



Department for Workforce Investment

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

Department for Workforce Investment 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 Department for Workforce Investment.

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 Department for Workforce Investment, including records created or stored using computers and computer systems. The *General Schedule for Electronic and Related Records* applies to records related to computers or a computer system. Examples of these include system documentation and use records, backup files, or website format and control records.

Audits and Legal Action

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

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

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

Vital Records

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

Confidential Records

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

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

Copies of Records

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

Updating the Retention Schedule

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

Department of Workforce Investment

The Cabinet for Workforce Development was created by the General Assembly effective July 1, 1990 to consolidate and reorganize state agencies and boards to centralize and coordinate job training and adult education agencies. The Cabinet was changed to the Department of Workforce Investment in 2004. As of 2010, the Department of Workforce Investment is an agency of the Education and Workforce Development Cabinet that is made up of four offices: The Office of Employment and Training, the Office of Vocational Rehabilitation, the Office for the Blind, and the Office of Career and Technical Education. It is governed by Chapter 151B.

The mission of the Department of Workforce Investment is connecting Kentucky to employment, workforce information, education and training.

The agencies in Workforce Investment are:

The Office of Employment and Training (OET). Utilizing its large and diverse applicant database, OET assists employers in finding qualified applicants for their job openings, while assisting job seekers in finding employment. The OET unemployment insurance program provides benefits to ease the financial burden on individuals who are unemployed through no fault of their own. OET compiles and disseminates a wide range of workforce statistics, including employment, unemployment and wage information.

The Office of Vocational Rehabilitation (OVR). OVR provides assessment, guidance, counseling and job placement services to assist eligible Kentuckians with disabilities achieve their career goals. The office also operates a comprehensive rehabilitation center. OVR assists employers fill approximately 5,000 positions each year with qualified, job-ready applicants.

The Office for the Blind (OFB). OFB offers educational assistance, job training, job placement and assistive technology to Kentuckians with visual disabilities. OFB operates a comprehensive vocational rehabilitation center for workforce preparation. The department's Business Enterprises Program offers entrepreneurial opportunities for Kentuckians with visual impairments. The office helps provide a ready workforce for employers.

The Office of Career and Technical Education. This Office offers high school students technical training in fifty-three area technology centers. Students prepare for careers in medicine, computers, business, construction, manufacturing and other exciting fields. The schools also partner with local communities in economic development and training efforts. School-to-Work programs expose students to career choices and work experience.

**STATE AGENCY RECORDS
 RETENTION SCHEDULE**

Education and Workforce Development Cabinet
 Workforce Investment
 Administration and Policy Support
 Personnel Services

**Record Group
 Number
 3070**

Series	Records Title and Description	Function and Use	
04228	<p>Chapter 151B Personnel File (Some restricted items are test scores, transcripts, military records, performance evaluations, disciplinary actions) Change Date: 9/12/1991 (V)</p>	<p>This series documents the employment history of individuals in the Department for Adult and Technical Education (DATE), all of whom were previously employed under the requirements of KRS Chapter 18A. As a result of the creation of the Workforce Development Cabinet, effective July 1, 1990, the State Board for Adult and Technical Education established regulations, personnel policies and procedures for full-time and part-time unclassified employees, certified and equivalent staff, including administrative, teaching, programmatic and supervisory staff in the DATE central office, state-operated vocational facilities and regional staffs. These employees receive the same benefits as all other employees covered by KRS 18A. The records are considered to be public records, open to public inspection, as provided in KRS 61.870 to 61.884. This series verifies dates of employment, salary levels, sick and annual leave time accrual, and other official personnel actions, should questions arise regarding eligibility for retirement (refunds or benefits) or social security benefits. Formal grievances are filed separately, however, letters of reprimand or disciplinary actions may be a content of the file. These are items that are restricted under the Open Records Act. Other restricted items would be test scores, social security numbers, transcripts, veteran's military records, and home address and phone number(s). The Department of Personnel, Payroll Administration does maintain all financial transactions on the Uniform Payroll/Personnel System. *Reference dependent on personnel actions, length of employment, etc.</p>	
	<p>Access Restrictions</p>	<p>KRS 61.878 (1)(a)</p>	
	<p>Contents</p>	<p>Application; Personnel Actions (P-1's); Resume; Insurance forms; Retirement forms; Salary placement forms; Personnel performance evaluations; Teaching Certificate; Letter(s) of Reprimand; Exempt/Non-exempt form; Health/Life Insurance forms; Qualifying Classification; Position Description; Teacher/Kentucky Retirement System information; Service Record; Workman's Compensation Injury Records; Withholding statement; Education Authorization; Payroll Deduction Authorization; Test Scores; Military records; Correspondence</p>	
	<p>Retention and Disposition</p>	<p>Transfer to the State Records Center one [1] year after termination of employment for an additional forty-nine [49] years. Total retention is fifty [50] years after termination of employment.</p>	

