
Electronic System With Included Records Series

Public Protection Cabinet

Department of Charitable Gaming

System Description: The Charitable Gaming Program holds all information related to a licensee, including information for the licensee itself and personal data for officers, owners, employees, etc. of each licensee. All incoming documents are scanned into the system and generate any outgoing documents from the program.

System Contents: Information is entered by licensing staff, compliance staff, legal staff and Fiscal Officer. Content is related to obtaining a license and keeping that information up to date and may include license applications and supporting documentation, invoices, orders, complaints, inspection reports and supporting documentation, quarterly reports, and records relating to administrative actions and appeals.

General Schedule Items:

System Title: Charitable Gaming Program		Alternate Title:
Series #: Series Title:		Disposition Instructions:
04895	License File	Retain in Agency and destroy three (3) years after inactivation of license.
04896	Inspection Report File	Retain in Agency and destroy three (3) years after inactivation of license
04897	Quarterly Report File	Retain in Agency four (4) years and transfer to the State Records Center for two (2) years; destroy. Total retention is six (6) years.
04900	Case Files - Administrative Proceedings	Retain in Agency and destroy three (3) years after case closure and all appeals have been exhausted

Electronic System With Included Records Series

General Government

Board of Registration for Professional Engineers & Land Surveyors

System Description: The Kentucky Board of Engineers and Land Surveyors Database maintains information for licensees, license applicants, and enforcement information. The database is required by KRS 322.200 and KRS 322.330(2).

System Contents: The database content includes licensee and license applicant information such as contact information, employment, birth dates, education, and exam information.

Information is entered by central office staff. Some information is entered by applicants which staff reviews and enters into database.

General Schedule Items:

System Title: Kentucky Board of Engineers and Land Surveyors Database **Alternate Title:**

Series #:	Series Title:	Disposition Instructions:
01990	Master File - Engineers and Land Surveyors	Retain for fifty (50) years after non-renewal, then destroy.
01993	In-Training Applications File	Transfer to Master Files when and where applicable. Retain passing, but not licensed applications, for fifty (50) years, then destroy. Retain failed applications for five (5) years, then destroy.
01997	Disciplinary and Enforcement Actions File	Retain for twenty (20) years after board approved actions, then destroy.
06167	Denied Applications File	Retain for five (5) years, then destroy.
06169	Business Entity Permit File	Retain for five (5) years after non-renewal, then destroy.

Electronic System With Included Records Series

Tourism, Arts and Heritage Cabinet

Kentucky Historical Society

System Description: WorldShare Management Services is an integrated library system used to catalog, manage and provide access to a library and archival materials and to manage the users of the system. Bibliographic and holding information about materials is entered into the system. Patrons can search and retrieve that information through searches of the online catalog. Archival collections are also entered into the system as a way for researchers to find relevant original materials.

System Contents: The core content of the system are MARC records for library and archival material. Records for previously published materials are generally derived from another system and modified by Kentucky Historical Society staff to reflect our holdings. Records for unique materials are created by Kentucky Historical Society staff. The system also contains patron and staff users records that are created by Kentucky Historical Society staff.

General Schedule Items:

System Title: WorldShare Management Services

Alternate Title: WMS

Series #: ***Series Title:***

Disposition Instructions:

02020 Donor Files

Retain according to accessioning policy.

05953 Oral History Collection

Retain according to accessioning policy.

05954 KY Historical Society Collections

Retain according to accessioning policy.

Electronic System With Included Records Series

Public Protection Cabinet

Kentucky Horse Racing Commission

Division of Breeders' Incentives and Development

System Description: The Kentucky Quarter Horse, Paint Horse, Appaloosa, Arabian Development Fund (KQHAADF) system is used to collect and store data related to KQHAADF eligible horses. It also records results each year and money earned.

System Contents: Information entered by KHRC staff includes breeder and owner contact information and association, horse participant and results.

General Schedule Items:

System Title: Kentucky Quarter Horse, Paint Horse, Appaloosa, Arabian Development Fund ***Alternate Title:*** KQHAADF

<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
00977	Kentucky Quarter Horse, Paint Horse, Appaloosa & Arabian Development Fund	Retain permanently.

Electronic System With Included Records Series

Finance and Administration Cabinet

Department of Revenue

Jefferson County Property Valuation Administrator

System Description: System holds all data used to create annual assessment of all real property in Jefferson County. It is used to create the statutory reports, tax rolls, maintains current real property records, situs, and ownership information in accordance with KRS chapters 132 and 133.

System Contents: All data is entered by office and field staff. Real property images, sketches, characteristics, valuation, exemptions, and current ownership are included. Ownership records are updated as received from the Jefferson County Clerk's office. All valuation is completed in accordance with the quadrennial plan required by KRS 132.690.

