



Department of Military Affairs

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

Department of Military Affairs 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 Military Affairs.

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 Military Affairs, 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 FOR MILITARY AFFAIRS

The Department for Military Affairs was created in 1932 and is the official state agency for all military matters (KRS Chapters 36, 37, and 38), disaster and emergency services coordination in the Commonwealth (KRS Chapter 39), and veterans' bonuses (KRS Chapter 40). The Governor is the constitutional commander-in-chief of the forces which are on active duty in the state. The Governor appoints the Adjutant General, who commands the Kentucky National Guard, which consists of the Army National Guard and the Air National Guard, and directs and coordinates all programs of the Department. The Department has responsibility for organizing, equipping, training and housing units of the Kentucky National Guard, which may be called to duty by the Governor in the event of civil strife or disorder, or the occurrence of natural or man-made disasters.

The Department also has organizational units related to public affairs, disaster assistance, family assistance, Bluegrass Station, Bluegrass Challenge, human resources and military records, training, re-integration, and employer support of the Guard and Reserve.

RECORDS RETENTION SCHEDULE

Signature Page

Department for Military Affairs
Agency

October 1982
Schedule Date

Military Records & Research Library
Unit

June 1997
Change Date

June 12, 1997
Date Approved by Commission

APPROVALS

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

Larry Barber
Agency Head

6-20-97
Date of Approval

Thomas Evan Miller
Agency Records Officer

16 June 97
Date of Approval

Richard M. Kelly
State Archivist and Records Administrator
Director, Public Records Division

6/12/1997
Date of Approval

[Signature]
Chairman, Archives and Records Commission

6/12/97
Date of Approval

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

Wiana Moses
Records Analyst/Regional Administrator

6/12/97
Date of Approval

Jim [Signature]
Appraisal Archivist

6/12/97
Date of Approval

Wiana Moses
State/Local Records Branch Manager

6/12/97
Date of Approval

The determination as set forth meets with my approval.

Ed [Signature]
Auditor of Public Accounts

6/12/97
Date of Approval

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Adjutant General's Office

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
03651	Kentucky Vietnam Veterans Memorial Fund, Inc.	<p>Closed series: This series documented the organization, funding, and construction of the Kentucky Vietnam Veterans Memorial. The Kentucky Vietnam Veterans Memorial Fund, Inc. was incorporated in 1984, taking over the responsibility for establishing a Vietnam Veterans Memorial from the Vietnam Veterans Leadership Program. In 1984, the Kentucky General Assembly passed a resolution for the memorial fund to "design and raise the necessary funds for a monument to those Kentuckians who fought and died in Vietnam." A national search was conducted for a design for the Memorial. The primary criterion was that the design must contain all the names of Kentuckians who died or are listed as missing in action (MIA). Helm Roberts, a Lexington, Kentucky, architect and veteran, submitted the unique sundial concept that was selected. The shadow of the sundial's gnomon falls upon the name of the deceased on the anniversary of his death. The names of the MIAs are listed in front of the gnomon where the shadow never falls. Funds for construction were provided through private donations from businesses, corporate and individual sources. The people of the Commonwealth of Kentucky donated the land on Coffee Tree Road in 1987. Upon completion, the memorial was transferred to the Commonwealth, with perpetual maintenance provided by the Memorial Fund.</p>
	Access Restrictions	None
	Contents	<p>Series contains: correspondence; financial statements; names of casualties/MIAs listed; biographical information; list of Medal of Honor winners; list of names added/changed; corporate documents; maintenance agreement; solicitations; photograph contest; educational fund proposal; ceremonies; dedication committee; brochures; publications; speeches-poems; design (drawings, blueprints, changes); Board of Directors (minutes, agenda, list of Board Members); Vietnam Veterans Leadership Project papers; videotapes; photographs; tax exempt purchases; insurance papers</p>
	Retention and Disposition	Transfer to the State Archives Center for permanent retention

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Administrative Services

Record Group
Number
1800

Series	Records Title and Description	Function and Use
01695	National Guard Payroll - (State duty)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01696	Military Vehicle Accident Reports	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy ten (10) years after settlement of any claims
01697	Accident Claims Against the State	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy ten (10) years after settlement of any claims

