

Agency Function and Records Summary

Cabinet for Health & Family Services Office of the Secretary Department for Family Resource Centers & Volunteer Services Division of Family Resource and Youth Services Centers

The Department for Family Resource Centers and Volunteer Services consists of the following: Division of Family Resource and Youth Services Centers (FRYSC) and Serve Kentucky.

The Kentucky Division of Family Resource and Youth Services Centers in the Cabinet for Health and Family Services shall sustain the national standard of excellence in the provision of school-based, family support through continuous quality improvement. The division provides administrative support, technical assistance and training to local school-based Family Resource and Youth Services Centers (FRYSC). The primary goal of these centers is to remove non-academic barriers to learning as a means to enhance student academic success.

More than 850 Family Resource and Youth Services Centers provide services to Kentucky children, youth, and families in approximately 1,200 schools. Programs and services may address kindergarten readiness, successful transitions to school and adult life, parent engagement, student achievement and well-being. FRYSCs collaborate in the community to promote physical and mental health for families and students as well as opportunities for families to learn together in safe environments.

The mission of Serve Kentucky is to engage Kentuckians in volunteerism and service to positively impact our communities. Serve Kentucky administers Kentucky's AmeriCorps and related national service programs.

This is a new records retention schedule for this agency.

Proposed schedule date: September 10, 2026

Additions to the Schedule

- Series 07117, Family Resource Center Advisory Council Amendments
Proposed retention: Retain current Advisory Council records until three (3) years after superseded, then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L6200, Family Resource Center Advisory Council Amendments.
- Series 07118, Family Resource Center New Program Plan (V)
Proposed retention: Retain permanently.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L6198, Family Resource Center New Program Plan (V).
- Series 07119, Family Resource Center Continuation Program Plan
Proposed retention: Retain until five (5) years after date of submission, then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L6199, Family Resource Center Continuation Program Plan.

- Series 07120, Family Resource Center Needs Survey (V)
Proposed retention: Retain until five (5) years after date of submission, then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4449, Family Resource Center Needs Survey (V).

- Series 07121, Family Resource Center Monitoring Report
Proposed retention: Retain permanently.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4451, Family Resource Center Monitoring Report.

- Series 07122, Family Resource Center Budget Report
Proposed retention: Retain until three (3) years after date of submission and audit, then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4445, Family Resource Center Budget Report.

- Series 07123, Family Resource Center Request Form for Purchases & Amendments
Proposed retention: Retain until three (3) years after date of submission and audit, then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4446, Family Resource Center Request Form for Purchases & Amendments.

- Series 07124, Family Resource Center Family Case File
Proposed retention: Retain until student reaches age of twenty-two (22) or one (1) year after family member graduation, then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4458, Family Resource Center Family Case File.

- Series 07125, Family Resource Center Individual Student Case File
Proposed retention: Retain until student reaches age of twenty-two (22), then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4457, Family Resource Center Individual Student Case File.

- Series 07126, Family Resource Center Parental Consent Form
Proposed retention: Retain until two (2) years after date of submission, then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4448, Family Resource Center Parental Consent Form.

- Series 07127, Family Resource Center Confidentiality Statement (V)
Proposed retention: Retain until student reaches age of eighteen (18), then destroy.
Rationale: Series mirrors Public School Districts Local Records Retention schedule series L4447, Family Resource Center Confidentiality Statement (V)

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Cabinet for Health and Family Services
Secretary, Office of the
Family Resource Centers & Volunteer Services, Department for
Family Resource and Youth Services Centers, Division of

