

Agency Function and Records Summary

General Schedule for State Agencies Miscellaneous Records

Deletions from the Schedule

The following series are being deleted as they are electronic systems, which are no longer listed as a record series on the Retention Schedule.

- **Series M0053, Electronic Messages**

Current retention: Electronic messaging systems are a form of communication. The messages found in these systems can be any type of record. Identify what type of record the message is and delete after the expiration of the retention period authorized in an approved records retention schedule.

Rationale: This series describes the format and system rather than the record. The current retention directs users to identify the type of record and follow that record's retention schedule.

*The following series are being deleted and covered by other series on the General Schedule for State Agencies with **no changes in retention**:*

- **Series M0032, State Records Retention Schedule**

New series: M0018, Informational and Reference Material. Destroy when no longer needed.

Revisions to the Schedule

Changes in retention:

- **Series M0001, Official Correspondence/Messages**

Current retention: Retain permanently. Transfer to the State Archives when administrative value has ceased.

Proposed retention: Transfer to the State Archives for permanent retention when administrative value has ceased.

Rationale: The proposed retention clarifies that the State Archives will retain the record permanently.

- **Series M0002, Routine Correspondence/Messages**

Current retention: Retain no longer than two (2) years.

Proposed retention: Retain two (2) years, then destroy.

Rationale: The proposed retention removes the inconsistency and confusion of "no longer."

- **Series M0003, Policies and Procedures**

Current retention: Retain (1) one copy of each version of a policy permanently in the agency of origin. Copies in addition to the official copy may be destroyed when superseded.

Proposed retention: Retain each version permanently.

Rationale: The proposed retention removes directions for copies.

- **Series M0005, Administrative Orders**
Current retention: Retain (1) one copy permanently in the agency of origin. Copies in addition to the official copy may be destroyed when superseded.
Proposed retention: Retain permanently.
Rationale: The proposed retention removes directions for copies.

- **Series M0007, Publications Created By or For Agency**
Current retention: Retain one (1) official copy of all publications permanently in agency. Forward three (3) copies of publications issued in paper to the Department for Libraries and Archives when issued; or forward one (1) copy of publications held in electronic format or issued for general public distribution on the agency's web site. Copies in addition to the official copy may be destroyed when no longer needed.
Proposed retention: Retain one (1) copy of all publications permanently. Forward to the State Archives three (3) copies of each report and publication issued on paper for general public distribution or one (1) electronic copy. Forward to the State Archives one (1) copy of each state publication held in electronic format or issued for general public distribution on the agency's website.
Rationale: The proposed retention removes directions for copies.

- **Series M0008, Minutes of Meetings**
Current retention: Retain one (1) copy permanently. Forward one (1) official copy to the State Archives Center after each set of minutes has been approved. Duplicates may be destroyed when no longer needed.
Proposed retention: Retain one (1) copy permanently. Forward one (1) official copy to the State Archives Center after each set of minutes has been approved.
Rationale: The proposed retention removes directions for duplicates.

- **Series M0010, Speeches by Administrative Heads**
Current retention: Retain permanently in agency.
Proposed retention: Retain permanently.
Rationale: The proposed retention removes "in agency" as part of an ongoing style update.

- **Series M0011, Organizational Charts**
Current retention: Retain (1) one copy of each revision permanently in the agency of origin.
Proposed retention: Retain one (1) official copy of each version permanently.
Rationale: The proposed retention removes "in agency of origin" as part of an ongoing style update.

- **Series M0014, Mission Statements**
Current retention: Retain (1) one copy of each revision permanently in the agency of origin.
Proposed retention: Retain one (1) official copy of each version permanently.
Rationale: The proposed retention removes "in agency of origin" as part of an ongoing style update.

- **Series M0017, Open Records Register**
Current retention: Retain five (5) years then destroy.
Proposed retention: Retain three (3) years, then destroy.
Rationale: The proposed retention matches the retention of series M0016, Request to Inspect Public Records.

