

Agency Function and Records Summary

Local Government General Records Retention Schedule

The Local Government General Records Retention Schedule was created in 1999 and has been updated periodically since that time. This schedule lists those record series that may be found throughout local government agencies. Local governments in Kentucky include all 120 counties and their many offices, 425 incorporated cities, 173 school districts, 15 Area Development Districts, and at least 2,000 Special Purpose Government Entities.

Addition to the Schedule

- Series L6973, Work Order File

Proposed Retention: Retain for three (3) years from completion of service, then destroy.

Rationale: The series has primary administrative value for use in tracking internal work orders and maintenance. Records will meet administrative value after three (3) years.

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

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

LOCAL GOVERNMENTS
County/Local: General Schedules

Series	Records Title and Description	Function and Use
L6973	Work Order File	This record series documents service requests, including repairs, maintenance, upgrades, and the specifics of work performed.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	This record series may contain: Name of Agency, description of work requested, equipment or system to be serviced, work order number, name of requestor, name of technician, date of request, date of service, time required to service, service details, and related information.
	Retention and Disposition	Retain for three (3) years from completion of service, then destroy.

Under Review