**Record Group
Number
1437**

Series	Records Title and Description	Function and Use
07117	Family Resource Center Advisory Council Amendments	This series represents changes made to the local Family Resource and Youth Center Advisory Council. Each center must have a functioning advisory council which has the responsibilities for hiring the center coordinator, assists staff in public relations, reviews needs assessment data, participates in crafting continuation applications and budget review. They are made up of at least one third parents, no more than one third school staff, community partners and students. As members change, this record must be submitted to the Family Resource Center regional program manager.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Current Advisory Council member list, representing entity, appointment date(s), council meeting agenda and minutes, related correspondence.
	Retention and Disposition	Retain current Advisory Council records until three (3) years after superseded, then destroy.
07118	Family Resource Center New Program Plan (V)	This series represents the original application submitted by the local, public school district to the Cabinet for Health and Family Services, Division of Family Resource and Youth Services Centers. After all new plans are scored and ranked and funding becomes available, the center is established based on the specifications of this application. Criteria for new applications are described in detail in KRS 156.496 and 156.4977.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	School district name, address, phone number; plan with core components described in KRS 156.496 and how those core components are to be implemented, related correspondence.
	Retention and Disposition	Retain permanently.
07119	Family Resource Center Continuation Program Plan	This series represents the Continuation Program Plan, which is submitted annually by each, currently funded, Family Resource and Youth Services Center (FRYSC) to detail changes in budget, center operations plans and action component plans. This plan, once approved, is incorporated into the contract between the Cabinet for Health and Family Service and the local public school district.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Updated center information, budget and budget narrative, action component forms, center operations and staff listing, assurance pages (School District, SBDM, and FRYSC Advisory Council), related correspondence.
	Retention and Disposition	Retain until five (5) years after date of submission, then destroy.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Cabinet for Health and Family Services
Secretary, Office of the
Family Resource Centers & Volunteer Services, Department for
Family Resource and Youth Services Centers, Division of

**Record Group
Number
1437**

Series	Records Title and Description	Function and Use
07120	Family Resource Center Needs Survey (V)	This series documents family, school, and/or community needs, which needs have priority and the possibility of meeting those needs. The majority of surveys are parent, teacher and student surveys that are used as a part of the whole needs assessment. The results are used to justify the establishment of a Family Resource and Youth Services Centers (FRYSC). The series can provide statistical, as well as narrative information about health, education and social services needs.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	School information; Name, address, phone number; amount of children at particular school, amount of children in district schools, checklist of need for GED, social services, health services, employment, counseling, substance abuse, spouse or child abuse, legal services, transportation, child care, behavior management, parenting techniques, prenatal and child care, community education classes, child's disability, plus willingness to volunteer for a number of activities, list of greatest needs and concerns, plus services to be provided at a FRYSC.
	Retention and Disposition	Retain until five (5) years after date of submission, then destroy.
07121	Family Resource Center Monitoring Report	This series documents the progress of individual programs and the overall mission of the Family Resource and Youth Services Centers (FRYSC). It serves as both technical assistance document, as well as contract compliance review. It captures at a glance the strengths, concerns, recommendations and needs of a FRYSC in a local public school district.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Center name, school district, amount, date of review and monitors assigned, entry conference date and exit conference date, name representing, strengths, concern(s)/recommendation(s), non-compliance issues regarding center site, center staff, advisory council, administration, needs assessment, participant/family record review, budget/fiscal oversight, plus core and optional components, related correspondence.
	Retention and Disposition	Retain permanently.
07122	Family Resource Center Budget Report	This series represents reports of the expenditure of funds for operation of a Family Resource and Youth Service Center (FRYSC) in a local school district. It is used to track expenses and ensure expenditures are within budget. The report is submitted to the Cabinet for Health and Family Services (CHFS) when requested. Review of the budget under such circumstances will highlight areas of concern so that proper action might be taken to address those concerns.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Reporting period, fiscal year, school district name, center name, FRYSC Coordinator Region, state grant amount, activity code, activity, annual budget, expenditures for first period, expenditures for second period, balance in budget, year-end expenditure totals, superintendents signature and date, coordinators signature and date, and advisory council chairs signature, related correspondence.
	Retention and Disposition	Retain until three (3) years after date of submission and audit, then destroy.

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RETENTION SCHEDULE**

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Family Resource and Youth Services Centers, Division of

**Record Group
Number
1437**

Series	Records Title and Description	Function and Use
07123	Family Resource Center Request Form for Purchases & Amendments	This series documents the cover sheet for all amendments to the approved continuation program plan, excluding Advisory Council amendments and purchase for requests for equipment/furniture more than \$500 subcontracts or goods over \$1000. Such requests must be approved and signed by the Family Resource and Youth Services Centers (FRYSC) Regional Program Manager.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Revision number, date, school district name, center name, FRYSC region, state grant amount, object code, activity, current approved budget, revised budget, totals. Will also include a separate form with center name, center number, address, phone, fax, school district, FRYSC region, type of request, estimated cost, explanation/justification, required signatures and dates, plus action by the Division of FRYSC.
	Retention and Disposition	Retain until three (3) years after date of submission and audit, then destroy.
07124	Family Resource Center Family Case File	This series documents individualized needs of families eligible for services provided by a school Family Resource and Youth Services Center (FRYSC). Kentucky Education Reform Act (KERA) established the FRYSC program in 1990 in an effort to promote the flow of resources and support to families in ways that strengthen that functioning and enhance the growth and development of the individual members of the family unit. It is used to indicate what services have been provided to a family under the program.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Family name, address, telephone number, place of employment, names of family members, ages, education level, income level, child/family needs, reason for referral, current school/agency involvement, referral source, case notes, correspondence, confidentiality statement, parent consent forms, employment counseling, job development, family crisis and mental health counseling.
	Retention and Disposition	Retain until student reaches age of twenty-two (22) or one (1) year after family member graduation, then destroy.

