

Agency Function and Records Summary

Kentucky Boxing and Wrestling Commission

The Kentucky Boxing and Wrestling Commission (KBWC) is authorized by KRS 229 and operates under 201 KAR 27. The KBWC oversees all professional boxing, wrestling and full contact competitive bouts and exhibitions held in Kentucky. The KBWC licenses contestants, officials and promoters. The authority is attached to the Public Protection Cabinet for administrative purposes. Its members are appointed by the governor for three-year terms. The Board's mission is to encourage the growth of professional boxing and wrestling in the commonwealth, while protecting participants and spectators of the sports. We strive to improve the sports by thoughtful, reasonable and fair regulation and monitoring.

This is a new records retention schedule for this agency.

Current schedule date: September 13, 2007

Proposed schedule date: September 10, 2026

Revisions to the Schedule

Changes in retention:

- Series 05636 Promoter File (V)

Current retention: Retain in Agency two (2) years after inactivation of license; transfer to State Records Center for three (3) years; destroy. Total retention is five (5) years.

Proposed retention: Retain until five (5) years after license becomes inactive, then destroy.

Rationale: Proposed retention update meets administrative need and condenses current retention language.

- Series 05637, Boxer/Mixed Martial Artist File (V)

Current retention: Retain in Agency two (2) years after inactivation of license; transfer to State Records Center for three (3) years; destroy. Total retention is five (5) years.

Proposed retention: Retain until five (5) years after license becomes inactive, then destroy.

Rationale: Proposed retention update meets administrative need and condenses current retention language.

- Series 05638, Professional Wrestler File (V)

Current retention: Retain in Agency two (2) years after inactivation of license; transfer to State Records Center for three (3) years; destroy. Total retention is five (5) years.

Proposed retention: Retain until five (5) years after license becomes inactive, then destroy.

Rationale: Proposed retention update meets administrative need and condenses current retention language.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Public Protection Cabinet
Kentucky Boxing & Wrestling Commission

**Record Group
Number
195**

Series	Records Title and Description	Function and Use
05636	Promoter File (V)	This series documents the licensing of event promoters. The promoter is the owner/organizer of the boxing, mixed martial arts, or wrestling company, responsible for financing, planning, marketing, and running live events. Each promoter license is valid for one year from the date issued. The promoter pays 5% of ticket sales to the KBWC, which reconciles the events against the payments monthly. If a discrepancy is found, it is brought before the Commission.
	Access Restrictions	KRS 61.878(1)(a). Agencies should consult legal counsel regarding open records matters.
	Series May Contain	PROMOTER APPLICATION - which sport involved, name of promotion, promoters name, address, phone number, SSN, emergency phone number, email address, date of birth, height, weight, occupation, employer, qualifying experience, history of promoting, any felony convictions, signature; LICENSE ISSUED FORM - date, license number; SHOW NOTICE - show type, place and date, due 5-7 days before wrestling event and 30 days before boxing and mixed martial arts; SHOW REPORT - Promoter name, show type, show date, location, license number, who is on card, tickets sold, amount owed to KBWA, Promoter signature; Promoter Bond Form; any Complaint Forms or Disciplinary Actions
	Retention and Disposition	Retain until five (5) years after license has become inactive, then destroy.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Public Protection Cabinet
Kentucky Boxing & Wrestling Commission

**Record Group
Number
195**

Series	Records Title and Description	Function and Use
05637	Boxer / Mixed Martial Artist File (V)	This series documents the licensing of participants in the sports of boxing and mixed martial arts. Participants in each sport must submit a fee along with an application and must re-apply yearly as the license expires on December 31. Boxers must submit proof of their Federal Identification Number, which is used by the Federal Government for tracking purposes. Each participant receives a medical examination before and after each event and neurological evaluation (if applicable); the medical provider application is also in this series. Physicians and other healthcare professionals must apply for licensure annually, which certifies they are a qualified medical provider.
	Access Restrictions	KRS 61.878(1)(a), HIPAA. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	BOXING/MMA APPLICATION - name, address, SSN, telephone number, emergency phone number, email address, occupation, employer, age, date of birth, height, weight, eye color, hair color, Federal ID # (Boxer only), any previous licenses in KY or another state, any felony convictions, medical history, Boxing/MMA record, any aliases, signature; pre-bout and post-bout exams for each match, signed by a Dr. Any pictures submitted. Any complaint forms and/or disciplinary actions. BOXING/MMA OFFICIAL APPLICATION (Judge, Trainer, Manager, Referee, Timekeeper, Second) - same personal info as Boxer/MMA, qualifying officiating experience; any previous Boxing/MMA Official licenses in KY or another state, any felony convictions, signature. MEDICAL PROVIDER APPLICATION - same personal info as Boxer/MMA, Physician License #, expiration date, any qualifying experience, any previous medical licenses in KY or another state, any felony convictions, signature.
	Retention and Disposition	Retain until five (5) years after license has become inactive, then destroy.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Public Protection Cabinet
Kentucky Boxing & Wrestling Commission