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Adult and Technical Education
Support Services - Occupational and Management Info

Record Group
Number
3072

Series	Records Title and Description	Function and Use
04121	Vocational Education Student Information System (VESIS) Change Date: 6/18/1992 (V)	<p>This series documents student data maintained in an automated medium with the major components including enrollment, completions, followup, and employer follow-up. Statistical and summary findings produced enhance the department's auditing and reporting processes. It aids in the planning and development of long- and short-range goals. Completions are reviewed at the end of each year when a student graduates, transfers, or terminates. Followups are reviewed after 6 months and again after a student is employed. Credit can be transferred to a college or university. The information is keyed into the system at regional sites from a roster. This system is shared with the Department of Education for use in the secondary vocational area centers. The Department of Information Systems produces microfiche from the computer tapes for the Department for Adult and Technical Education (DATE) upon request. This series was created and maintained in hard copy until 1984, when it was then automated. The information up to 1984 has been filmed by the Public Records Division and is not restricted. *Reviews of information in the component areas of the system are studied each year.</p>
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	<p>Identification of Codes; Instructions and Definitions for completing input; Roster Information - School region, name, code, school year, Program name area, level, date started, session days, work stations, teacher's ss#, name, sex, race, budget information (by project salaries, operating cost, capital outlay); Special needs/services/economic disadvantaged; Sex; race; number of handicapped or disadvantaged; Student ID (SS#); Name, Birthdate, Address, Contact person, phone #; Home, High School or JPTA Project; other demographic data and program data (short-term, long-term, day or night student, etc.)</p>
	Retention and Disposition	Maintain electronic file, update as needed.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Adult Education and Literacy
Family Literacy - Parent and Child Education

Record Group
Number
3072

Series	Records Title and Description	Function and Use
04411	PACE School District Contract File Change Date: 9/8/1994	This series provides the fiscal and programmatic documentation of the contractual arrangement with the school district in the implementation of the Parent and Child Education (PACE) program. The program targets the intergenerational problem of undereducation and poverty. PACE requires both the undereducated parent and his/her three- to four-year old child to attend school together. The goal is to raise the educational level and aspirations of the family, enhance parenting skills, increase self-esteem, and teach participants the value of education for themselves and their children. The contract file reflects the program condition, any alterations, amendments or changes. The General Assembly allocates the amounts to be contracted. The contract provides for teachers, staff travel, materials, meals for students, testing fees (GED), etc.
	Access Restrictions	NA
	Contents	Application; Contract; Amendments; Revisions to contract; Required reports (Financial expenditure report-quarterly; Enrollment, attendance, Entry/Exit Scores-Monthly); Correspondence
	Retention and Disposition	Transfer to the State Records Center three [3] years after expiration of contract for an additional five [5] years. Destroy after audit.
04412	Parent and Child Education (PACE) Program File Change Date: 9/8/1994	This series documents the development of the Parent and Child Education (PACE) program with subsequent information, as the program has grown and become a national model for other states, including the National Center for Family Literacy based in Louisville, Kentucky. PACE was established to break the cycle of undereducation. The goal of the program is to provide preschool education for children of parents who dropped out of high school while raising the parents' level of education at the same time. Rather than focusing upon adult or child education separately, PACE uses the concept of combining the two approaches to alleviate the problems of inadequate education and poverty. It is designed to increase the expectations and aspirations of parents for their preschool children, to develop parenting skills, raise their self-esteem, and to help parents pass the General Educational Development (GED) examination and obtain their high school equivalency diploma. In 1986, two Department of Education consultants combined the ideas of early childhood education and adult education, and with the assistance and leadership of Representative Roger Noe of Harlan, passed legislation providing for this program.
	Access Restrictions	NA
	Contents	Correspondence; Historical background of program goals; Minutes of Advisory Meetings (Advisory no longer exists); Financial structure of program; Studies, Research, Evaluations completed by the Department of Education for the PACE program, Recommendations for program results, changes
	Retention and Disposition	Transfer to the State Archives Center for Permanent retention.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Adult Education and Literacy
Management and Support - Adult Secondary Education