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Family Resource and Youth Services Centers, Division of

**Record Group
Number
1437**

Series	Records Title and Description	Function and Use
07125	Family Resource Center Individual Student Case File	This series documents information relating to services provided at a Family Resource and Youth Services Center (FRYSC) operated by a local public school district. They form one of two categories of non-education records maintained at a FRYSC operated by a school district. These records are considered school file records and are used to plan services for the individual student.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Student name, members of household, social security numbers of household members, household relationship, marital status, student, parent, parent to be, other household member, sex, age, ethnic, language, grade, overall grade point average, day time phone number, school/place of employment, dates of contact, code of persons contacted, purpose of contact, problem identified or addressed, crisis, emergency, status (being handled or needs follow up,) result of activity, referral date, referral code, problem for which referral made, agency referral, level of service provided by FRYSC and outcome of referral, household address, household phone, emergency contact, estimated household income, referring source, household members, number of persons in household, staff member, member of household name, doctors name, health insurance carrier, health insurance policy number, under doctors care, disability or handicap, medication, health restrictions, date of last medical exam, date of last dental exam, case notes, referral forms.
	Retention and Disposition	Retain until student reaches age of twenty-two (22), then destroy.
07126	Family Resource Center Parental Consent Form	This series documents parent/guardian consent for students to participate in a Family Resource and Youth Services Centers (FRYSC) activity. It is used to facilitate services to students in the school district and protect districts from potential legal actions undertaken by a parent or guardian plus informing parent/guardian of FRYSC activity.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Parent name, narrative of activity, parent signature and date, related correspondence.
	Retention and Disposition	Retain until two (2) years after date of submission, then destroy.

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Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Cabinet for Health and Family Services
Secretary, Office of the
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Family Resource and Youth Services Centers, Division of

**Record Group
Number
1437**

Series	Records Title and Description	Function and Use
07127	Family Resource Center Confidentiality Statement (V)	This series documents authorization from the parent/guardian for the evaluation and treatment of minors/dependents and to delineate the limits of confidentiality for a client. It is used to show local school district compliance with state and federal requirements and protect them from potential legal actions.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Name of client, narrative, client signature, name of minor/dependent, narrative, signature and date with signature of witness, related correspondence.
	Retention and Disposition	Retain until student reaches age of eighteen (18), 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.	1437	2. SERIES NO.	07117
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger	502.564.1703	DATE 07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Advisory Council Amendments		
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 represents changes made to the local Family Resource and Youth Center Advisory Council. Each center must have a functioning advisory council which has the responsibilities for hiring the center coordinator, assists staff in public relations, reviews needs assessment data, participates in crafting continuation applications and budget review. They are made up of at least one third parents, no more than one third school staff, community partners and students. As members change, this record must be submitted to the Family Resource Center regional program manager.		

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

Current Advisory Council member list, representing entity, appointment date(s), council meeting agenda and minutes, 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: KRS 61.878 (1)(a): Personal Information. 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? Y

If Yes, cite statute and length of retention period required

KRS 61.878(1)(a): Personal Information.

ANALYSIS

29. APPRAISAL CRITERIA

Y	Administrative Retention Value	3	Years	after superseded
N	Legal Retention Value			
N	Fiscal Retention Value			
N	Research Retention Value			
N	Intrinsic Retention Value			
N	Historic Retention Value			

30. RATIONALE FOR RETENTION

Used administratively as a reference. These changes are also in the minutes of each advisory council.

32. DISPOSITION INSTRUCTIONS

Retain current Advisory Council records until three (3) years after superseded, then destroy.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07118
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger	502.564.1703	DATE 07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center New Program Plan		
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 represents the original application submitted by the local, public school district to the Cabinet for Health and Family Services, Division of Family Resource and Youth Services Centers. After all new plans are scored and ranked and funding becomes available, the center is established based on the specifications of this application. Criteria for new applications are described in detail in KRS 156.496 and 156.4977.		