- **Series M0022, Annual or Summary Reports**
Current retention: Retain one (1) official copy of all annual or summary reports permanently in agency. Forward three (3) copies of reports issued in paper to the Department for Libraries and Archives when issued; or forward one (1) copy of reports held in electronic format or issued for general public distribution on the agency's web site. Copies in addition to the official copy may be destroyed when no longer needed.
Proposed retention: Retain one (1) copy of all annual or summary reports permanently. Forward to the State Archives three (3) copies of each report and publication issued on paper for general public distribution or one (1) electronic copy. Forward to the State Archives one (1) copy of each state publication held in electronic format or issued for general public distribution on the agency's website.
Rationale: The proposed retention removes directions for copies.
- **Series M0033, Records Transmittal File - Permanent records (Agency locator copy)**
Current retention: Retain permanently in agency.
Proposed retention: Retain permanently.
Rationale: The proposed retention removes "in agency" as part of an ongoing style update.
- **Series M0034, Records Transmittal File - Non-permanent records (Agency locator copy)**
Current retention: Destroy one (1) year after the destruction of the records specified on the records transmittal.
Proposed retention: Retain one (1) year after the destruction of the records specified on the transmittal, then destroy.
Rationale: The proposed retention revises the retention language as part of an ongoing style update.
- **Series M0035, Microfilm Quality Evaluation Form**
Current retention: Retain permanently in agency.
Proposed retention: Retain permanently.
Rationale: The proposed retention removes "in agency" as part of an ongoing style update.
- **Series M0040, Records Destruction Certificate File**
Current retention: Retain permanently in agency.
Proposed retention: Retain permanently.
Rationale: The proposed retention removes "in agency" as part of an ongoing style update.
- **Series M0042, Special Studies and Reports**
Current retention: Retain one (1) official copy of all special studies and reports permanently in agency. Transfer one (1) copy to the State Archives Center after completion. Copies in addition to the official copy may be destroyed when no longer needed.
Proposed retention: Retain one (1) official copy of all special studies and reports permanently. Transfer one (1) copy to the State Archives.
Rationale: The proposed retention removes directions for copies.
- **Series M0046, Audio/Video Recordings – State Agency Activities**
Current retention: Transfer to the State Archives Center when administrative value has ceased. For recordings that have been uploaded to social media sites, original or source recordings should be transferred. NOTE: All recordings should be transferred. The State Archivist will determine which recordings will be retained permanently.

Proposed retention: Retain until administrative value has ceased. Consult with Archives and Records Management Division staff for transfer to the State Archives. The State Archivist will determine which recordings will be retained permanently.

Rationale: The proposed retention retention directs agencies to consult with ARMD staff to prevent the possibility of an overwhelming number of recordings transferred to the State Archives. It matches the retention of series M0047, Photographic File – State Agency Activities.

- **Series M0051, Maps**

Current retention: Retain permanently. Agencies should capture one (1) copy of static maps or take periodic snapshots of GIS data not captured in the KYGEONET. Data should be updated when superseded. To help determine rate and methods of capture, please contact Public Records Division staff. Duplicate copies and copies made for internal reference may be destroyed when no longer needed.

Proposed retention: Retain permanently. Agencies should capture one (1) copy of static maps or take periodic snapshots of GIS data not captured in the KYGEONET. Data should be updated when superseded. To help determine rate and methods of capture, please contact Archives and Records Management Division staff.

Rationale: The proposed retention updates “Public Records Division” to “Archives and Records Management Division.”

Staff also made administrative changes to fifteen (15) series without changing retention or disposition:

- Series M0009, Minutes – Agency Staff Meetings
- Series M0016, Request to Inspect Public Records
- Series M0018, Informational and Reference Material
- Series M0019, Legislative File
- Series M0021, Itinerary File
- Series M0029, Activity Report
- Series M0045, Press Releases
- Series M0047, Photographic File - State Agency Activities
- Series M0049, Recordings of Meetings
- Series M0054, Title VI Complaint File
- Series M0055, Agency-Conducted Training Files
- Series M0056, Personal Information Security Breach Investigation/Notification File
- Series M0057, Special Open Meeting Notification Request
- Series M0058, Indexes
- Series M0059, Eye-Readable Exemption (Agency Copy)

These administrative changes include removal of “series may contain” and grammar corrections.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Schedule for State Agencies
Miscellaneous Records