**Record Group
Number
195**

Series	Records Title and Description	Function and Use
05638	Professional Wrestler File (V)	This series documents the licensing of wrestlers and wrestling officials. Participants must submit a fee along with an application and must re-apply yearly as the license expires on December 31.
	Access Restrictions	KRS 61.878(1)(a). Agencies should consult legal counsel regarding open records matters.
	Series May Contain	WRESTLING APPLICATION - name, address, SSN, telephone number, emergency phone number, email address, occupation, employer, age, date of birth, height, weight, qualifying wrestling experience, any aliases, any previous wrestler licenses in Ky or another state, any felony convictions, signature. WRESTLING OFFICIAL APPLICATION - same personal info as wrestler application, any qualifying officiating experience, any aliases, any previous wrestling official licenses in Ky or another state, any felony convictions, signature. Any pictures submitted. Any complaint forms or disciplinary actions.
	Retention and Disposition	Retain until five (5) years after license has become inactive, 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.	195	2. SERIES NO.	05636
3. ORIGINATING AGENCY	Public Protection Cabinet		
4. ADMINISTRATIVE UNIT	Kentucky Boxing & Wrestling Commission		
5. PHYSICAL CUSTODIAN	Kentucky Boxing & Wrestling Commission		
COMPILER	Taylor Metzger 502.564.1703	DATE	07-16-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Promoter 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 Computer Disk		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by name, then by promotion		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1992 to present	State Records Center	State Archivists
15. VOLUME:	approx 4 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 daily 3-5 Years varies 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 licensing of event promoters. The promoter is the owner/organizer of the boxing, mixed martial arts, or wrestling company, responsible for financing, planning, marketing, and running live events. Each promoter license is valid for one year from the date issued. The promoter pays 5% of ticket sales to the KBWC, which reconciles the events against the payments monthly. If a discrepancy is found, it is brought before the Commission.		

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

PROMOTER APPLICATION - which sport involved, name of promotion, promoters name, address, phone number, SSN, emergency phone number, email address, date of birth, height, weight, occupation, employer, qualifying experience, history of promoting, any felony convictions, signature; LICENSE ISSUED FORM - date, license number; SHOW NOTICE - show type, place and date, due 5-7 days before wrestling event and 30 days before boxing and mixed martial arts; SHOW REPORT - Promoter name, show type, show date, location, license number, who is on card, tickets sold, amount owed to KBWA, Promoter signature; Promoter Bond Form; any Complaint Forms or Disciplinary Actions

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** Indefinite until inactivation of license

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: KRS 61.878(1)(a). Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? Y

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

27. AUDIT RETENTION REQUIREMENT Indefinite

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	5	Years	after license becomes inactive
N	Legal Retention Value			
N	Fiscal Retention Value			
Y	Research Retention Value		Indefinite	until inactivation of license
N	Intrinsic Retention Value			
Y	Historic Retention Value		Indefinite	until inactivation of license

30. RATIONALE FOR RETENTION

This series has value as it allows the agency to detail who is actively promoting events in KY.