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Air National Guard

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01738	AF Form 10 - Personnel Records Group (V)	
	Access Restrictions	Federal Privacy Act
	Contents	Includes enlistment, assignments, promotions, education, medals, discharges, medicals
	Retention and Disposition	Transfer to the State Archives Center after Statement of Service is prepared for permanent retention
01739	Unit Organizational File	
	Access Restrictions	None
	Contents	Includes orders of activation and deactivation
	Retention and Disposition	Retain permanently in agency. Transfer to the Military Records and Research Library when unit becomes inactive
01740	Unit History File	
	Access Restrictions	None
	Contents	Includes orders, reports, and rosters
	Retention and Disposition	Retain permanently in agency. Transfer to the Military Records and Research Library when unit becomes inactive
01741	Air National Guard Orders	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01742	Aircraft Accident Reports	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Air National Guard

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01743	<p>Accident Claims Against the State - (Duplicate) - (Original in Administrative Services)</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain in Agency and destroy when no longer useful</p>	
01744	<p>Training Directives - (Duplicate)</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain in Agency and destroy when no longer useful</p>	
01745	<p>Annual General Inspection</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain in Agency five (5) years and destroy</p>	
01746	<p>Operation Readiness Inspection</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain in Agency five (5) years and destroy</p>	
01747	<p>X-rays of Personnel</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain in Agency. X-rays with negative results can be destroyed upon discharge from service; the remainder upon death of serviceman</p>	

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Army National Guard

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01727	Unit Organization File	
	Access Restrictions	None
	Contents	Includes orders of activation and deactivation
	Retention and Disposition	Retain permanently in agency. Transfer to the Military Records and Research Library when unit becomes inactive
01728	Unit History File	
	Access Restrictions	None
	Contents	Includes orders, reports, rosters
	Retention and Disposition	Retain permanently in agency. Transfer to the Military Records and Research Library when unit becomes inactive
01729	DA Form 1379 - Unit Record of Reserve Training	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01730	Permanent Orders - (Subsequent to July 1, 1976)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01731	Orders - (Subsequent to July 1, 1976)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Army National Guard

Record Group
Number
1800

Series	Records Title and Description	Function and Use
01732	Military Investigations Access Restrictions None Contents Retention and Disposition Retain permanently in agency	
01733	Courts Martial Records Access Restrictions None Contents Retention and Disposition Retain permanently in agency	
01734	Training Directives - (Duplicate) Access Restrictions None Contents Retention and Disposition Retain in Agency and destroy when no longer useful	
01735	Motor Vehicle Accident Claims Against the State - (Duplicate) - (Original copy in Administrative Services) Access Restrictions None Contents Retention and Disposition Retain in Agency and destroy when no longer useful	
01736	Annual General Inspection Report Access Restrictions None Contents Retention and Disposition Retain in Agency five (5) years and destroy	

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Army National Guard

Record Group
Number
1800

Series	Records Title and Description	Function and Use
01737	Technical Inspection Report	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years and destroy

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Disaster and Emergency Services

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01709	County Plan File	
	Access Restrictions	None
	Contents	Includes a list of all personnel and equipment available; training performed; contingency plans for all types of disasters or emergencies
	Retention and Disposition	Maintain up-to-date county plan file permanently in agency. Replace and destroy individual documents as superseded, and entire file with revised county plans every two years
01710	Disaster Files - (Includes correspondence; reports; other materials related to each particular disaster)	This series documents the incidents that occur within the state that are weather related, search and rescue, fires, or hazardous materials spills. The Office acts as a dispatch for the Natural Resources And Environmental Protection Cabinet, the State Fire Marshal, and the Kentucky National Guard. When a phone call reporting an incident comes in, the dispatcher makes a note of the location, checks off the type of incident, lists the name of the person reporting, and initials the information. Staff then contact the appropriate agency to respond to the report. The incident numbering begins on January 1st and is consecutive for the calendar year.
	Access Restrictions	None
	Contents	Series contains: incident worksheet; incident number; date; time; name of person reporting; location; initials of the person recording the report; description of incident memoranda; correspondence; newspaper clippings; trip reports (summary of incident by area coordinator)
	Retention and Disposition	Retain in Agency five (5) years and destroy
01711	Individual and Family Grant Program	
	Access Restrictions	None
	Contents	Includes correspondence; actions taken; cost reports; other material related to each particular grant processed
	Retention and Disposition	Retain in Agency; destroy three (3) years after completion of program, and audit
01712	Communication Equipment Use and Maintenance Record	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency; destroy three (3) years after disposition of equipment, and audit