Series	Records Title and Description	Function and Use
M0001	Official Correspondence/ Messages	This series documents the major activities, organizational functions, history and programs of an agency and the events involving the formulation, evolution, and ultimate announcement of agency policy. Official correspondence is typically created by the upper-level administrative staff of an agency (director or above) or the general counsel. It may be in paper or electronic form.
	Series May Contain	Letters, notes, memoranda, directives, policy statements. Electronic messages also contain transactional information (sender, recipient, date, subject, etc.) in the header of the message and in the properties field of the electronic file. Electronic messages may also include attachments.
	Retention and Disposition	Transfer to the State Archives for permanent retention when administrative value has ceased.
M0002	Routine Correspondence/ Messages	This series documents general work activities related to administration of the functions, programs and policies of a state agency. Routine Correspondence documents day-to-day activities, including but not limited to: customer/constituent service, procurement, or internal communication. It can be in paper or electronic format. This series does not cover constituent services in the Governors Office, which is covered under Series 04347, Governors Official Correspondence File.
	Series May Contain	Routine correspondence is incoming and outgoing correspondence that may consist of: letters, notes, postcards, memoranda, announcements, or information commonly found in the body of e-mail messages and/or any attachments. Electronic mail messages also contain transactional information (sender, recipient, date, subject, etc.) in the header of the message and in the properties field of the electronic file. Routine correspondence does not include: non-business related messages, spam and junk mail.
	Retention and Disposition	Retain two (2) years, then destroy.
M0003	Policies and Procedures	This series provides a framework for the management of agencies and the administration of programs. Policies and procedures are developed to help agencies manage their programs and to assist staff in their administration. Policies derive from the authority of the agency, as established by the laws under which it operates. They are an authoritative communication that sets a definite course or method of action. Policies guide and help determine present and future decisions. Procedures reflect the steps resulting from policies to be followed in providing services or activities.
	Series May Contain	Year, date, department, division, branch, organization chart, index, introduction, mission statements, policy statements, responsibilities of division, services, program objectives, employee requirements, procedural actions, glossary of terms, sample forms, disaster or emergency plans.
	Retention and Disposition	Retain each version permanently.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0005	Administrative Orders	This series documents the directives issued by the chief administrative officer or executive officer within an agency. Orders designate that certain actions are to occur. The orders give direction on various policy issues that may be either internal or external to the agency.
	Series May Contain	Date of order, order number, agency head, action taken.
	Retention and Disposition	Retain permanently.
M0007	Publications Created By or For Agency	This series consists of any publication produced for general public distribution, regardless of format, that documents agency history, agency-related functions or agency activities. It does not include materials issued for internal administrative use, such as manuals of operation. Publications contain important facts and statistics about the operation of the agency and its policies. They provide information, often in summarized form, which aids in understanding the history or administrative functioning of an agency.
	Series May Contain	Publications and reports.
	Retention and Disposition	Retain one (1) copy of all publications permanently. Forward to the State Archives three (3) copies of each report and publication issued on paper for general public distribution or one (1) electronic copy. Forward to the State Archives one (1) copy of each state publication held in electronic format or issued for general public distribution on the agency's website.
M0008	Minutes of Meetings	This series documents the official record of proceedings of meetings. It provides information about the activities of the entity, the actions it took in regard to the issues brought before it, and the decisions rendered. Minutes of meetings constitute adequate and proper documentation of essential agency transactions and organizational functions, as required in KRS 171.640. Boards, commissions, councils, task forces, etc, which were established by statute or executive order, or those entities which establish or administer policy are examples for which minutes should be created.
	Series May Contain	Date of meeting, time of meeting, location of meeting, name of board members or authorized proxies present, identification of those not present, decisions rendered, issues discussed, and record of votes. May also include agendas and materials distributed for discussion and approval.
	Retention and Disposition	Retain one (1) copy permanently. Forward one (1) official copy to the State Archives Center after each set of minutes has been approved.
M0009	Minutes - Agency Staff Meetings	This series documents the record of proceedings of internal meetings. The series includes information for providing direction, clarifying procedures, decision making among staff, or development of new ideas.
	Series May Contain	Date of meeting, department, location of meeting, organizational level, discussion topics, names of attendees, decisions reached.
	Retention and Disposition	Retain three (3) years, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0010	Speeches by Administrative Heads	This series represents the public addresses to assemblies by administrative heads. It includes the text and/or recording of speeches given as a function of or on behalf of their respective agencies. The speeches may apply to issues related to public policies, results of programs, policy or procedural changes, or other issues related to the administration of the agency.
	Series May Contain	Date, duration, location, administrative head, text of speech.
	Retention and Disposition	Retain permanently.
M0011	Organizational Charts	This series documents the organizational structure of agencies at various stages of their evolution. Organizational charts generally reflect all administrative units within the agency and their functions. Additionally, the charts may identify by name and title those who manage the units and the individual staff responsible for specific activities, programs and functions within the agency. The series serves as representation of the organizational changes within an agency over time.
	Series May Contain	Date, agency, divisions, branches, sections, names of unit heads, individuals responsible for activities.
	Retention and Disposition	Retain one (1) official copy of each version permanently.
