

Agency Function and Records Summary

Board of Barbering

The Kentucky Board of Barbering is an agency of the Commonwealth of Kentucky. The Board consists of five Board members appointed by the Governor of the Commonwealth. Four of these members are barbers, while one is a public member.

The mission of the Board is to protect the health and safety of the Commonwealth of Kentucky as well as to protect the public against misrepresentation, deceit or fraud in the practice of teaching and/or barbering, by having complete supervision over the administration relating to barbers, barber shops, barber schools, the teaching of barbering, and barber apprenticeship.

The Board governs the location and housing of barber shops or schools; the quality of equipment, supplies, materials, records, and furnishings required in barber shops or schools; the training and supervision of barber apprentices; the qualifications of teachers of barbering; the hours and courses of instruction at barber schools; and the examinations of applicants for barber, apprentice barber, or teacher of barbering

This is a new records retention schedule for this agency.

Current schedule date: March 13, 2014

Proposed schedule date: March 12, 2026

Deletions from the Schedule

*The following series are being deleted and covered by other series on the agency's Retention Schedule or the General Schedule for State Agencies with **changes in retention**:*

- **Series 01974, Licensed Barbers and Barbershops Listing**

Current retention: Retain current list in Agency and update as needed.

New series and retention: Series M0058, Indexes; Destroy after all related hard copy or electronic records referenced in the index have been destroyed

Rationale: Proposed series and retention justify removal of duplicate series from agency-specific schedule due to similar type series on the General Schedule for State Agencies.

- **Series 01977, Individual Attendance Record**

Current retention: Retain in Agency two (2) years, then destroy.

New series and retention: Series 01976, Barber School Student Activity File; Retain until five (5) years after notification of graduation or withdrawal from barbering school, then destroy.

Rationale: Proposed series and retention condense records according to agency workflow and clarifies retention timeframe.

- **Series 01980, Licensed Barber Shop File**

Current retention: Retain in Agency until one (1) year after date shop is determined to be closed, then destroy.

New series and retention: Series 01978, Barber Shops File; Retain active shop files until one (1) year after notification of failure to renew license, then destroy. If the shop is determined to be closed, destroy immediately.

Rationale: Proposed series and retention condense records according to agency workflow and clarifies retention timeframe.

Revisions to the Schedule

Changes in retention:

- **Series 01973, Master Folder (V)**

Current retention: Retain in Agency until twenty- five (25) years after date of last renewal, then destroy.

Proposed retention: Retain until five (5) years after date of last renewal, then destroy. If notification of death of licensee is received, transfer to Series 06503, Deceased Licensee Files.

Rationale: Proposed retention clarifies retention length and matches current workflow.

- **Series 01976, Barber School Student Activity File**

Current retention: Retain in Agency five (5) years, then destroy.

Proposed retention: Retain until five (5) years after notification of graduation or withdrawal from barbering school, then destroy.

Rationale: Proposed retention clarifies retention length and matches current workflow.

- **Series 01978, Barber Shops File**

Current retention: Retain in Agency until one (1) year after date shop is determined to be closed, then destroy.

Proposed retention: Retain active shop files until one (1) year after notification of failure to renew license, then destroy. If the shop is determined to be closed, destroy immediately.

Rationale: Proposed retention clarifies retention length and matches current workflow.

- **Series 03916, License Application File (Post Exam)**

Current retention: Retain in Agency until five (5) years after date of last examination, then destroy.

Proposed retention: Retain until five (5) years after date of last examination, then destroy.

Rationale: Proposed retention condenses current retention language.

- **Series 06502, Barber Schools File**

Current retention: Retain in Agency until five (5) years after closure, then destroy.

Proposed retention: Retain until five (5) years after school closure, then destroy.

Rationale: Proposed retention condenses current retention language.

- **Series 06503, Deceased Licensee Files**

Current retention: Retain in Agency until five (5) years after notification of death of licensee, then destroy.

Proposed retention: Retain until one (1) year after the notification of death of licensee, then destroy.

