RECORDS RETENTION SCHEDULE

JAILER

Prepared by
LOCAL RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

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GLOSSARY OF TERMS
For
Records Retention Schedules

Permanent (P) Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.

Indefinite (I) A designation used to identify those record series that do not have a fixed retention period. It does not mean permanent. The retention period for these records is defined by the explanation that is found in the Disposition Instructions column of the records retention schedule. An example is: A record series is determined to have a retention period of Indefinite with the Disposition Instructions saying Destroy 2 years after termination of employment. The time a person is employed (could be 5 years or 20 years) is not definite but when that person leaves the record series must be kept for 2 years from the date of termination.

Confidential (C) Records deemed unavailable for review by the public after applying the state's Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. **It is important to note that the local government head (examples sheriff or county clerk) has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced**. Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.

Vital Record (V) Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).

Duplicates Informational and reference copies of the original or "copy of record". Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the "copy of record", it must be retained according to the retention period on the schedule.

Destruction Certificate A form (PRD-50) used to document the destruction of public records. It must be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government may be destroyed unless it is listed on the retention schedule and a destruction certificate completed with the original copy sent to the Department for Libraries and Archives (Department). Destruction certificates are available from the Department.

After Audit A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed.

RECORDS RETENTION SCHEDULE

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

Jailer
Administration

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2647	Inspection Instrument for Jails (V)	15	Destroy
L2648	Monthly Report to Corrections Cabinet (V)	2	Destroy
L2654	Visitor's Log	5	Destroy
L2655	Daily Visitation Log	5	Destroy
L2656	Daily Visitation Log-Saturdays/Sundays	5	Destroy
L2659	Work Release Money Log	3	Destroy after audit
L2660	Lunch Count Sheet	1	Destroy
L2674	Jail Register (V)	75	Retain Permanently

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

Jailer
Classification and Treatment

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2677	Inmate Classification Sheet (V)	I	Destroy 10 years after release of inmate or 5 years after death of inmate if death occurred while in custody
L2678	Inmate Phone Calls	5	Destroy
L2679	Inmate Administrative Segregation Sheet -- (J POD Review Sheet)	I	Destroy 5 years after release of inmate
L2680	Inmate Notes (To Staff) -- (To Staff)	I	Destroy 5 years after release of inmate

RECORDS RETENTION SCHEDULE

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

Jailer
Canteen

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2686	Inmate Account Deposit Receipt (V)	I	Destroy 2 years after release of inmate and audit
L2687	Inmate Account (V)	I	Destroy 2 years after release of inmate

RECORDS RETENTION SCHEDULE

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

Jailer
Community Services Center

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2688	Community Service Center File (V)	I	Destroy 5 years after inmate is released
L2689	Property Box/Laundry Bag Receipt	I	Destroy 5 years after inmate is released
L2690	Coat Receipt	I	Destroy 5 years after inmate is released
L2691	Placement Form-Employment	I	Destroy 5 years after inmate is released
L2692	Placement Form-Home	I	Destroy 5 years after inmate is released
L2693	Community Center Program Evidence Form	I	Destroy 5 years after disposal of evidence
L2694	Resident's Personal Property Form	I	Destroy 5 years after inmate is released
L2695	Chain of Evidence Form	I	Destroy 5 years after disposal of evidence
L2696	Furlough Application	I	Destroy 5 years after inmate is released
L2697	Community Center Arrival Slip	I	Destroy 1 year after inmate is released
L2698	Community Center Discharge Slip	I	Destroy 1 year after release of inmate

RECORDS RETENTION SCHEDULE

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

Jailer
Food Services

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2699	Food Service Operation Inspection Record	I	Destroy when superseded
L2700	Menu	5	Destroy
L2701	Special Diets	5	Destroy
L2702	Refrigerator and Freezer Temperature Control Record	1	Destroy
L2703	Perpetual Inventory	2	Destroy
L2704	Special Diet Order	I	Destroy when obsolete
L2705	Standard Kentucky Rebate Application-Food Processing Program	3	Destroy after audit
L2706	U.S.D.A. Quarterly Food Inventory	3	Destroy after audit
L2707	Utensil Count Sheet (Daily) -- (Daily)	1	Destroy
L2708	Institution Requisition for USDA Foods Entitlement Purchases	3	Destroy after audit
L2709	Cleaning Supplies Inventory	1	Destroy
L2710	Delivery Notice for Donated Foods	3	Destroy after audit
L2711	Count Sheet of Meals Served	1	Destroy