General Schedule Items: E0003

System Title: Computer Aided Mass Appraisal

Alternate Title: CAMA

Series #: Series Title:

Disposition Instructions:

03366	Property Tax Roll	Retain in local Property Valuation Administrator Office five (5) years, transfer to the respective County Clerk's Office for permanent retention (L1433).
03367	Application for Exemption Under the Homestead Amendment	Retain in Property Valuation Administrator Office then destroy five (5) years after the death of a taxpayer or a taxpayer reaches age sixty-five (65) or the transfer of ownership of property.
03368	Application for Valuation, Assessment and Taxation Under the Agriculture and Horticulture Land Use Act	Retain in Agency, and destroy five (5) years after notification of transfer of property or the land use changed and audit.
03369	Tangible Property Tax Return File	Retain in Property Valuation Administrator Office seven (7) years then destroy after audit.
03371	Tax Assessment and Appraisal Card File	Retain in Property Valuation Administrator Office and destroy five (5) years after last entry on card and audit.

System Title: Computer Aided Mass Appraisal

Alternate Title: CAMA

<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
03372	Trailer Park Manager's List	Retain in Property Valuation Administrator Office three (3) years then destroy after audit.
03374	Aerial Photographs	Retain permanently in Property Valuation Administrator Office.
03477	Executive Order Correcting Erroneous Assessment	Retain in Property Valuation Administrator Office seven (7) years, then destroy after audit.
04856	Kentucky Board of Tax Appeals Case File	Retain in Property Valuation Administrator Office; destroy four (4) years after case is closed and audit.
04968	Notice of Assessment File	Destroy after Tax Roll (series 03366) is certified and audit. (Note: series 03366 is retained in Property Valuation Administrator Office for five (5) years, transfer to County Court Clerk's Office - L1433 - and has a permanent retention).
05012	Proof of Disability for Homestead Exemption File	Retain in Property Valuation Administrator Office five (5) years and destroy after audit.

Electronic System With Included Records Series

General Government

Kentucky Board of Medical Licensure

System Description: A database to record licenses/certifications of physicians assistants and members of the Allied Health Professionals in the state of Kentucky.

System Contents: Applicant demographic information, license/certificate status, renewal information, reminder notices.

General Schedule Items:

System Title: Kentucky Board of Medical Licensure System

Alternate Title: GoMembers Software System

<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
01534	Licensed Doctors of Medicine Master Folder	Retain for twenty-five (25) years. Transfer to State Archives Center for Permanent retention.
01535	Licensed Doctors of Osteopathy Master Folder	Retain for twenty-five (25) years. Transfer to State Archives Center for Permanent retention.
03186	Annual Registration File	Retain for fifty (50) years.
03960	Re-registration of Physicians File	Retain in Permanently.
03961	Limited License Application File	Destroy fifty (50) years after license expires.
03962	Emergency Permit File	Retain for five (5) years.
05726	Licensed Allied Health Professionals Master File	Destroy twenty-five (25) years after expiration of license or certificate.
05727	Allied Health Renewal Master Folder	Destroy twenty-five (25) years after expiration of license or certificate.

Electronic System With Included Records Series

Labor Cabinet

Department of Workplace Standards

Occupational Safety and Health Review Commission

System Description: The purpose of the system is to track each case's history from the time it is received at the Review Commission, whether it be a new case, a recommended order, a decision, or a case that has been at appealed at the administrative courts. The case's history is logged into this excel spreadsheet as soon as it is received by the agency and is assigned its Kentucky Occupational Safety and Health Review Commission case number. There is no federal or state mandate governing this system.

System Contents: The system tracks the Kentucky Occupational Safety and Health Review Commission's incoming case load, current case load, and case history. It contains the case number, respondent name, attorney names, penalties and amounts, and the city and county in which the citation took place. It is also used to track retention schedule items such as settlements, recommended orders, decisions, discrimination cases, interlocutory orders, pending case log, hearings, budget info, and the inventory of Decisions and Recommended Orders, as well as the location of those records in the agency.

General Schedule Items:

System Title: Kentucky Occupational Safety and Health Review Commission Case History **Alternate Title:** Case History

<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
05718	Commission Case Files	Retain Final Order in Agency permanently. Retain the balance of the case file in Agency five (5) years after case closure, then destroy.
05719	Recommended Orders (Not Issued)	Retain in Agency one year (1) after KOSHRC issues Order Approving Settlement, then destroy.
06463	Case Settlements	

Electronic System With Included Records Series

General Government

Board of Optometric Examiners

System Description: The database is used by the Board of Optometric Examiners to collect and maintain application and license renewal information on doctors of optometry in the Commonwealth of Kentucky.

System Contents: The database may contain doctors' names, practice address, home address, email address, phone and fax numbers, gender, school and year graduated, National Provider Identifier, Drug Enforcement Administration registration number, social security number, license numbers, license status, and records of any disciplinary actions. The database may also contain records of education and license renewal and payment information.

