

Agency Function and Records Summary

Cabinet for Economic Development

In 1956, the Department of Economic Development was created as the successor to the Agricultural and Industrial Development Board, which was created in 1948. In 1962, the Department was renamed the Department of Commerce. The Department was placed under the newly created Development Cabinet by Executive Order 72-1167, issued on December 22, 1972. Also included within the Cabinet were the Departments of Agriculture, Fish and Wildlife, and Parks, as well as the State Fair Board and the Bicentennial Commission. In 1982, the Development Cabinet became the Commerce Cabinet, which was renamed in 1988 as the Cabinet for Economic Development. The Cabinet formerly included the Department of the Arts, the Tobacco Research Board, and the Kentucky Geological Survey to the University of Kentucky. The Department of the Arts was abolished by Executive Order 90-727, which was issued August 7, 1990. Its divisions were transferred to other areas of state government. In 1992, the Kentucky Economic Development Partnership was created as a board to govern the Cabinet, and the Kentucky Economic Development Finance Authority replaced the Kentucky Development Finance Authority and the Kentucky Rural Economic Development Authority.

The Cabinet for Economic Development is the primary state agency in Kentucky responsible for encouraging job creation and retention and new investment in the state. Programs administered by the Cabinet are designed to support and promote economic development within the state, primarily by attracting new industries, assisting in the development of existing industries, leading a statewide network of support for entrepreneurs, small business owners and knowledge-based start-up entities, and assisting communities in preparing for economic development opportunities. Currently, the Cabinet consists of the Office of the Secretary, the Department for Business Development, the Office of Legal Services, the Office of Financial Services, the Office of Research and Public Affairs, and the Office of Entrepreneurship.

Deletions from the Schedule

The following closed series are being deleted as the records are of obsolete value to the agency. The remainder of the records with the agency should be transferred to the State Archives for permanent retention.

- Series, 04617, Floodplain Stream Profiles – Permanent

Rationale: Files are no longer referenced or needed by the agency. Obsolete to original function. This record has secondary historical value, as it documents information that is not available in today's profile formats. With the preciseness of the flood elevation points and emphasis on owners' names and property lines, the series has historical significance.

- Series, 04526, Enterprise Zone Program – Permanent

Rationale: This series has primary administrative and secondary research value because it documents the approval and compliance of businesses that participate(d) in the program established to revitalize economically depressed areas.

Revisions to the Schedule

Changes in retention:

- Series, 05769, Bluegrass State Skills Projects Master Folder

Current Retention: Retain for two (2) years. Transfer to State Archives for Permanent retention.

Proposed Retention: Retain for ten (10) years after closeout, then destroy.

Rationale: Agency argues that these records do not merit permanent retention. This series has primary administrative and fiscal value as it documents state financial and tax incentive projects for businesses throughout the state. Proposed retention meets need.

**Archives and Records Management Division
Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Economic Development, Cabinet for
Financial Services, Department for

**Record Group
Number
737**

Series	Records Title and Description	Function and Use
05769	Bluegrass State Skills Projects Master Folder (V)	This series documents the application process for either a Skills Training Investment Credit or a Grant-in-Aid and the disbursement of funds or tax credits received by approved companies. The Bluegrass State Skills Corporation[s] (BSSC) (KRS154.12-205) basic purpose is to improve and promote employment opportunities for the residents of the Commonwealth. These programs provide reimbursement dollars or tax credits to business and industry for specific training activities. For consideration a company must complete and submit an application and receive approval from the BSSC Board of Directors.
	Access Restrictions	KRS 61.878 (1)(c) - Confidentially Disclosed Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application, signed agreement, disclosure statements, letter of approval, reimbursement request documentation, reimbursement documentation, employee lists, closeout information, payment documentation, and related correspondence.
	Retention and Disposition	Retain for ten (10) years after closeout, then destroy.

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Department for Libraries & Archives

Records Description and Analysis

(Equivalent to ARM 320 Rev.02/2019)

1. RECORD GROUP NO.	737	2. SERIES NO.	05769
3. ORIGINATING AGENCY	Economic Development, Cabinet for		
4. ADMINISTRATIVE UNIT	Financial Services, Department for		
5. PHYSICAL CUSTODIAN	Financial Services, Department for		
COMPILER	Joseph Isaac	502.564.8379	DATE 05-14-2025
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Bluegrass State Skills Projects Master Folder		
7. VARIANT TITLE	Tax Credits and Grants		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alpha by company name, then by project number		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 2006 to Present	State Records Center	State Archivists
15. VOLUME:	18cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	6cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation) 1st Year Varies 2nd Year 3-5 Years More than 5 Years		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the application process for either a Skills Training Investment Credit or a Grant-in-Aid and the disbursement of funds or tax credits received by approved companies. The Bluegrass State Skills Corporation/s (BSSC) (KRS154.12-205) basic purpose is to improve and promote employment opportunities for the residents of the Commonwealth. These programs provide reimbursement dollars or tax credits to business and industry for specific training activities. For consideration a company must complete and submit an application and receive approval from the BSSC Board of Directors.		

19. CONTENTS (Documents in this file? Information on this form? Data elements in this computer file, etc.)

Application, signed agreement, disclosure statements, letter of approval, reimbursement request documentation, reimbursement documentation, employee lists, closeout information, payment documentation, and related correspondence.

20. INPUT RECORDS (What records flow into or provide information to create this record?)

N/A

21. OUTPUT RECORDS (What records flow out of the information in this records series?)

N/A

22. VITAL RECORD? ☒ **23. If Yes, VITAL RETENTION PERIOD** Duration of project

24. VITAL RECORDS PROTECTION INSTRUCTIONS

N/A

25. ACCESS RESTRICTIONS? ☒

If Yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)

Confidential: KRS 61.878 (1)(c) - Confidentially Disclosed Information. Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? ☐

If Yes, list AUDITING AGENCY (Federal, State, Internal)

27. AUDIT RETENTION REQUIREMENT

28. LEGAL RETENTION REQUIREMENT? ☐

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

<input checked="" type="checkbox"/>	Administrative Retention Value	2	Years	
	Legal Retention Value			
<input checked="" type="checkbox"/>	Fiscal Retention Value	2	Years	
<input checked="" type="checkbox"/>	Research Retention Value			P
	Intrinsic Retention Value			
	Historic Retention Value			

30. RATIONALE FOR RETENTION

This series has primary administrative and fiscal value and secondary research value as it documents state financial and tax incentive projects for businesses throughout the state.

32. DISPOSITION INSTRUCTIONS

Retain for ten (10) years after closeout, then destroy.

Records Analyst Signature

Jackie Arnold

Date