32. DISPOSITION INSTRUCTIONS

Retain until five (5) years after license has become inactive, 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.	195	2. SERIES NO.	05637
3. ORIGINATING AGENCY	Public Protection Cabinet		
4. ADMINISTRATIVE UNIT	Kentucky Boxing & Wrestling Commission		
5. PHYSICAL CUSTODIAN	Kentucky Boxing & Wrestling Commission		
COMPILER	Taylor Metzger	502.564.1703	DATE 07-16-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Boxer / Mixed Martial Artist File		
7. VARIANT TITLE	Boxing File OR MMA File		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Paper Computer Disk		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by name; then by sport		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1992 to present	State Records Center	State Archivists
15. VOLUME:	approx 4 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	2 - 3 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation) 1st Year daily 2nd Year daily 3-5 Years varies 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 licensing of participants in the sports of boxing and mixed martial arts. Participants in each sport must submit a fee along with an application and must re-apply yearly as the license expires on December 31. Boxers must submit proof of their Federal Identification Number, which is used by the Federal Government for tracking purposes. Each participant receives a medical examination before and after each event and neurological evaluation (if applicable); the medical provider application is also in this series. Physicians and other healthcare professionals must apply for licensure annually, which certifies they are a qualified medical provider.		

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

BOXING/MMA APPLICATION - name, address, SSN, telephone number, emergency phone number, email address, occupation, employer, age, date of birth, height, weight, eye color, hair color, Federal ID # (Boxer only), any previous licenses in KY or another state, any felony convictions, medical history, Boxing/MMA record, any aliases, signature; pre-bout and post-bout exams for each match, signed by a Dr. Any pictures submitted. Any complaint forms and/or disciplinary actions. BOXING/MMA OFFICIAL APPLICATION (Judge, Trainer, Manager, Referee, Timekeeper, Second) - same personal info as Boxer/MMA, qualifying officiating experience; any previous Boxing/MMA Official licenses in KY or another state, any felony convictions, signature. MEDICAL PROVIDER APPLICATION - same personal info as Boxer/MMA, Physician License #, expiration date, any qualifying experience, any previous medical licenses in KY or another state, any felony convictions, signature.

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** Indefinite until inactivation of license**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: KRS 61.878(1)(a), HIPAA. Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? Y**If Yes, list AUDITING AGENCY (Federal, State, Internal)** Internal**27. AUDIT RETENTION REQUIREMENT** Indefinite**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 license becomes inactive
N	Legal Retention Value			
N	Fiscal Retention Value			
Y	Research Retention Value		Indefinite	until inactivation of license
N	Intrinsic Retention Value			
Y	Historic Retention Value		Indefinite	until inactivation of license

30. RATIONALE FOR RETENTION

This series has value as it allows the agency to detail who is actively participating in the sport of boxing or mixed martial arts in KY.

32. DISPOSITION INSTRUCTIONS

Retain until five (5) years after license has become inactive, 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.	195	2. SERIES NO.	05638
3. ORIGINATING AGENCY	Public Protection Cabinet		
4. ADMINISTRATIVE UNIT	Kentucky Boxing & Wrestling Commission		
5. PHYSICAL CUSTODIAN	Kentucky Boxing & Wrestling Commission		
COMPILER	Taylor Metzger 502.564.1703	DATE	07-16-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Professional Wrestler 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 Computer Disk		
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 1992 to present	State Records Center	State Archivists
15. VOLUME:	approx 8 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	2 - 3 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation) 1st Year daily 2nd Year daily 3-5 Years varies 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 licensing of wrestlers and wrestling officials. Participants must submit a fee along with an application and must re-apply yearly as the license expires on December 31.		

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

WRESTLING APPLICATION - name, address, SSN, telephone number, emergency phone number, email address, occupation, employer, age, date of birth, height, weight, qualifying wrestling experience, any aliases, any previous wrestler licenses in Ky or another state, any felony convictions, signature. WRESTLING OFFICIAL APPLICATION - same personal info as wrestler application, any qualifying officiating experience, any aliases, any previous wrestling official licenses in Ky or another state, any felony convictions, signature. Any pictures submitted. Any complaint forms or disciplinary actions.

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** Indefinite until inactivation of license

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: KRS 61.878(1)(a). Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? Y

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

27. AUDIT RETENTION REQUIREMENT Indefinite

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 license becomes inactive
N	Legal Retention Value			
N	Fiscal Retention Value			
Y	Research Retention Value		Indefinite	until inactivation of license
N	Intrinsic Retention Value			
Y	Historic Retention Value		Indefinite	until inactivation of license

30. RATIONALE FOR RETENTION

This series has value as it allows the agency to detail who is actively participating in the sport of wrestling in KY.

32. DISPOSITION INSTRUCTIONS

Retain until five (5) years after license has become inactive, then destroy.

Records Analyst Signature

Taylor Metzger

Date