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Disaster and Emergency Services

Record Group
Number
1800

Series	Records Title and Description	Function and Use
01713	Resources File	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy when no longer useful
01714	Compliance with Civil Rights Report - (Quarterly)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit
01715	Labor Standards Report - (Semi-annual)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency Three (3) years and destroy after audit
01716	Teletype Messages	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency one (1) year and destroy

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Facilities

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01698	Blue Prints - (Buildings)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01699	Building Construction Records	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01700	Property Records	Used to establish responsibility and to account for all equipment issued to the Department
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy three (3) years after disposition of equipment, and audit
01701	Vehicle Purchase and Maintenance Record	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy three (3) years after disposition of vehicle, and audit
01702	Equipment Purchase and Maintenance Record	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy three (3) years after disposition of equipment

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Facilities

Record Group
Number
1800

Series	Records Title and Description	Function and Use
01703	Installation Management Fund Cash Authority	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit
01704	Installation Management Fund Cash Bank Book	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit
01705	Installation Management Fund Cancelled Checks	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit
01706	Installation Management Fund Deposit Slip and Bank Statements	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Facilities

Record Group
Number
1800

Series	Records Title and Description	Function and Use
01707	Installation Management Fund Cash Account and Operating Statement	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit
01708	Installation Management Fund Standard Vouchers	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Military Records and Research Library

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01724	Personnel Records Jacket File - (201 File) - (Establishes eligibility for future entitlements for military service) (V)	This series documents military service for members of the Kentucky Army and Air National Guard. The file documents service beginning with enlistment to separation. Specifically, it documents promotions, awards, periods of service (state and federal), and serves as the basis for qualifying service for retirement purposes. It is used to verify eligibility for future entitlements. The DD-214, discharge document (01759), is the basis for establishing eligibility for future entitlements for military service. **Rolls of microfilm total 91 and cover period 1875-1980; hard copy records total 256 cubic feet and cover period 1875-1940.
	Access Restrictions	Federal Privacy Act
	Contents	Series may contain: enlistment forms; assignment orders; promotion orders; diplomas; awards; statement of medical history; report of latest physical exam; copies of investigations (line of duty); National Guard Bureau (NGB) - 22, discharge documents; statements of service; vital statistics documents such as marriage certification, divorce decree, or birth certificates
	Retention and Disposition	Destroy records not needed to substantiate details of military service. Retain balance of file permanently in Agency.
01726	Index Cards - Army National Guard Personnel	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01748	Adjutant General's Reports and Other Historical Volumes	
	Access Restrictions	None
	Contents	Includes Corn Stalk Militia (Officers) 1792-1811; War of 1812; War With Mexico, 1846-1848; Civil War, 1861-1865; Spanish American War, 1898-1899; World War I, 1917-1921; World War II, 1941-1946; Korean Conflict, 1950-1953
	Retention and Disposition	Retain permanently in agency
01749	Unit Muster Rolls	
	Access Restrictions	None
	Contents	Includes units from the War of 1812; the Civil War, Union and Confederate, 1861-1865; the Spanish American War, 1898-1902; Mexican Border, 1916; World War I, 1917
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Military Records and Research Library