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

School district name, address, phone number; plan with core components described in KRS 156.496 and how those core components are to be implemented, 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? Y **23. If Yes, VITAL RETENTION PERIOD** Permanent

24. VITAL RECORDS PROTECTION INSTRUCTIONS

N/A

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	Permanent
N	Legal Retention Value	
N	Fiscal Retention Value	
Y	Research Retention Value	Permanent
Y	Intrinsic Retention Value	Permanent
Y	Historic Retention Value	Permanent

30. RATIONALE FOR RETENTION

This document forms the foundation for a school district to initiate a Family Resource Center.

32. DISPOSITION INSTRUCTIONS

Retain permanently.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07119
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger	502.564.1703	DATE 07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Continuation Program Plan		
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 represents the Continuation Program Plan, which is submitted annually by each, currently funded, Family Resource and Youth Services Center (FRYSC) to detail changes in budget, center operations plans and action component plans. This plan, once approved, is incorporated into the contract between the Cabinet for Health and Family Service and the local public school district.		

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

Updated center information, budget and budget narrative, action component forms, center operations and staff listing, assurance pages (School District, SBDM, and FRYSC Advisory Council), 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	5	Years	after submission date
N	Legal Retention Value			
N	Fiscal Retention Value			
N	Research Retention Value			
N	Intrinsic Retention Value			
N	Historic Retention Value			

30. RATIONALE FOR RETENTION

This is done annually and is used as a reference. Because it is updated so frequently after five years it is no longer used.

32. DISPOSITION INSTRUCTIONS

Retain until five (5) years after date of submission, then destroy.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07120
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger	502.564.1703	DATE 07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Needs Survey		
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 1990 to Present	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 family, school, and/or community needs, which needs have priority and the possibility of meeting those needs. The majority of surveys are parent, teacher and student surveys that are used as a part of the whole needs assessment. The results are used to justify the establishment of a Family Resource and Youth Services Centers (FRYSC). The series can provide statistical, as well as narrative information about health, education and social services needs.		

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

School information; Name, address, phone number; amount of children at particular school, amount of children in district schools, checklist of need for GED, social services, health services, employment, counseling, substance abuse, spouse or child abuse, legal services, transportation, child care, behavior management, parenting techniques, prenatal and child care, community education classes, child's disability, plus willingness to volunteer for a number of activities, list of greatest needs and concerns, plus services to be provided at a FRYSC.

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? Y **23. If Yes, VITAL RETENTION PERIOD** 5 Years after submission date

24. VITAL RECORDS PROTECTION INSTRUCTIONS

N/A

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	5	Years	after submission date
N	Legal Retention Value			
N	Fiscal Retention Value			
Y	Research Retention Value	5	Years	after submission date
N	Intrinsic Retention Value			
N	Historic Retention Value			

30. RATIONALE FOR RETENTION

Since this should be an ongoing process should provide adequate information for the initial establishment of the FRYSC and monitor shifts and progress in the program over time.

32. DISPOSITION INSTRUCTIONS

Retain until five (5) years after date of submission, then destroy.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07121
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger 502.564.1703	DATE	07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Monitoring Report		
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 1990 to Present	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 Daily 2nd Year Weekly 3-5 Years sporadic More than 5 Years sporadic		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the progress of individual programs and the overall mission of the Family Resource and Youth Services Centers (FRYSC). It serves as both technical assistance document, as well as contract compliance review. It captures at a glance the strengths, concerns, recommendations and needs of a FRYSC in a local public school district.		

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

Center name, school district, amount, date of review and monitors assigned, entry conference date and exit conference date, name representing, strengths, concern(s)/recommendation(s), non-compliance issues regarding center site, center staff, advisory council, administration, needs assessment, participant/family record review, budget/fiscal oversight, plus core and optional components, 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? Y

If Yes, list AUDITING AGENCY (Federal, State, Internal) Cabinet for Health & Family Services (CHFS)

27. AUDIT RETENTION REQUIREMENT Indefinite Until non-compliance corrected

28. LEGAL RETENTION REQUIREMENT? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y	Administrative Retention Value	2	Years
	Legal Retention Value		
	Fiscal Retention Value		
Y	Research Retention Value		Permanent
Y	Intrinsic Retention Value		Permanent
	Historic Retention Value		

30. RATIONALE FOR RETENTION

The retention provides information about the scope and quality of an individual FRYSC and its usefulness and progress over time for historical purposes.