Rationale: Proposed retention clarifies retention length and matches current workflow.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Barbering, Board of

**Record Group
Number
380**

Series	Records Title and Description	Function and Use
01973	Master Folder (V)	This series documents information retained by the Board of Barbering ("Board") on licensed barbers in Kentucky per the requirements of KRS 317.410 - KRS 317.991. This series begins once the barber has completed the education requirements, passed the examination, and paid the license fee. Licenses are renewed annually. If the license is not renewed for five (5) years, the person must submit a new application and retake the examination.
	Access Restrictions	KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application; exam scores; probation/apprentice application; license number; education history; medical exam; license cards; answer sheet; verification information; photo; renewal applications and fees paid; complaints and/or grievances and investigation and findings, if applicable; and disciplinary action, if applicable; correspondence
	Retention and Disposition	Retain until five (5) years after date of last renewal, then destroy. If notification of death of licensee is received, transfer to Series 06503, Deceased Licensee Files.
01976	Barber School Student Activity File	This series documents information regarding student activity from barbering school, including attendance, and "drop out" information. At the time of a student enrollment into a barbering accredited school, the Board of Barbering ("Board") receives a copy of the students high school diploma or GED certificate and medical examination. This information is retained by the Board until the student completes barbering school and passes the test. This series also documents daily attendance records for each student enrolled, to verify the number of hours completed by each student, as required by KRS 317.450. In the instance a student drops out, the barbering school notifies the Board and sends the certification of hours completed. If the student re-enrolls, graduates, and passes the examination, this information is placed in Series 01973, Master Folders.
	Access Restrictions	KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Enrollment information, medical exam, high school diploma or GED certificate, certification of hours completed, permit card, permit number, name and address of barbering school, dates of attendance, name of student, accumulative hours, total hours of credit, related correspondence.
	Retention and Disposition	Retain until five (5) years after notification of graduation or withdrawal from barbering school, then destroy.
01978	Barber Shops File	This series documents the Board of Barbering ("Board") license process and information regarding barber shops per the requirements of KRS 317.420, KRS 317.450 and 201 KAR 14:070. Licenses are renewed annually. This series also documents inactive and/or closed barber shops. An inactive barber shop is defined as a shop that has not submitted the annual renewal application and fee in a timely manner and if the shop has not meet the timely requirements of KRS Chapter 317, it then becomes a "closed" shop. A closed barber shop is defined as a shop that has officially notified the Board that it is no longer conducting business or a shop that has moved from "inactive" status to "closed".
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	License number; name and address of shop; name of owner; phone number; name of manager, signature of manager (must be licensed barber); renewal fees submitted; renewal applications; inspection reports; date of inspection; rating/grade received; related correspondence.
	Retention and Disposition	Retain active shop files until one (1) year after notification of failure to renew license, then destroy. If the shop is determined to be closed, destroy immediately.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Barbering, Board of

Record Group
Number
380

Series	Records Title and Description	Function and Use
03916	License Application File (Post Exam)	This series documents the application file of persons that have failed the barber license examination prescribed by the Board of Barbering ("Board") after completing the required course hours as set forth in KRS 317.450, passed their examination, but did not move forward with licensure, or did not receive their license whatsoever. The applicants that fail may retake the test and pay an additional test fee within five (5) years.
	Access Restrictions	KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application, exam scores, medical record, education history, answer sheet, photograph, related correspondence.
	Retention and Disposition	Retain until five (5) years after date of last examination, then destroy.
06502	Barber Schools File	This series documents the application process and license issued to schools as approved by the Board of Barbering ("Board") for instruction or training in the practice of barbering per the requirements of KRS 317.450 and 201 KAR 14:090. Licenses are renewed annually.
	Access Restrictions	KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application; name, address, phone number of applicant; names, addresses, phone numbers of instructors; license numbers issued by the Board; fees; renewal application; inspection reports; number of students, including names; student hours and grades; courses of instruction; classroom layout; related correspondence
	Retention and Disposition	Retain until five (5) years after school closure, then destroy.
06503	Deceased Licensee Files	This series documents the records of licensees who are deceased and Board of Barbering has been notified of the death.
	Access Restrictions	KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application; exam scores; probation/apprentice application; license number; education history; medical exam; license cards; answer sheet; verification information; photo; renewal applications and fees paid; complaints and/or grievances and investigation and findings, if applicable; and disciplinary action, if applicable; correspondence; notification of death
	Retention and Disposition	Retain until one (1) year after the notification of death of licensee, 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.	380	2. SERIES NO.	01973
3. ORIGINATING AGENCY	General Government		
4. ADMINISTRATIVE UNIT	Barbering, Board of		
5. PHYSICAL CUSTODIAN	Barbering, Board of		
COMPILER	Taylor Metzger 502.564.1703	DATE	01-20-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Master Folder		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Electronic Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by name		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1932 to Present	State Records Center	State Archivists
15. VOLUME:	45 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	4.0 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year 52	2nd Year 12	3-5 Years 4 More than 5 Years 2
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents information retained by the Board of Barbering ("Board") on licensed barbers in Kentucky per the requirements of KRS 317.410 - KRS 317.991. This series begins once the barber has completed the education requirements, passed the examination, and paid the license fee. Licenses are renewed annually. If the license is not renewed for five (5) years, the person must submit a new application and retake the examination.		