M0014	Mission Statements	This series documents the fundamental and global reason for the existence of a state agency. A mission is brief, clear and broad enough to allow flexibility in implementation. The series is a means by which managers and others can make decisions both internally and externally. It reflects the values, beliefs, philosophy, and culture of an organization.
	Series May Contain	Date, agency identification, text.
	Retention and Disposition	Retain one (1) official copy of each version permanently.
M0016	Request to Inspect Public Records	This series documents requests to inspect, research, or review public records created, used, or maintained by a public agency. In 1976, the General Assembly enacted the Open Records Act, KRS 61.870 to 61.884, which established a right of access to public records. All public records, regardless of format, must be open for inspection unless the records are exempted by one or more of the exemptions found in KRS 61.878 or are specifically exempted by another statute. All public agencies are required to make nonexempt public records available to any requester and to provide suitable facilities for the exercise of the right of inspection. This series also includes the agency's responses to open records requests.
	Series May Contain	Name of agency; date; records requested to inspect; number of copies of each document; cost; signature of requestor, company, address, phone; disposition of the request; signature of custodian, name of agency, amount received, date; responsive records.
	Retention and Disposition	Retain three (3) years, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0017	Open Records Register	This series documents the individuals who have requested to inspect public records of an agency and the records they requested. It provides a reference point should agencies need to review the number and type of records requested, as well as who requested them.
	Series May Contain	Administrative unit, date of inspection, name of person inspecting records, agency or group affiliated with, address of requester, information about requested records.
	Retention and Disposition	Retain three (3) years, then destroy.
M0018	Informational and Reference Material	This series documents materials of a non-technical or technical nature which may aid in or support the conduct of official agency business but which are not critical to continued operations. This series may also include material used in the professional enhancement of agency employees. Informational and reference material may appear in paper or electronic format and may be as formal as a publication or brochure (usually external to the agency) or as informal as a news clipping. Records in this series may be destroyed when they become obsolete or no longer useful to the agency. This series should not be applied to official and routine correspondence.
	Series May Contain	Published and/or non-published material (usually external to the agency) such as periodicals, books, brochures, reports, some logs and other tracking tools, professional literature not related to day-to-day activities.
	Retention and Disposition	Destroy when no longer needed.
M0019	Legislative File	This series documents a working file which may be a review of actions taken by the General Assembly. It is maintained by agency officials to allow for available reference of legislative activity which relates to specific programs. The series may also contain information tracking proposed legislation, proposed administrative regulations from agencies, or changes brought before the General Assembly.
	Series May Contain	Date of session, proposed legislative actions.
	Retention and Disposition	Destroy when no longer needed.
M0021	Itinerary File	This series documents the schedules and/or travel plans for agency heads and other state agency personnel. The purpose of an itinerary is to advise others, often including the press, of the date, time, place, and purpose of an activity. Many itineraries are created days, weeks, or months in advance so that interested parties can monitor external activities of the administrator. An agency head is defined in KRS 13B.010(4) as "the individual or collegial body in an agency that is responsible for entry of a final order."
	Series May Contain	Department name, name of administrator, date, week or month of itinerary, list of destinations and organizations, dates and times of travel, topics of remarks, activities.
	Retention and Disposition	Retain itineraries of agency heads until two (2) months after they leave office, then destroy. Retain itineraries of all other personnel two (2) months, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0022	Annual or Summary Reports	This series represents a comprehensive summary of agency activities, services, and results of the past year. Staff report initiatives, objectives, changes in responsibilities, or accomplishments to convey the mission of the agency. Summary reports condense the main points of programs or projects in the agency. The reports are usually published and are for general public distribution. The series provides essential and adequate documentation of agency transactions (KRS 171.640) and is crucial to an understanding of the administrative history of an organization.
	Series May Contain	Date, statement from chief administrative officer, programs administered, who was served, photographs, staff support, program accomplishments with comparison to previous years, financial information, project statistics, supporting materials.
	Retention and Disposition	Retain one (1) copy of all annual or summary reports permanently. Forward to the State Archives three (3) copies of each report and publication issued on paper for general public distribution or one (1) electronic copy. Forward to the State Archives one (1) copy of each state publication held in electronic format or issued for general public distribution on the agency's website.
M0029	Activity Report	This series documents a periodic summary of activities and operations at all levels of administration within an agency. Activity reports may be used by the agency to compile annual or other reports and document results of programs at regular intervals.
	Series May Contain	Date, addressee, administrative unit, activities, statistical information.
	Retention and Disposition	Retain two (2) years, then destroy.
M0033	Records Transmittal File - Permanent records (Agency locator copy)	This series documents the transfer of custody of records of continuing or historical value from the custodial agency to the Department for Libraries and Archives, as provided for in the agency's approved records retention schedule. The transmittal is completed by the agency's records officer and specifies the records that are being transferred by series number, title, and date span. It provides the agency with an index to the records that have been transferred and provides specific information as to the location of the records in the State Archives Center, should their retrieval be necessary. Unless restricted, records housed in the State Archives are available for research by the public through the Archives Research Room.
	Series May Contain	Cabinet/local jurisdiction, department/local government office, division, branch/unit, retention schedule date, total containers, permanent, destruction date (none), accession number, compiler, date, shelve, volume, location in center, unit, series number, title of record, date span of record, access restricted/statute, signature/date of records officer, inventory of contents or box lists.
