

Agency Function and Records Summary

General Government Cabinet Department of Agriculture

The Department of Agriculture was created to promote the interests of agriculture and horticulture in the Commonwealth of Kentucky and is governed by Kentucky Revised Statutes 246 – 263.

The first agricultural government unit in Kentucky was established in 1817 in Fayette County and has evolved through the years. The Department of Agriculture was established in 1942 as part of Agriculture, Labor and Statistics. In 1962, the Department of Agriculture was created as its own entity and is under the direction of an elected Commissioner.

The Department of Agriculture consists of the Office of the Commissioner, Office of the Chief Executive Officer, Office for Agricultural Marketing and Product Promotion, Office for Consumer and Environmental Protection, Office of State Veterinarian, Office for Strategic Planning and Administration, and State Board of Agriculture.

Revision to the Schedule

Changes in Retention

- Series 07073, Produce Safety Program Files

Current Retention: Retain until three (3) years after date of file creation, then destroy.

Proposed Retention: Retain until ten (10) years after date of file creation, then destroy.

Rationale: Proposed retention better meets agency's administrative need.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Agriculture, Department of
Market Services

**Record Group
Number
80**

Series	Records Title and Description	Function and Use
07073	Produce Safety Program Files	This series documents the Kentucky Department of Agriculture's Produce Safety Program which implements the federal Food Safety Modernization Act and Produce Safety Rule in Kentucky pursuant to 21 CFR Part 112, KRS 260.765-772, and 302 KAR 60:010. The program is funded by the Food and Drug Administration (FDA) through a cooperative agreement. Procedures of the Produce Safety Program identify operations who are growing, harvesting, storing, and handling produce in Kentucky and provide education and outreach, technical assistance, inspections, and compliance. The program collaborates with the FDA and submits required reports multiple times annually.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Notice of award, project plan, budgets, produce farm inventory survey, application for basic exemption, application for qualified exemption, inspection reports, certificates, related correspondence.
	Retention and Disposition	Retain until ten (10) years after date of file creation, 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.	80	2. SERIES NO.	07073
3. ORIGINATING AGENCY	General Government		
4. ADMINISTRATIVE UNIT	Agriculture, Department of		
5. PHYSICAL CUSTODIAN	Market Services		
COMPILER	Taylor Metzger 502.564.1703	DATE	05-07-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Produce Safety Program Files		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original/Duplicate		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	None		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. N/A		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency	State Records Center	State Archivists
15. VOLUME:			
16. ANNUAL ACCUMULATION	(Cu. Ft.)		
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year	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 Kentucky Department of Agriculture's Produce Safety Program which implements the federal Food Safety Modernization Act and Produce Safety Rule in Kentucky pursuant to 21 CFR Part 112, KRS 260.765-772, and 302 KAR 60:010. The program is funded by the Food and Drug Administration (FDA) through a cooperative agreement. Procedures of the Produce Safety Program identify operations who are growing, harvesting, storing, and handling produce in Kentucky and provide education and outreach, technical assistance, inspections, and compliance. The program collaborates with the FDA and submits required reports multiple times annually.		

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

Notice of award, project plan, budgets, produce farm inventory survey, application for basic exemption, application for qualified exemption, inspection reports, certificates, 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? N **23. If Yes, VITAL RETENTION PERIOD**
24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? Y
If Yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)
Confidential: Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? N
If Yes, list AUDITING AGENCY (Federal, State, Internal)

27. AUDIT RETENTION REQUIREMENT

28. LEGAL RETENTION REQUIREMENT? N
If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA
Y Administrative Retention Value 10 Years
 Legal Retention Value
 Fiscal Retention Value
 Research Retention Value
 Intrinsic Retention Value
 Historic Retention Value

30. RATIONALE FOR RETENTION
N/A

32. DISPOSITION INSTRUCTIONS
Retain until ten (10) years after date of file creation, then destroy.

Records Analyst Signature **Date**
Taylor Metzging