General Schedule Items:

System Title: Application/License Renewal Maintenance System ***Alternate Title:*** Doctors' Database

Series #: ***Series Title:***

Disposition Instructions:

05534 Continuing Education database

Retain in Agency and maintain entries in database permanently, updating information as needed.

Electronic System With Included Records Series

Personnel Cabinet

System Description: The Kentucky Enterprise Learning Management System (KELMS) is an enterprise-wide software application for the administration, documentation, tracking, reporting and delivery of employee development opportunities. The system was launched on July 1, 2015 and is currently being used by the Executive and Legislative branches of state government. The Kentucky Enterprise Learning Management System is cloud hosted by the vendor, SumTotal, tracking over 35,000 subscribers. This web-based technology provides employees and managers with tools to assist in competency development and performance management. The Kentucky Enterprise Learning Management System currently provides many alternatives to traditional classroom training through online courses and activities.

The Commonwealth employee records contained within the Kentucky Enterprise Learning Management System system are updated nightly by the Kentucky Human Resource Information System through the Data Sync Utility. Employees who separate are marked as inactive and new hires are added to the system. A Learner's training history will remain intact with the Learner's record. When the learner separates from the Commonwealth, the learner and transcript will remain intact but become disabled. This data can be retrieved as needed.

System Contents: This system contains course information such as title, code, location, date, instructor, and rosters. It also contains participant information such as name, identification number, agency, classes attended, and certifications.

General Schedule Items:

System Title: Kentucky Enterprise Learning Management System ***Alternate Title:*** KELMS

Series #: ***Series Title:***

Disposition Instructions:

05446 Ky Certified Public Manager Program File

Retain for five (5) years after date of program completion.

Electronic System With Included Records Series

General Government

Board of Pharmacy

System Description: The Sanswrite database is used by the Kentucky Board of Pharmacy to collect and maintain licensee, registrant, and permit holder information. The system allows for online renewals and in some instances initial applications using Kentucky Interactive. Office staff update the information submitted by applicants. Field staff may access the information remotely but do not make changes.

System Contents: Sanswrite database may contain information including personal identification numbers, social security numbers, dates of birth, and any disciplinary actions taken against the applicants.

General Schedule Items:

System Title:	Sanswrite Kentucky Board of Pharmacy	Alternate Title:	Sanswrite
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Series #:	Series Title:	Disposition Instructions:
00935	Master Folder	Retain Master Folder of pharmacists permanently. Destroy file of pharmacies, wholesalers and manufacturers five (5) years after expiration of license.
00937	Master List of Registered Pharmacists and Pharmacies	Retain current copy of register and transfer one (1) copy to the State Archives Center for Permanent retention. Outdated register may be destroyed after updated.
01373	Master Folder - Podiatrists	Retain in Agency permanently.
01374	License Renewal File	Retain in Agency five (5) years after renewal date and audit, then destroy.
01376	Podiatrists Mailing List	Retain in Agency permanently.
04392	Master Log of Pharmacists	Retain Permanently.
04394	Register of Permits Issued Card File	Retain Permanently.
05430	Complaint File -- Substantiated	Retain Permanently.

System Title: Kentucky Board of Podiatry Database

Alternate Title:

Series #:	Series Title:	Disposition Instructions:
00935	Master Folder	Retain Master Folder of pharmacists permanently. Destroy file of pharmacies, wholesalers and manufacturers five (5) years after expiration of license.
00937	Master List of Registered Pharmacists and Pharmacies	Retain current copy of register and transfer one (1) copy to the State Archives Center for Permanent retention. Outdated register may be destroyed after updated.
01373	Master Folder - Podiatrists	Retain in Agency permanently.
01374	License Renewal File	Retain in Agency five (5) years after renewal date and audit, then destroy.
01376	Podiatrists Mailing List	Retain in Agency permanently.
04392	Master Log of Pharmacists	Retain Permanently.
04394	Register of Permits Issued Card File	Retain Permanently.
05430	Complaint File -- Substantiated	Retain Permanently.

Electronic System With Included Records Series

General Government

School Facilities Construction Commission

System Description: The Database maintained by the School Facilities Construction Commission contains all historical and current records for every Kentucky school district that has issued bonds for school construction using state resources. It also contains all the technology offers that the state has given out to each school district and is separated by year. It also features other information and modules like mail merge for letters to Superintendents.

System Contents: All records related to school construction bonds, technology offers to schools from the state, letters to school superintendents, and financial records documenting school construction projects.

General Schedule Items:

<i>System Title:</i>	School Facilities Construction Commission Database	<i>Alternate Title:</i>	SFCC Database
<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>	
03206	School Facility Construction Commission Financial File	Retain for five (5) years. Destroy after final payment, and audit.	
03207	Official Transcripts of Bond Issues	Retain for twenty-five (25) years. Destroy after final payment, and audit.	