Record Group
Number
3072

Series	Records Title and Description	Function and Use
02408	<p>General Educational Development (GED) Card Index File (3 x 5 Cards) Closed Date: 12/1/1983 Change Date: 12/8/1994 (V)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>CLOSED--This series documented the scores of individuals that took the General Educational Development (GED) test, or some portion (subtest) of it, at the University of Louisville between the 1950's and 1983. It verifies any or all portions of the examination that was taken, which portion was passed and which was not, or which area was not completed. It is important to note that the scores are still valid for a (sub)test that were taken and passed. For someone to choose to take the exam again, he would only have to take the test(s) previously failed, not completed, or not ever taken.</p> <p>KRS 61.878 (1)(a)</p> <p>Name; Address; Score(s); Date of Examination; Subtest(s) taken; Total score</p> <p>Retain Permanently.</p>
02410	<p>Application and Contract (Form AE-1) Between the Department of Education and Local Boards of Education to Operate Adult Education Programs in Local School Districts</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>None</p> <p>Retain for three [3] years. Destroy after audit.</p>
02411	<p>Summary Monthly Expenditures (Bills attached) From Local School Districts (AE-7)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>None</p> <p>Retain for three [3] years. Destroy after audit.</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Adult Education and Literacy
Management and Support - Adult Secondary Education

Record Group
Number
3072

Series	Records Title and Description	Function and Use
02412	Time Sheet and Evidence of Payment for Services from Adult Basic Education Personnel (AE-9)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain for three [3] years. Destroy after audit.
02413	Teacher's Monthly Report of Classes Held (AE-3)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain for one [1] year.
02414	Teacher's Annual Report of Classes Held (AE-4) (Computer Printout)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain for one [1] year.
02415	Superintendent's Annual Report of Classes Held (AE-5) (Computer Printout)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain for one [1] year.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Adult Education and Literacy
Management and Support - Adult Secondary Education

Record Group
Number
3072

Series	Records Title and Description	Function and Use
02416	<p>State Payment Summary for Services and Materials (AE-10)</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain for one [1] year.</p>	
02417	<p>Local Education Agency's Authorization for Applicant to Take Test</p> <p>Access Restrictions None</p> <p>Contents</p> <p>Retention and Disposition Retain for one [1] month.</p>	
04435	<p>Eighth Grade Equivalency Certificate File Change Date: 9/8/1994 (V)</p> <p>Access Restrictions KRS 61.878 (1)(a)(e)</p> <p>Contents Application-includes Name, age, date of birth, county, school district, last school attended, reason for leaving school, military service, signature of school superintendent; Bubble Sheets (Response Sheets); Report of Test, Date Administered, Score</p> <p>Retention and Disposition Transfer to the State Archives Center three [3] years after the issuance of the certification for Permanent retention.</p>	<p>This series documents the granting of an eighth grade certificate furnished by the Department of Adult Education and Literacy, Adult Secondary Education program (formerly the Department of Education, Division of Adult Education) based upon the fulfillment of prescribed standards. The examination was created in the mid-1960's to enable many adults to qualify for jobs that had a minimum requirement of an eighth grade education. This program was established before the General Educational Development (GED) standards were in place. There are a number of national exams, still given today, most notably the Test of Adult Basic Education and the California Achievement Test. There is not one that is exclusively used in Kentucky, however, the tests do change each year.</p>
04489	<p>Incomplete Test Scores File (at Testing Centers) Closed Date: 12/1/1983 Change Date: 12/8/1994 (V)</p> <p>Access Restrictions KRS 61.878 (1)(a)</p> <p>Contents Name of examinee; Score(s) of subtests taken; Date of test</p> <p>Retention and Disposition Retain in agency/testing center Permanently.</p>	<p>CLOSED--This series documented the incompletes and failures of those who took all or parts of the General Educational Development (GED) examination, but did not achieve a passing average score. To achieve a passing score, the examinee had to take all five subtests and have an averaged score of 45. There are 55 testing centers in Kentucky including the Department of Corrections (counted as one, but may have several testing centers within the correctional institutions) throughout Kentucky. The scoring of tests was centralized and automated in 1983 by the agency. *Each testing center will vary in volume.</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Adult Education and Literacy
Management and Support - Adult Secondary Education

Record Group
Number
3072

Series	Records Title and Description	Function and Use
04490	General Educational Development (GED) Test Score Database Change Date: 12/8/1994 (V)	This series documents the agency's comprehensive management of the examination process of the General Educational Development (GED) program. The system reads the answer sheets, scores them, and averages the scores to determine the passing or failing of an exam. It allows for the creation and recording of a test, i.e., one taken prior to 1983, or a military exam. The database updates and makes corrections and, most importantly, maintains active and ongoing records of examinees, for those who have received a diploma and others that have taken the exam, or subtests, but have not yet achieved a passing score. The system is currently networked with Century National Computer System in Minneapolis, Minnesota. The agency anticipates coming online with the Department of Information Systems' mainframe system in 1995.
	Access Restrictions	KRS 61.878 (1)(a)(e)
	Contents	See attached file layout
	Retention and Disposition	Retain Permanently.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Computer Services
Program Development

Record Group
Number
3072

Series	Records Title and Description	Function and Use
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02430	Computer Utilization	
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Access Restrictions	None
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Retention and Disposition	Retain for two [2] years.
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STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Instruction
Assistant Superintendent's Office