32. DISPOSITION INSTRUCTIONS

Retain permanently.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07122
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger	502.564.1703	DATE 07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Budget Report		
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 1990 to Present	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 represents reports of the expenditure of funds for operation of a Family Resource and Youth Service Center (FRYSC) in a local school district. It is used to track expenses and ensure expenditures are within budget. The report is submitted to the Cabinet for Health and Family Services (CHFS) when requested. Review of the budget under such circumstances will highlight areas of concern so that proper action might be taken to address those concerns.		

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

Reporting period, fiscal year, school district name, center name, FRYSC Coordinator Region, state grant amount, activity code, activity, annual budget, expenditures for first period, expenditures for second period, balance in budget, year-end expenditure totals, superintendents signature and date, coordinators signature and date, and advisory council chairs signature, related coorespondence.

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? Y

If Yes, list AUDITING AGENCY (Federal, State, Internal) Cabinet for Health & Family Services (CHFS)

27. AUDIT RETENTION REQUIREMENT 3 Years

28. LEGAL RETENTION REQUIREMENT? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y	Administrative Retention Value	3	Years	destroy after audit
N	Legal Retention Value			
Y	Fiscal Retention Value	3	Years	destroy after audit
N	Research Retention Value			
N	Intrinsic Retention Value			
N	Historic Retention Value			

30. RATIONALE FOR RETENTION

The three year retention ensures program is audited and deficiencies corrected.

32. DISPOSITION INSTRUCTIONS

Retain until three (3) years after date of submission and audit, then destroy.

Records Analyst Signature

Taylor Metzging

Date

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.	1437	2. SERIES NO.	07123
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger	502.564.1703	DATE 07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Request Form for Purchases & Amendments		
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 1990 to Present	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 Weekly 2nd Year Monthly 3-5 Years sporadic More than 5 Years N/A		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the cover sheet for all amendments to the approved continuation program plan, excluding Advisory Council amendments and purchase for requests for equipment/furniture more than \$500 subcontracts or goods over \$1000. Such requests must be approved and signed by the Family Resource and Youth Services Centers (FRYSC) Regional Program Manager.		

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

Revision number, date, school district name, center name, FRYSC region, state grant amount, object code, activity, current approved budget, revised budget, totals. Will also include a separate form with center name, center number, address, phone, fax, school district, FRYSC region, type of request, estimated cost, explanation/justification, required signatures and dates, plus action by the Division of FRYSC.

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? Y

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

27. AUDIT RETENTION REQUIREMENT 3 Years Destroy after audit.

28. LEGAL RETENTION REQUIREMENT? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y	Administrative Retention Value	3	Years	Destroy after audit.
N	Legal Retention Value			
Y	Fiscal Retention Value	3	Years	Destroy after audit.
N	Research Retention Value			
N	Intrinsic Retention Value			
N	Historic Retention Value			

30. RATIONALE FOR RETENTION

Three years is adequate for program audit purposes.

32. DISPOSITION INSTRUCTIONS

Retain until three (3) years after date of submission and audit, then destroy.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07124
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger 502.564.1703	DATE	07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Family Case File		
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 individualized needs of families eligible for services provided by a school Family Resource and Youth Services Center (FRYSC). Kentucky Education Reform Act (KERA) established the FRYSC program in 1990 in an effort to promote the flow of resources and support to families in ways that strengthen that functioning and enhance the growth and development of the individual members of the family unit. It is used to indicate what services have been provided to a family under the program.		

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

Family name, address, telephone number, place of employment, names of family members, ages, education level, income level, child/family needs, reason for referral, current school/agency involvement, referral source, case notes, correspondence, confidentiality statement, parent consent forms, employment counseling, job development, family crisis and mental health counseling.

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: KRS 61.878 (1)(a): Personal Information. 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? Y

If Yes, cite statute and length of retention period required

KRS 61.878(1)(a): Personal Information

ANALYSIS

29. APPRAISAL CRITERIA

Y	Administrative Retention Value	Indefinite	until fam grad. or student reaches 22 (twenty-two)
N	Legal Retention Value		
N	Fiscal Retention Value		
N	Research Retention Value		
N	Intrinsic Retention Value		
N	Historic Retention Value		

30. RATIONALE FOR RETENTION

The retention will assure complete documentation on program assistance while family members are in school.