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01750	Casualty Lists	
	Access Restrictions	None
	Contents	Includes World War I; World War II; the Korean Conflict; Vietnam and Southeast Asia; National Guard, from July 16, 1966
	Retention and Disposition	Retain permanently in agency
01751	Index to Adjutant General's Reports	
	Access Restrictions	None
	Contents	Includes the War of 1812; the War with Mexico; the Civil War; the Spanish American War
	Retention and Disposition	Retain permanently in agency
01752	Special Orders - (Army Reserve National Guard 1860 to July 1976)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Transfer records dated 1860 to 1870 to the State Archives Center, in their original form. Retain records permanently dated after 1870 in agency
01753	Kentucky Active Militia Enlistment and Discharge Records - World War II	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01754	AGO Form 724, Statement of Service - World War I	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Military Records and Research Library

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01755	Kentucky State Bonus Records - (April 21, 1898 to January 31, 1955)	
	Access Restrictions	None
	Contents	Includes claim folders by number assigned; log books; claims by stages and dates; ledger books; receipts and number assigned; standard operating procedures
	Retention and Disposition	Transfer to the State Archives Center for permanent retention after being microfilmed. Retain permanently positive print in the Military Records and Research Library
01756	Kentucky State Bonus Index Cards - (By applicant's name)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01757	Payrolls - (Federal) - (Air National Guard and Army Reserve National Guard to June 30, 1974)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency
01758	Deactivated Unit History File	
	Access Restrictions	None
	Contents	Includes orders, reports, and rosters
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Military Records and Research Library

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01759	DD Form 214 - Certificate of Release or Discharge from Active Duty (V)	This series is a certificate that documents an individual's release or discharge from active military duty. It is used to confirm that a person is eligible for educational, medical veterans' benefits, home purchases, job placement points, or bonuses. ** Dependent upon number of requests for confirmation of eligibility. NOTE: Some of the certificates are from regular armed services records, which are federal records. Kentucky Army and Air National Guard personnel receive the form if they are called up to active military duty then released back to the Kentucky National Guard. NOTE: For the period 1940 - 1989, hard copy files were transferred to the State Archives Center because a few of the certificates were illegible on the microfilm, due to the poor quality of the original.
	Access Restrictions	Federal Privacy Act
	Contents	Series contains: name; grade rank; department; social security number; pay grade; date of birth; last date stationed; command to which transferred; specialty number; record of service; date entered; military education; decorations/citations; remarks; signature; type of character of separation (honorable); address after separation
	Retention and Disposition	Retain permanently in agency. Transfer hard copy records to the State Archives Center for permanent retention after filming, only if film images are illegible due to poor quality of original
01763	Army National Guard Technician Personnel Folders	Closed Series: This series documented the work history of civilian personnel hired by the military prior to 1969. After 1969, the positions were classified as state employees and the personnel records are now maintained by the Kentucky Personnel Cabinet. If a person entered the state workforce, a notation of the most recent job action was noted and a new folder begun.
	Access Restrictions	None
	Contents	Series may contain: appointment letters; applications; duty assignments; job classification; performance evaluations; salary changes; travel/leave papers; course assignment papers; correspondence
	Retention and Disposition	Transfer to the State Archives Center permanent retention
01764	Air National Guard Technician Personnel Folders	Closed Series: This series documented the work history of civilian personnel hired by the military prior to 1969. After 1969, the positions were classified as state employees and the personnel records are now maintained by the Kentucky Personnel Cabinet. If a person entered the State workforce, a notation of the most recent job action was noted and a new folder begun.
	Access Restrictions	None
	Contents	Series may contain: appointment letters; applications; duty assignments; job classification; performance evaluation; salary changes; travel/leave papers; course assignment papers; correspondence
	Retention and Disposition	Transfer to the State Archives Center for permanent retention
01765	National Guard Register - (Air National Guard and Army Reserve National Guard officers)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Military Records and Research Library

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01766	<p>United States Army Registers - (Active and retired officers)</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain permanently in agency</p>	
01767	<p>General Orders - (Army Reserve National Guard - 1860 to July 1976)</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Transfer records dated 1860 to 1870 to the State Archives Center, in their original form. Retain records dated after 1870 in agency. Records are to be retained permanently.</p>	
01768	<p>Photographs</p> <p>Access Restrictions None</p> <p>Contents Includes photographs of dignitaries; parades; special events; armories; disasters</p> <p>Retention and Disposition Retain in Agency and transfer to the Military History Museum when no longer needed</p>	
01769	<p>Negatives of Photographs</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain in Agency and transfer to the State Archives Center for permanent retention when no longer needed</p>	