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

Application; exam scores; probation/apprentice application; license number; education history; medical exam; license cards; answer sheet; verification information; photo; renewal applications and fees paid; complaints and/or grievances and investigation and findings, if applicable; and disciplinary action, if applicable; 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** 5 Years After the last date of renewal.

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) per 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

ANALYSIS

29. APPRAISAL CRITERIA
 Administrative Retention Value 5 Years
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value
Historic Retention Value

30. RATIONALE FOR RETENTION
This series has administrative value as it documents information on licensed barbers in Kentucky.

32. DISPOSITION INSTRUCTIONS
Retain until five (5) years after date of last renewal, then destroy. If notification of death of licensee is received, transfer to Series 06503, Deceased Licensee Files.

Records Analyst Signature Taylor Metzging	Date
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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.	380	2. SERIES NO.	01976
3. ORIGINATING AGENCY	General Government		
4. ADMINISTRATIVE UNIT	Barbering, Board of		
5. PHYSICAL CUSTODIAN	Barbering, Board of		
COMPILER	Taylor Metzger 502.564.1703	DATE	01-20-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Barber School Student Activity File		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by name of school		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1980 to Present	State Records Center	State Archivists
15. VOLUME:	2.0 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	.5 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year 24	2nd Year 12	3-5 Years 4
			More than 5 Years 0
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents information regarding student activity from barbering school, including attendance, and "drop out" information. At the time of a student enrollment into a barbering accredited school, the Board of Barbering ("Board) receives a copy of the students high school diploma or GED certificate and medical examination. This information is retained by the Board until the student completes barbering school and passes the test. This series also documents daily attendance records for each student enrolled, to verify the number of hours completed by each student, as required by KRS 317.450. In the instance a student drops out, the barbering school notifies the Board and sends the certification of hours completed. If the student re-enrolls, graduates, and passes the examination, this information is placed in Series 01973, Master Folders.		

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

Enrollment information, medical exam, high school diploma or GED certificate, certification of hours completed, permit card, permit number, name and address of barbering school, dates of attendance, name of student, accumulative hours, total hours of credit, 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? N
If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA
Y Administrative Retention Value 5 Years after notification of graduation or withdrawal
 Legal Retention Value
 Fiscal Retention Value
 Research Retention Value
 Intrinsic Retention Value
 Historic Retention Value

30. RATIONALE FOR RETENTION
This series has administrative value as it documents students activity at barbering school.

32. DISPOSITION INSTRUCTIONS
Retain until five (5) years after notification of graduation or withdrawal from barbering school, then destroy.

Records Analyst Signature **Date**
Taylor Metzging

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.	380	2. SERIES NO.	01978
3. ORIGINATING AGENCY	General Government		
4. ADMINISTRATIVE UNIT	Barbering, Board of		
5. PHYSICAL CUSTODIAN	Barbering, Board of		
COMPILER	Taylor Metzger 502.564.1703	DATE	01-20-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Barber Shops File		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Electronic Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alpha by barber shop		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1985 to Present	State Records Center	State Archivists
15. VOLUME:	1 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	.1 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year	Daily	2nd Year 0
			3-5 Years 0
			More than 5 Years 0
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?)		
	This series documents the Board of Barbering ("Board") license process and information regarding barber shops per the requirements of KRS 317.420, KRS 317.450 and 201 KAR 14:070. Licenses are renewed annually. This series also documents inactive and/or closed barber shops. An inactive barber shop is defined as a shop that has not submitted the annual renewal application and fee in a timely manner and if the shop has not meet the timely requirements of KRS Chapter 317, it then becomes a "closed" shop. A closed barber shop is defined as a shop that has officially notified the Board that it is no longer conducting business or a shop that has moved from "inactive" status to "closed".		

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

License number; name and address of shop; name of owner; phone number; name of manager, signature of manager (must be licensed barber); renewal fees submitted; renewal applications; inspection reports; date of inspection; rating/grade received; 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 1 Years
 Legal Retention Value
 Fiscal Retention Value
 Research Retention Value
 Intrinsic Retention Value
 Historic Retention Value

30. RATIONALE FOR RETENTION
This series has administrative value as it documents a log of each licensed barber shop grade/ ratings received after inspection and provided to the Board.