	Retention and Disposition	Retain permanently.
M0034	Records Transmittal File - Non-permanent records (Agency locator copy)	This series documents the transfer of custody of records of non-permanent records from the custodial agency to the State Records Center, Department for Libraries and Archives, as provided for in the agency's approved records retention schedule. The transmittal is completed by the agency's records officer and specifies the records that are being transferred by series number, title, and date span. It provides the agency with an index to the records that have been transferred and provides specific information as to the location of the records in the State Records Center. Records that are transferred to the State Records Center are generally administrative in nature and are still needed for the conduct of agency business. Information from the locator copy of the transmittal is essential when requests to return records to agencies are made.
	Series May Contain	Cabinet/local jurisdiction, department/local government office, division, branch/unit, retention schedule date, total containers, permanent, destruction date, accession number, compiler, date, shelve, volume, location in center, unit, series number, title of record, date span of record, access restricted/statute, signature/date of records officer, inventory of contents or box lists.
	Retention and Disposition	Retain one (1) year after the destruction of the records specified on the transmittal, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0035	Microfilm Quality Evaluation Form	This series documents the quality control process used to determine whether microfilm has met quality control requirements and archival standards as set forth by the Department for Libraries and Archives. The form provides for the destruction of the paper records, providing all requirements and standards have been met. It is used to advise agencies that the records can be destroyed or that they must be retained, due to the film not having met all requirements. If the film passes all requirements and the paper is destroyed, the film then becomes the official record and is used in lieu of the paper records. The silver master of all film where the retention of the record is seven years or greater must be stored in the Archives and Records Management Division's vault as security backup to the records.
	Series May Contain	Agency, unit, date, roll number, schedule date, series number, title of records on schedule, inclusive dates, test roll number, density, resolution, reduction ratio, targets, security copy stored at Archives and Records Management Division, tested by, date, records destruction approved/disapproved, signature of agency records officer, signature of State Archivist, comments.
	Retention and Disposition	Retain permanently.
M0040	Records Destruction Certificate File	This series documents that destruction of records has been carried out by state and local government agencies in accordance with approved records retention schedules. The series identifies the records being destroyed, the date span and volume, and the method of destruction. Records officers are responsible for ensuring that destruction requirements established by the Department for Libraries and Archives are appropriately carried out by their agencies. The series documents that retention schedules are being implemented and that records that have ceased to have value are disposed of. The timely destruction of records whose retention periods have been met result in a savings to government. Agencies can incur liabilities if records are destroyed that have not had a retention period approved for them by the State Libraries, Archives, and Records Commission.
	Series May Contain	Planned destruction date, administrative units, schedule date, date of destruction, accession number, series number, title, security microfilm, confidential records, date span, volume, unit number, location at state facility, signature of records officer.
	Retention and Disposition	Retain permanently.
M0042	Special Studies and Reports	This series documents unpublished compilations of information related to agency activities or events. The studies or reports contain important facts and statistics about the organization, policies, and operations of an agency. Information from the series can aid in long range planning by the agency.
	Retention and Disposition	Retain one (1) official copy of all special studies and reports permanently. Transfer one (1) copy to the State Archives.
M0045	Press Releases	This series represents the official release of information to the media informing the public of agency events and actions. The events or actions may be of special interest to the general public.
	Series May Contain	Agency name, date, phone number, contact person, lead, dateline, page number, description of information released.
	Retention and Disposition	Retain permanently unless transferred to the Governor's Office or another agency for permanent retention. If a copy of the press release is transferred, retain for two (2) years, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0046	Audio/Video Recordings - State Agency Activities	This series documents state agency activities and functions in audio or video format. Such activities may document the administrative functioning of an agency, its programs, operations, and training. If determined to be archival, information in this format may replace or supplement more traditional recordkeeping and may be critical to an understanding of the administrative history of an agency. When creating records in these formats, agency personnel should properly identify the event being recorded and the participants. Additionally, each recording should be titled and properly dated and maintained in its original order to facilitate transfer to the State Archives. This series does not include records scheduled according to content, such as Series M0049, Recordings of Meetings.
	Series May Contain	Audio or video recordings, events, date, scripts, contracts, releases, finding aids.
	Retention and Disposition	Retain until administrative value has ceased. Consult with Archives and Records Management Division staff for transfer to the State Archives. The State Archivist will determine which recordings will be retained permanently.
M0047	Photographic File - State Agency Activities	This series documents state agency activities and functions in a photographic format. Such activities may document the administrative functioning of an agency, its programs and operations. If determined to be archival, records in this format may replace or supplement more traditional kinds of recordkeeping and may be critical to an understanding of the administrative history of an agency. When creating records in this format, agency personnel should properly identify the event being photographed and the participants.
	Series May Contain	Series contains: Photographs and accompanying explanatory materials and finding aids.
	Retention and Disposition	Retain until administrative value has ceased. Consult with Archives and Records Management Division staff for transfer to the State Archives. The State Archivist will determine which images will be retained permanently.