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Military Records and Research Library

Record Group
 Number
 800M

Series	Records Title and Description	Function and Use
03810	Kentucky Vietnam Veterans Bonus File	Closed Series: This series documented claims by Kentucky veterans of the Vietnam War for a one time money bonus. To qualify for the bonus, veterans must have been residents of Kentucky six months prior to entering the service. Kentuckians who served for more than ninety days in Southeast Asia, from 1958 to 1975, or elsewhere, from 1964 to 1975, were eligible to apply for the bonus. Those veterans who served in Southeast Asia received \$25 for each month of service, for a maximum of \$500. Those veterans who were stationed elsewhere received \$15 for each month of service, for a maximum of \$300. Widows and children of veterans also were eligible to apply. The Veterans' Bonus Branch, which was created in 1989 to administer the bonus, processed more than 99,000 claims, 86,782 of which were paid. It was closed in 1990, after all claims were processed. At that time all records documenting the program were transferred to the Military Records and Research Library. (The money for the bonus came from Kentucky Lottery Corporation revenues.) The file was previously scheduled as permanent; however, legislative intent is satisfied by the permanent retention of DD-214s, the formal discharge document (01759), and the Veterans Applications Bonus System (03811). Note: 70 cubic feet of these records were destroyed as a result of the 1997 flood, which prompted the reexamination of the entire series and its subsequent destruction.
	Access Restrictions	None
	Contents	Series contains: application form; Form DD-214 - discharge or separation from active duty (01759); Form 1300 - casualty (01750); correspondence; proof of residency; letter of rejection; appeal information
	Retention and Disposition	Destroy five years after all bonus payments have been awarded, and audit
03811	Veterans Applications Bonus System - (VBAPS) - (Electronic)	Closed series: This series is an electronic system used to facilitate the verification of applications and claims for the Kentucky Vietnam Veterans Bonus. Information was input into the system from the application form, Form DD214 - Discharge or Separations (01759), and Form 1300 - Casualty (01750). The system calculated the payment amount according to time served in Southeast Asia and elsewhere. It is the only place where the payment amount is noted. Payment amounts were not noted in the hard copy file, Kentucky Vietnam Veterans Bonus - (03810). * Dependent on number of claim appeals. After the last claim is processed, information from the system will be loaded onto floppy disks for use with a personal computer operated by the Military Records and Research Library.
	Access Restrictions	None
	Contents	See attachment
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 National Guard Army and Air Technician

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
01722	<p>Army and Air National Guard Technician Folders - (Since 01/01/1969) (V)</p> <p>Access Restrictions Federal Privacy Act</p> <p>Contents May include request for position certification; National Guard Association insurance; authorization for temporary appointments; civil service test; civil service recruitment; civil service action on request for conversion; civil service certificate of eligibility; results of selection board; applications for open positions or promotions; review board proceedings on performance reports; Federal compensation.</p> <p>Retention and Disposition Retain permanently in Agency and forward to the Federal Records Center upon termination of employment. Forward to other Federal agency when employee is transferred</p>	
01723	<p>National Guard Association of the United States Insurance Completed and Filed</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Transfer to the United States Property and Fiscal Office of Kentucky when completed. Destroy five years after termination of employment</p>	

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Youth Challenge, Division of
 Appalachian Challenge Academy, Kentucky