32. DISPOSITION INSTRUCTIONS
Retain active shop files until one (1) year after notification of failure to renew license, then destroy. If the shop is determined to be closed, destroy immediately.

Records Analyst Signature Taylor Metzger	Date
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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.	380	2. SERIES NO.	03916
3. ORIGINATING AGENCY	General Government		
4. ADMINISTRATIVE UNIT	Barbering, Board of		
5. PHYSICAL CUSTODIAN	Barbering, Board of		
COMPILER	Taylor Metzger 502.564.1703	DATE	01-20-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	License Application File (Post Exam)		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Electronic Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alpha by applicants surname		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1968 to Present	State Records Center	State Archivists
15. VOLUME:	1 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	.1 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year	2nd Year	3-5 Years
	12	1	1
			More than 5 Years
			0
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the application file of persons that have failed the barber license examination prescribed by the Board of Barbering ("Board") after completing the required course hours as set forth in KRS 317.450, passed their examination, but did not move forward with licensure, or did not receive their license whatsoever. The applicants that fail may retake the test and pay an additional test fee within five (5) years.		

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

Application, exam scores, medical record, education history, answer sheet, photograph, 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? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y Administrative Retention Value 5 Years
 Legal Retention Value
 Fiscal Retention Value
 Research Retention Value
 Intrinsic Retention Value
 Historic Retention Value

30. RATIONALE FOR RETENTION

The series has administrative value as it documents applicants who have failed the examination; the retention is sufficient as individual may re-take the exam within five (5) years after applying and paying test fee.

32. DISPOSITION INSTRUCTIONS

Retain until five (5) years after date of last examination, 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.	380	2. SERIES NO.	06502
3. ORIGINATING AGENCY	General Government		
4. ADMINISTRATIVE UNIT	Barbering, Board of		
5. PHYSICAL CUSTODIAN	Barbering, Board of		
COMPILER	Taylor Metzger 502.564.1703	DATE	01-20-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Barber Schools 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	Electronic Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alpha by name		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1960 to Present	State Records Center	State Archivists
15. VOLUME:	1 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.) < .01 cf		
17. REFERENCE RATE	(Number of times you use each year's accumulation) 1st Year Daily 2nd Year Daily 3-5 Years Daily More than 5 Years Daily		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the application process and license issued to schools as approved by the Board of Barbering ("Board") for instruction or training in the practice of barbering per the requirements of KRS 317.450 and 201 KAR 14:090. Licenses are renewed annually.		

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

Application; name, address, phone number of applicant; names, addresses, phone numbers of instructors; license numbers issued by the Board; fees; renewal application; inspection reports; number of students, including names; student hours and grades; courses of instruction; classroom layout; 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? N
If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA
 Y Administrative Retention Value 5 Years
 Legal Retention Value
 Fiscal Retention Value
 Research Retention Value
 Intrinsic Retention Value
 Historic Retention Value

30. RATIONALE FOR RETENTION
This series has administrative value as it documents the barber schools licensed by the Board of Barbering in Kentucky.

32. DISPOSITION INSTRUCTIONS
Retain until five (5) years after school closure, then destroy.

Records Analyst Signature **Date**
Taylor Metzging

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.	380	2. SERIES NO.	06503
3. ORIGINATING AGENCY	General Government		
4. ADMINISTRATIVE UNIT	Barbering, Board of		
5. PHYSICAL CUSTODIAN	Barbering, Board of		
COMPILER	Taylor Metzger 502.564.1703	DATE	01-20-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Deceased Licensee Files		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Paper Electronic		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alpha by surname		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1932 to Present	State Records Center	State Archivists
15. VOLUME:	4 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	< 01 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation) 1st Year 2nd Year 3-5 Years More than 5 Years		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the records of licensees who are deceased and Board of Barbering has been notified of the death.		

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

Application; exam scores; probation/apprentice application; license number; education history; medical exam; license cards; answer sheet; verification information; photo; renewal applications and fees paid; complaints and/or grievances and investigation and findings, if applicable; and disciplinary action, if applicable; correspondence; notification of death

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? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y Administrative Retention Value 1 Years
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value
Historic Retention Value

30. RATIONALE FOR RETENTION

This series has administrative value as it documents past and current licensees who have passed away.

32. DISPOSITION INSTRUCTIONS

Retain until one (1) year after the notification of death of licensee, then destroy.

Records Analyst Signature

Taylor Metzger

Date