summaries of bill provisions, summaries of amendments, a summary of daily proceedings in each chamber of the legislature, a list of bills in committee by committee, the daily calendar for each chamber, a list of General Assembly officers, members, and committees, a list of state officials and registered legislative agents, seating arrangements in each chamber, and indexes of bills and amendments by subject and sponsor.

General Schedule Items:

System Title: **Bill Status System** ***Alternate Title:***

Series #:	*Series Title:*	*Disposition Instructions:*
03043	Legislative Record	Retain one (1) copy permanently in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed.

Electronic System With Included Records Series

Legislative Branch

Legislative Research Commission

System Description: This series provides for the creation and subsequent publication of the Kentucky Revised Statutes. The database contains current information only and, in addition, is used as a quick reference and research tool. After each session the database is updated to reflect current law. The database is not a cumulative or historical file - laws are carried forward from session to session and updated with newly enacted legislation. Printed supplements to the Kentucky Revised Statutes are provided after July of each session year as updates, until new volumes of the Kentucky Revised Statutes are printed.

System Contents: This system contains Kentucky Revised Statute Chapter and Section numbers, Subsection numbers where appropriate, text of each section of current Kentucky laws as codified in the Kentucky Revised Statutes, a catch line for each section, and the current Kentucky Constitution.

General Schedule Items:

System Title: **Kentucky Revised Statutes Database** ***Alternate Title:*** **KRS Database**

Series #:	*Series Title:*	*Disposition Instructions:*
01787	Acts of the General Assembly of Kentucky	Per KRS 57.300, retain fifteen (15) copies in agency. Forward three (3) copies and one (1) digital copy to KDLA when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur. NOTE: Of the fifteen (15) agency copies, retain five (5) permanently, destroy balance after ten years.