

Agency Function and Records Summary

General Schedule for State Agencies

Additions to the Schedule

- Series P0048, Personnel Record – Temporary Employment
Proposed retention: Retain until separation of employee, then destroy.
Rationale: This series has administrative value because it documents the employment history of temporary staff but is not needed once their employment with an agency ends.
- Series M0058, Eye-Readable Exemption (Agency Copy)
Proposed retention: Retain for the life of the records identified on the petition.
Rationale: This series has administrative value because it documents an agency's petition to the State Archivist to maintain scanned, permanently valuable public records without manual, eye-readable backup. This demonstrates the planning put into long-term maintenance of permanent records.

Revisions to the Schedule

Changes in retention:

- Series M0047, Photographic File – State Agency Activities
Current retention: Transfer to the State Archives Center when administrative value has ceased. NOTE: All photographs should be transferred. The State Archivist will determine which images 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 images will be retained permanently.
Rationale: The proposed retention directs agencies to consult with ARMD staff to prevent the possibility of an overwhelming number of images transferred to the State Archives.

Staff also made administrative changes to one (1) series without changing retention or disposition:

- Series F0001, Annual Financial Report File
- Series M0055, Agency-Conducted Training Files

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Miscellaneous Records

Series	Records Title and Description	Function and Use
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. Records in this format (if determined to be archival) often 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.
	Contents	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.
M0055	Agency-Conducted Training Files	This series documents the content of 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.
	Contents	Series may include: Course content (presentations, handouts), requirement or certification documentation and agreements, lists of attendees, and recording of training. All of this material may not be produced for every training session.
	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.
M0058	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.
	Contents	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.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Schedule for State Agencies
Fiscal Records

Series	Records Title and Description	Function and Use
F0001	Annual Financial Report File	This series documents the annual accounting of the financial status of an agency. Per KRS 48.800, each branch of government publishes a financial and program status report within ninety (90) days of the close of a fiscal year. The report details that fiscal year's activities, appropriations, allotments, expenditures, receipts, transfers, encumbrances, and available balances of each budget unit of the branch, and an explanation of the programs and services provided by the branch. This series represents the financial information that is compiled by individual state executive branch cost centers in the Financial Closing Package (F0760) and that contributes to a Fiscal Year's Comprehensive Annual Financial Report.
	Contents	Series contains: Agency name, subunit name, fiscal year, expenditure source, detailed account of expenditures with object codes and descriptions, expenditures by category, actual budget, expenditure to date, available balance.
	Retention and Disposition	Retain permanently in agency.

UNDER REVIEW

STATE AGENCY RECORDS RETENTION SCHEDULE

General Schedule for State Agencies Personnel and Payroll Records

Series	Records Title and Description	Function and Use
P0048	Personnel Record - Temporary Employment	This series documents the employment history of an individual hired through temporary labor services and is maintained as a working record while the individual is performing work at an agency. This is maintained at the discretion of the agency.
	Contents	Series may contain: Orientation checklist, background checks, travel authorization, and related correspondence.
	Retention and Disposition	Retain until separation of employee, then destroy.

UNDER REVIEW