M0049	Recordings of Meetings (V)	This series represents the recording of meetings of boards, commissions, task forces that were established by statute or executive order, and other entities that establish or administer policy. Minutes of the meetings are prepared from these recordings.
	Series May Contain	Recording of meetings.
	Retention and Disposition	Destroy thirty (30) days after minutes have been transcribed and approved, unless challenged. If minutes are challenged, recordings should be retained until final resolution.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0051	Maps	<p>This series represents maps intended for public distribution, which consist of images and/or data plotted to show geographic points at which various objects, incidents, or phenomena occur across the Commonwealth. Examples of these include highways, topographical or geological features, recreational trails, stockyards, or public hunting areas in Kentucky. These maps may be printed and maintained in paper or maintained in electronic format. Electronic maps may be static images or dynamic packages produced by a Geographic Information System (GIS). Some of this information is made available through the KYGEONE I, Kentucky's enterprise geographic information system.</p> <p>Series May Contain</p> <p>spatial coordinates, plotted images and/or data, appropriate metadata.</p> <p>Retention and Disposition</p> <p>Retain permanently. Agencies should capture one (1) copy of static maps or take periodic snapshots of GIS data not captured in the KYGEONE I. Data should be updated when superseded. To help determine rate and methods of capture, please contact Archives and Records Management Division staff.</p>
M0052	Surveillance Video/Audio Recordings	<p>This record series is used to document the activities in public areas of state government facilities. State agencies may contract with private companies to provide surveillance services, in which case the agency would still be responsible for maintaining the recordings. The cameras usually run 24 hours a day and record all activities in specific areas. These cameras or recording devices may be located in areas such as lobbies, kitchens, control rooms, libraries, hallways, entrances to government buildings, state government offices, and anywhere the public has access. These recordings are used as a security measure in the identification of persons who cause disturbances or violate laws. This series does not apply to inmate intake or booking videos at law enforcement or correctional facilities.</p> <p>Series May Contain</p> <p>video of a certain area of the facility or the outside of the facility.</p> <p>Retention and Disposition</p> <p>Destroy or re-use after seven (7) days. If any investigation, litigation, or open records request involving these recordings is taking place or is pending, the recordings should be maintained until all investigative or legal activity is completed.</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0054	Title VI Complaint File	This series documents complaints brought under Title VI of the Civil Rights Act of 1964. These are complaints against agencies by individuals who believe that, because of race, color or national origin, they have been excluded from participation in, denied the benefits of, or subjected to discrimination under, any program that receives federal financial assistance. Complaints may be brought directly to the agency or to the office of civil rights at the federal agency that provided the financial assistance. Federal complaints under Title VI must be filed no later than 180 calendar days after the alleged discrimination occurred.
	Series May Contain	Initial complaint Form; Appeal Form; supporting documentation; investigative notes, findings, and determinations by responding supervisors; any documents, recordings, or other information presented by any party involved in investigation; resolution of the complaint.
	Retention and Disposition	Retain complaints that result in official personnel actions for seventy (70) years, then destroy. Retain all other complaints until ten (10) years after complaint is resolved or ten (10) years after all litigation is completed, whichever is longest, then destroy.
M0055	Agency-Conducted Training Files	This series documents the formal, systematic training conducted by state government agency personnel for state or local government agencies. This training may be presented in-house or to other government agencies. It entails stand-alone workshops or training presented at conferences. Examples of training include instruction on complying with statutes or regulations, following policies and procedures, and using the agencies services or programs. Training sessions may be offered for professional credit, such as continuing legal education. This series includes records of training provided as information or best practice for the benefit of government agency personnel and not pursuant to a statutory or regulatory mandate. The series does not include presentations to the general public or community groups, speeches by administrative heads, or less formal or systematic sessions.
	Series May Contain	Course content (presentations, handouts), requirement or certification documentation and agreements, lists of attendees, and recording of training.
	Retention and Disposition	Retain for two (2) years after the most recent completion of a training program, then destroy. If there are significant updates to the substantive content of the training, retain until two (2) years after update, then destroy.
M0056	Personal Information Security Breach Investigation/Notification File	This series documents an agency's investigation in to a breach of sensitive information it collects, stores, or maintains. Effective January 1, 2015, KRS 61.933 requires state agencies that are notified of or determine that a breach has occurred in security relating to personal information they collect, maintain, or store, to begin a reasonable and prompt investigation within no later than seventy-two (72) hours of discovery or notification of the breach. If the agency determines that a security breach has occurred and that the misuse of personal information has occurred or is reasonably likely to occur, it must notify certain state officers and affected parties within timeframes established by the statute. If the agency determines that the misuse of personal information has not occurred and is not likely to occur, the agency does not have to give notice but must maintain records that reflect the basis for its decision. The requirements of KRS 61.933 also apply if non-affiliated third parties collect, receive, maintain, or store personal information for state agencies.
	Series May Contain	Related contracts or agreements, related correspondence/notices, any records that reflect the basis for the decision of the investigation, related reports from non-affiliated third parties.
	Retention and Disposition	Retain until five (5) years after conclusion of investigation or any notifications, whichever is longer, then destroy. If any investigation, litigation, or open records request involving these records is taking place or is pending, maintain until all investigative or legal activity is completed.