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
06522	Cadet Master File (V)	This series documents a cumulative history of a cadet's enrollment at the Appalachian Challenge Academy. The National Guard Youth Challenge Academy is a program created under the National Guard Youth Foundation, a non-profit organization and administered by the National Guard Bureau on behalf of the Department of Defense, for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve (12) week Post-Residential Mentoring Phase and is a preventive rather than a remedial youth-at-risk program, target participants who are unemployed, drug-free and law-free high school dropouts, between ages sixteen (16) - eighteen (18) years. The core components of the Academy are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	Series may contain: Applicant name, date of birth, Social Security Number; and parent information; medical history; insurance information; criminal background history, if applicable; applicant goals and acknowledgement; transcripts and school verification form completed by school superintendent or designee; mentor application and authorization to release background information; health assessment and Medical Power of Attorney; platoon assignment; Mentor/Cadet Agreement; Agreement contract; Stipend Stipulation; Residential performance appraisal; promotion results; disciplinary actions, physical fitness test results; community service performance; special training performance; job skills information; community service documentation; miscellaneous agreements; Mentor Monthly Reports; GED Testing Eligibility and Official Practice Test Score Sheets
	Retention and Disposition	Retain in Agency five (5) years after cadet obtains age of majority (defined in KRS 2:015 as eighteen (18) years of age) or five (5) years from departure date from the Academy, whichever is longer, then destroy.
06523	Cadet Medical File (V)	This series documents all cadet medical records and activity through the Residential Phase of the National Guard Youth Challenge Academy. The National Guard Youth Challenge Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense.
	Access Restrictions	KRS 61.878 (1)(a); HIPAA
	Contents	Series may contain: Name, date of birth, Social Security Number of cadet; physical examination completed form; drug urinalysis results, TB skin test; non-prescription medication sheet; medication protocol sheet; physician and nursing notes; individual medication inventory sheets; medical records from primary care or other treatment centers; therapy notes, if applicable; and medical insurance information.
	Retention and Disposition	Retain in Agency five (5) years after cadet obtains age of majority (defined in KRS 2:015 as eighteen (18) years of age) or five (5) years from departure date from the Academy, whichever is longer, then destroy.
06524	Mentor Background Checks File	This series documents the mentor application process requirements, specifically the criminal background check and driver's license verification. Each cadet is required to have a mentor and the mentor application is submitted with the cadet application. Mentors must meet the qualification standards, including but not limited to being a role model citizen, twenty-one (21) years of age or older, not having a felony arrest record, and drug and/or alcohol free. After the background checks are completed, the mentor is then trained prior to the ceremony matching mentors to the cadet. A mentor spends quality time with the cadet in order to assist the cadet with future plans. The mentor is required to submit monthly progress reports of the cadet to the Academy which are then placed in the Cadet Master File, series 06522.
	Access Restrictions	KRS 61.878 (1)(a) re personal information
	Contents	Series may contain: Copy of the mentor application stating name, date of birth, Social Security Number, address, phone number, e-mail address, employment information, authorization for criminal background check, Privacy Act Acknowledgement (Public Law 102-484, Section 1091 e (2), and driver's license verification.
	Retention and Disposition	Retain in Agency five (5) years after cadet obtains age of majority (defined in KRS 2:015 as eighteen (18) years of age) or five (5) years from departure date from the Academy, whichever is longer, then destroy.

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Youth ChalleNGe, Division of
 Appalachian ChalleNGe Academy, Kentucky

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
06525	Cadet Meal Records	This series documents the records of cadet meal consumption at the ChalleNGe Academy. The forms support submission of National School Lunch Program Reports. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense.
	Access Restrictions	
	Contents	Series may contain: Cadet Headcount Sheets for each meal at the Academy; Dining Facility Meal County Facility Summary
	Retention and Disposition	Retain in Agency three (3) years, then destroy after audit.
06526	Miscellaneous Log Sheets (V)	This series documents the various logs and sign-in sheets for each department and section of the Appalachian ChalleNGe Academy and used for tracking purposes. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense.
	Access Restrictions	
	Contents	Series may contain: Visitor Sign-in sheets; Cadet Logs when signing in or out for medical or therapy treatment sessions; Employee/Personnel Logs for reviewing cadets school records or files; dates, times and purpose
	Retention and Disposition	Retain in Agency one (1) year, then destroy.

