

AGENCY FUNCTION AND RECORDS SUMMARY

Board of Nursing

Most occupations and professions that require a state license are licensed and regulated by one of 36 boards and commissions. Kentucky is an autonomous board state, which means that these 36 agencies are not organized under an umbrella agency but rather function as independent, autonomous units of state government.

The Board of Nursing was established in 1950 by KRS 314.011, which charged it with regulating the practice of nursing in Kentucky. The mission of the board is to enforce public policy related to the safe and effective practice of nursing in the interest of public welfare. It examines applicants and issues or review licenses to qualified candidates, hears charge against licenses and determines whether to revoke licenses and prosecute those violating laws pertaining to nurses, approves curricula and standards, for schools of nursing and monitors competency standards for nurses. In addition, the board approves providerships for mandatory continuing education and pre-licensure programs of nursing, enforces the Nursing Practice Act and issues nursing practice opinions. The Board consists of sixteen members appointed by the Governor for four year terms.

The Board is self-supporting through fees assessed for professional licensure and receives no general fund tax appropriation.

Revision to the Schedule:

Changes in Retention:

- Series 00772, School Visit Report File

Current retention: Retain non-compliant reports for ten (10) years after program achieves compliance and all requirements have been met or program is closed. Maintain last three (3) compliant reports for one (1) year after program is closed.

Proposed retention: Retain site visit reports for six (6) years, then destroy. If a program closes, maintain site visit reports until one (1) year after program is closed and any appeal is complete, then destroy.

Retention Rationale: This series has primary administrative value as it documents visits to approved nursing schools. It is only necessary to keep the most current reports, as any major problems will be documented in the Board Minutes, a permanent record.

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

General Government
 Nursing, Board of
 Professional Support

Record Group
 Number
 1920

Series	Records Title and Description	Function and Use
00772	School Visit Report File	This series documents the reports of visits to nursing education programs by Board representatives to verify that programs comply with the standards that have been set. In accordance with KRS 314.111 and 201 KAR 20:260-360, nursing programs must meet the specifications, or be subject to closure.
	Access Restrictions	None
	Contents	Series may contain: information related to governing institution; faculty and student records; administrative policies; clerical assistance; course syllabi; physical facilities; library and learning resources; clinical facilities.
	Retention and Disposition	Retain site visit reports for six (6) years, then destroy. If a program closes, maintain site visit reports until one (1) year after program is closed and any appeal is complete, then destroy.

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)
 Series may contain: information related to governing institution; faculty and student records; administrative policies; clerical assistance; course syllabi; physical facilities; library and learning resources; clinical facilities.

20. INPUT RECORDS (What records flow into, or provide information to create this record?)
 Pass Rates - Registered Nurse/Licensed Practical Nurse (00774); Annual Report from Approved Nursing Programs (00773)

21. OUTPUT RECORDS (What records flow out of the information in this record series?)
 Minutes of Board or Commission Meetings (M0008)

22. VITAL RECORD? <input type="checkbox"/> Yes/No	23. If Yes, VITAL RETENTION PERIOD?
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24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS?	<input type="checkbox"/> Yes/No	If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)
None		

26. IS RECORD SUBJECT TO AUDIT?	<input type="checkbox"/> N	If yes, list AUDITING AGENCY (Federal, State, Internal?)	27. AUDIT RETENTION REQUIREMENT
NA			NA

28. LEGAL RETENTION REQUIREMENT? (Yes/No) N If yes, cite statute and state length of retention period required.

ANALYSIS

29. APPRAISAL CRITERIA	Years	30. RATIONALE FOR RETENTION
X Administrative Retention Value	I	This series has primary administrative value as it documents visits to approved nursing schools. It is only necessary to keep the most current reports, as any major problems will be documented in the Board Minutes, a permanent record.
Legal Retention Value		
Fiscal Retention Value		
Research Retention Value		
Intrinsic Retention Value		
31. AGENCY RETENTION		
I		

32. DISPOSITION INSTRUCTIONS:
 Retain site visit reports for six (6) years, then destroy. If a program closes, maintain site visit reports until one (1) year after program is closed and any appeal is complete, then destroy.

33. RECORDS CENTER RETENTION:	34. ARCHIVES CENTER RETENTION	35. TOTAL RETENTION
Joseph Isaac		I Date