32. DISPOSITION INSTRUCTIONS

Retain until student reaches age of twenty-two (22) or one (1) year after family member graduation, then destroy.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07125
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger 502.564.1703	DATE	07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Individual Student Case File		
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 1990 to Present	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 information relating to services provided at a Family Resource and Youth Services Center (FRYSC) operated by a local public school district. They form one of two categories of non-education records maintained at a FRYSC operated by a school district. These records are considered school file records and are used to plan services for the individual student.		

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

Student name, members of household, social security numbers of household members, household relationship, marital status, student, parent, parent to be, other household member, sex, age, ethnic, language, grade, overall grade point average, day time phone number, school/place of employment, dates of contact, code of persons contacted, purpose of contact, problem identified or addressed, crisis, emergency, status (being handled or needs follow up,) result of activity, referral date, referral code, problem for which referral made, agency referral, level of service provided by FRYSC and outcome of referral, household address, household phone, emergency contact, estimated household income, referring source, household members, number of persons in household, staff member, member of household name, doctors name, health insurance carrier, health insurance policy number, under doctors care, disability or handicap, medication, health restrictions, date of last medical exam, date of last dental exam, case notes, referral forms.

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: KRS 61.878 (1)(a): Personal Information. 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?** Y**If Yes, cite statute and length of retention period required**

KRS 61.878 (1)(a): Personal Information

ANALYSIS**29. APPRAISAL CRITERIA**

Y	Administrative Retention Value	Indefinite	until fam grad. or student reaches 22 (twenty-two)
N	Legal Retention Value		
N	Fiscal Retention Value		
N	Research Retention Value		
N	Intrinsic Retention Value		
N	Historic Retention Value		

30. RATIONALE FOR RETENTION

The retention will confirm student participation throughout years of eligibility and indicate the level of services provided by the program.

32. DISPOSITION INSTRUCTIONS

Retain until student reaches age of twenty-two (22), then destroy.

Records Analyst Signature

Taylor Metzging

Date

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.	1437	2. SERIES NO.	07126
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger 502.564.1703	DATE	07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Parental Consent Form		
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 1990 to Present	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 Monthly 2nd Year sporadic 3-5 Years N/A More than 5 Years N/A		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents parent/guardian consent for students to participate in a Family Resource and Youth Services Centers (FRYSC) activity. It is used to facilitate services to students in the school district and protect districts from potential legal actions undertaken by a parent or guardian plus informing parent/guardian of FRYSC activity.		

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

Parent name, narrative of activity, parent signature and date, 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: KRS 61.878 (1)(a): Personal Information. 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? Y

If Yes, cite statute and length of retention period required

KRS 61.878(1)(a): Personal Information

ANALYSIS

29. APPRAISAL CRITERIA

Y Administrative Retention Value 2 Years
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value
Historic Retention Value

30. RATIONALE FOR RETENTION

Fulfills district administrative needs but also assures parent/guardian is informed of activity and gives their approval in the event of any legal action.

32. DISPOSITION INSTRUCTIONS

Retain until two (2) years after date of submission, then destroy.

Records Analyst Signature

Taylor Metzger

Date

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.	1437	2. SERIES NO.	07127
3. ORIGINATING AGENCY	Cabinet for Health and Family Services		
4. ADMINISTRATIVE UNIT	Secretary, Office of the		
5. PHYSICAL CUSTODIAN	Family Resource and Youth Services Centers, Division of		
COMPILER	Taylor Metzger 502.564.1703	DATE	07-27-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Family Resource Center Confidentiality Statement		
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 1990 to present	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 authorization from the parent/guardian for the evaluation and treatment of minors/dependents and to delineate the limits of confidentiality for a client. It is used to show local school district compliance with state and federal requirements and protect them from potential legal actions.		

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

Name of client, narrative, client signature, name of minor/dependent, narrative, signature and date with signature of witness, 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** Indefinite until student reaches 18 (eighteen)

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)(a): Personal 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

KRS 61.878(1)(a): Personal Information.

ANALYSIS

29. APPRAISAL CRITERIA

☒	Administrative Retention Value	Indefinite	Destroy when student reaches 18 (eighteen)
☒	Legal Retention Value	Indefinite	until student reaches 18 (eighteen)
☒	Fiscal Retention Value		
☒	Research Retention Value		
☒	Intrinsic Retention Value		
☒	Historic Retention Value		

30. RATIONALE FOR RETENTION

The district has the proper permissions while student is still in attendance and protects them from potential legal actions.

32. DISPOSITION INSTRUCTIONS

Retain until student reaches age of eighteen (18), then destroy.

Records Analyst Signature

Taylor Metzger

Date