Record Group
Number
3072

Series	Records Title and Description	Function and Use
02820	Assurance of Compliance with DHEW under Title VI of Civil Rights Act of 1964	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Destroy when superseded.
02821	Review of Compliance	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Destroy when superseded.
02822	Affirmative Action Plan for Equal Employment Opportunity	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Destroy when superseded.
02823	Program and Financial Plan for Vocational Rehabilitation Agencies (OHD-RSA-1)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain for five [5] years. Transfer to State Archives Center for Permanent retention.
02824	State Plan for Vocational Rehabilitation Services	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain for five [5] years. Transfer to State Archives Center for Permanent retention.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Instruction
Assistant Superintendent's Office

Record Group
Number
3072

Series	Records Title and Description	Function and Use
02825	BRS Annual Affirmative Action Statistical Report (Computer Printout)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain for three [3] years.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Rehabilitation Services
Field Services - Central Office

Record Group
Number
3072

Series	Records Title and Description	Function and Use
02828	Client Administrative Review Appeal Narrative (Duplicate)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Destroy four (4) years after case closure.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Training and ReEmployment

Record Group
Number
3079T

Series	Records Title and Description	Function and Use
05390	<p>Job Training and Partnership Act Eligibility File Closed Date: 7/1/1999</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: This series documented eligibility and certification for participation in programs through the Job Training and Partnership Act. The program assisted youth in securing training closely associated with classroom studies. The forms and documents were accumulated by the Department from the ten local service delivery areas around Kentucky. Prior to 1994, the program was the responsibility of the Department for Employment Services. The Workforce Investment Act replaced the former program. There is no activity against the files.</p> <p>KRS 61.878 (1) (a) Personal information</p> <p>Series contains: Eligibility verification forms containing participant identifying information and source documents used to determine eligibility; participant signature and guardian signature, if applicable; driver's license; birth certificate; income information; and public assistance documents</p> <p>Destroy three [3] years after termination of eligibility, and audit.</p>
05391	<p>Summer Youth Program Eligibility File Closed Date: 7/1/1999</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: This series documented the eligibility requirements and certification for participation in the Summer Youth Program. The program was federally funded and assisted youth in securing employment, based on academic skills. The records were accumulated by the Department from the ten local service delivery areas located in the state, after it became responsible for their maintenance. There is no activity against the files.</p> <p>None</p> <p>Series contains: Verification of program eligibility; source documents; participant personal information such as name, address, date of birth</p> <p>Destroy three [3] years after termination of eligibility, and audit.</p>
05392	<p>Jobs for Kentucky's Graduates Program Eligibility File</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>This series documents the eligibility for participation in the Jobs for Kentucky's Graduates Program. The program is federally funded and targets both in-school students at risk for dropping out and out-of-school students who have already left high school. The program assists in providing work-related course work and job skills. The funds come into the state and are awarded to approved entities through the Governor's Discretionary Grant program. The Department is responsible for maintaining all eligibility files.</p> <p>None</p> <p>Series contains: Eligibility verification forms</p> <p>Destroy three [3] years after termination of eligibility, and audit.</p>
05393	<p>Rapid Response Database - (Electronic)</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>This application documents the dislocation services provided to employers who have announced an impending layoff of employees or closure of the business. Dislocation services include: visiting with employers to outline unemployment insurance benefits; the availability of retraining funds; and other transitional benefits. Department staff, along with partnering agencies, make up the team of people who present the service package to employers.</p> <p>None</p> <p>Series contains: Employer name, location, date of impending layoff or closure, number of employees affected, and a description of available services</p> <p>Delete entries after three [3] years, and audit.</p>
05394	<p>Job Training and Partnership Act Eligibility File (8%) Closed Date: 7/1/1999</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Closed Series: This series documented the eligibility and certification of individuals to participate in the Job Training and Partnership Act classroom studies. The 8% window was an eligibility factor, based on census population. The records were accumulated by the Department from the ten service delivery areas around Kentucky. The program is no longer active. Previously, the Department for Employment Services had responsibility for the series.</p> <p>None</p> <p>Series contains: Eligibility forms</p> <p>Destroy three [3] years after termination of eligibility, and audit.</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Workforce Investment
Training and ReEmployment

Record Group
Number
3079T

Series	Records Title and Description	Function and Use
05395	Management Information System File Closed Date: 7/1/2001	Closed Series: This series was created to track equipment purchases and inventory, and their usage and disposal. The equipment was purchased using funds from the Job Training and Partnership Act (8%). The 8% was an eligibility factor based on census population. The equipment was housed in the ten local service delivery areas located around Kentucky.
	Access Restrictions	None
	Contents	Series contains: Equipment reports and inventory control logs
	Retention and Disposition	Destroy three [3] years after disposal of equipment, and audit.