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Youth ChalleNGe, Division of
 Bluegrass ChalleNGe Academy, Kentucky

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
05786	Cadet Master File	This series documents the cumulative history of a cadet's enrollment and application process, necessary for consideration and approval to attend the Kentucky Bluegrass Youth ChalleNGe Academy. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense. The National Guard Youth ChalleNGe Academy is an intervention program for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve month Post-Residential Mentoring Phase. Bluegrass ChalleNGe Academy is a preventive rather than remedial youth-at-risk program, targets participants who are unemployed, drug-free and law-free high school dropouts, between 16 - 18 years of age. The core components of the Academy are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.
	Access Restrictions	KRS 61.878 (1) (a)
	Contents	Series may contain: Applicant and parent information; medical history; insurance information; criminal background history, if applicable; applicant goals and acknowledgement; school verification form, completed by school Superintendent or designee; mentor application and authorization to release background information, including criminal history check; copy of official birth certificate; copy of Social Security card; copies of all insurance cards; copy of Immunization/Shot Record psychiatric, residential treatment, health assessment and medical Power of Attorney.
	Retention and Disposition	Retain in Agency five (5) years after cadet obtains age of majority (defined in KRS 2:015 as eighteen (18) years of age) or five (5) years from departure date from the Academy, whichever is longer, then destroy.
05788	Cadet Medical File (V)	This series documents all cadet medical records and activity throughout the Residential Phase of the National Guard Youth ChalleNGe Academy. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense.
	Access Restrictions	KRS 61.878 (1) (a); HIPAA
	Contents	Series may contain: Physical examination completed form; Drug Urinalysis; TB skin test; non-prescription medication sheet; medication protocol sheet; physician and nursing notes; pharmacy receipts; individual medication inventory sheets; medical records from primary care or other treatment centers; therapy notes, if applicable; and medical insurance information.
	Retention and Disposition	Retain in Agency five (5) years after cadet obtains age of majority (defined in KRS 2:015 as eighteen (18) years of age) or five (5) years from departure date from the Academy, whichever is longer, then destroy.
05790	Cadet Meal Records	This series documents the records of cadet meal consumption at the ChalleNGe Academy. The forms support submission of School Lunch Program reports. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense.
	Access Restrictions	None
	Contents	Series may contain: Cadet Headcount Sheets for each meal at the Academy; Dining Facility Meal Count Summary
	Retention and Disposition	Retain in Agency three (3) years and destroy after audit

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Governor, Office of the
 Military Affairs, Department of
 Youth ChalleNGe, Division of
 Bluegrass ChalleNGe Academy, Kentucky

Record Group
 Number
 1800

Series	Records Title and Description	Function and Use
06527	Miscellaneous Log Sheets (V)	This series documents the various logs and sign-in sheets for each department and section of the Bluegrass ChalleNGe Academy and used for tracking purposes. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense.
	Access Restrictions	
	Contents	Series may contain: Visitor Sign-In/Departure Sheets, including tutor volunteers; Cadet Logs when signing in or out medical or therapy treatment sessions or Off-Site Mentoring Program; Employee Personnel Logs for reviewing cadets' files or school records; dates and times.
	Retention and Disposition	Retain in Agency one (1) year, then destroy.
06528	Mentor Background Checks File	This series documents the mentor application process requirements, specifically the criminal background check and driver's license verification. Each cadet is required to have a mentor and the mentor application is submitted with the cadet application. Mentors must meet the qualification standards, including but not limited to being a role model citizen, twenty-one (21) years of age or older, not have felony arrest record, and drug and/or alcohol free. After the background checks are completed, the mentor is then trained prior to the ceremony matching mentors to the cadet. A mentor spends quality time with the cadet in order to assist the cadet with future plans. The mentor is required to submit monthly progress reports of the cadet to the Academy which are then placed in the Cadet Master File, series 05786.
	Access Restrictions	KRS 61.878 (1)(a) re personal information
	Contents	Series may contain: Copy of the mentor application stating date of birth, Social Security Number, address, phone number, e-mail address, employment information, authorization for criminal background check, Privacy Act Acknowledgment (Public Law 102-484, Section 1091 e (2)), and driver's license verification.
	Retention and Disposition	Retain in Agency five (5) years after cadet obtains age of majority (defined in KRS 2:015 as eighteen (18) years of age) or five (5) years from departure date from the Academy, whichever is longer, then destroy.