RECORDS RETENTION SCHEDULE

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

Jailer
Training

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2712	Application for Training	50	Destroy
L2713	Training Checklist for Fire Emergency	1	Destroy
L2714	Training Checklist for Booking	50	Destroy
L2715	Training Checklist for Juvenile Area	50	Destroy
L2716	Training Checklist for Roving Officer	50	Destroy
L2717	Training Checklist for Administration Area	50	Destroy
L2718	Training Checklist for Main Control and Control Tower	50	Destroy
L2719	Training Checklist for Reports	I	Destroy when reports are superseded
L2720	Jail Employee Training Form	50	Destroy

RECORDS RETENTION SCHEDULE

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

Jailer
Booking

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2721	Daily Inspection Sheet	5	Destroy
L2722	Shift Report (Daily) -- (Daily)	5	Destroy
L2723	Deputy's Activity Report (Daily) -- (Daily)	5	Destroy
L2724	Telephone Log (Individual Inmate) -- (Individual Inmate)	5	Destroy
L2725	Denial of Admission Form	5	Destroy
L2726	Alcohol Intoxication Log	I	Destroy 5 years after final entry
L2727	Fire Evacuation Procedure List	2	Destroy
L2728	Community Service Center Work Schedule	2	Destroy
L2729	Headcount Report	5	Destroy
L2730	Medical Request (C) Access to file controlled by physician/jailer (V)	I	Destroy 10 years after release of inmate or 5 years after death of inmate if death occured while in custody
L2731	Authorization for Release of Information (Medical) -- (Medical) (V)	I	Destroy 10 years after release of inmate or 5 years after death of inmate if death occured while in custody
L2732	Medication Log Sheet (V)	I	Destroy 10 years after release of inmate or 5 years after death of inmate if death of inmate occured while in custody
L2733	Inmate Receipt Form -- (Body Receipt)	5	Destroy

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

Jailer
Booking

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2734	Incident Report (V)	I	Destroy 5 years after release of inmate
L2735	Trusty Contact Visitation Form	2	Destroy
L2736	Release of Information Form (Non-Medical) (V)	P	Retain
L2737	Trusty Application	2	Destroy
L2738	Inmate Observation Log	I	Destroy 5 years after inmate is released
L2739	Work Release Roster	I	Destroy 5 years after release of inmate
L2740	Work Release-Property Description Form	I	Destroy 5 years after inmate is released
L2741	Extra Good Time Recommendation (V)	I	Destroy 1 year release of inmate
L2742	Receipt for Law Books	I	Destroy 5 years after release of inmate
L2743	Verified Petition for Involuntary Hospitalization (V)	I	Destroy when inmate is released

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

Jailer
Booking

Schedule Date: June 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2744	Certification of Qualified Mental Health Professional (V)	I	Destroy when inmate is released
L2745	Miranda Rights Waiver (V)	5	Destroy
L2746	Request for Examination (State Crime Lab) -- (Crime Lab)	2	Destroy
L2747	Transportation Log -- (Vehicle Log)	I	Destroy 5 years after final entry
L2748	Arrest Card (V)	I	Destroy 10 years after last contact with inmate
L2749	Health History (C) (V)	I	Destroy 10 years after release of inmate or 5 years after death of inmate if death occured while in custody
L2750	Inmate Medical Folder (C) (V)	I	Destroy 10 years after release of inmate or 5 years after death of inmate if death occured while in custody
L2751	Inmate Record/Folder (C) KRS 196.280, 197.025, 610.320, 610.340 (V)	I	Destroy 10 years after release of inmate or 5 years after death of inmate if death occurred while in custody
L5220	Video/Audio Tapes - Inmate related recordings	2	Destroy if no litigation is pending.
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