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
M0057	Special Open Meeting Notification Request	This series represents written requests from media organizations to receive notice of special open meetings and requests from agency members and media organizations to receive notice by e-mail. KRS 61.823 establishes notification requirements for special meetings of public agencies. The agency must deliver written notice personally, by fax, or by mail. Public agencies are statutorily required to provide written notice to agency members. Media organizations must file a written request, including a mailing address, to receive notice of special meetings. Agency members and media organizations may file a written request with the public agency indicating a preference to receive e-mail notification in lieu of faxed, mailed, or personally delivered written notice of special meetings. These written requests must include the e-mail address or addresses of the agency member or media organization.
	Series May Contain	Name, address, e-mail address and/or fax number of the public agency or media organization; request to receive notification of special meetings; request to receive notification of special meeting via e-mail.
	Retention and Disposition	Retain until request is superseded or not needed, then destroy.
M0058	Indexes	This record series consists of indexes, lists, and registers created to assist in locating other records.
	Series May Contain	Indexes, lists, and registers.
	Retention and Disposition	Destroy after all related hard copy or electronic records referenced in the index have been destroyed.
M0059	Eye-Readable Exemption (Agency Copy)	This series documents an agency's petition to the State Archivist to maintain scanned, permanently valuable public records without manual, eye-readable backup.
	Series May Contain	Agency's petition, State Archivist's response, and periodic review by KDLA staff.
	Retention and Disposition	Retain for the life of the records identified on the petition.