

Agency Function and Records Summary

Department of Housing, Buildings and Construction

The Department of Housing, Buildings and Construction was created in 1978 (KRS 198B.030) to facilitate the administration and enforcement of a uniform state building code. The new agency assumed duties and responsibilities previously delegated to several state agencies. A uniform building code was mandated by the 1978 General Assembly in response to the 1977 Beverly Hills Supper Club fire in Northern Kentucky. Prior to 1978, several building codes were used throughout the Commonwealth. The agency provides oversight of building construction through enforcement of building and fire codes including elevators, boilers, manufactured housing, hazardous materials, electrical installations, and plumbing. The agency also ensures fire and life safety in existing buildings; licenses/certifies plumbers, electricians, boiler contractors, sprinkler and/or fire alarm contractors and building inspectors; and serves as headquarters for the State Fire Marshal's office.

Additions to the Schedule

- Series 07060, Expanded Jurisdiction File

Proposed Retention: Retain permanently.

Rationale: The series has primary administrative value because it documents a local government's formal request to be granted expanded jurisdiction for building-code, plan review and inspection.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Public Protection Cabinet
Housing, Buildings, & Construction
Building Code Enforcement
Building Codes Section

**Record Group
Number
1410**

Series	Records Title and Description	Function and Use
07060	Expanded Jurisdiction File	This series represents a local government's petition to request and be granted expanded jurisdiction for building-code, plan review and inspection. Through a local expanded jurisdiction program, local governments can apply to document that the local jurisdiction meets all of the requirements for a local expanded jurisdiction program by petitioning the Commissioner of Kentucky Department of Housing, Buildings, and Construction to request additional plan review and inspection functions. 815 KAR 7.110 Section 2, Subsection 2(a) states "The local government shall be responsible for maintaining all records in compliance with the department's [Housing, Buildings, and Construction] record retention schedule in accordance with 725 KAR 1:061."
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Expanded Local Jurisdiction Application (form BCE/EJ 1), affidavit, list of code enforcement personnel, documentation of all permits issued and fees collected, list of buildings required and not required for Expanded Jurisdiction, copy of local ordinance requiring plan review and inspection, schedule of relevant fees, copy of any agreement between applicant and another local government, copy of any agreement between the applicant and any person, firm, or company to perform plan and specification inspection or building inspection functions, Expanded Local Jurisdiction Renewal (form BCE/EJ 2), Notice of Local HVAC Inspection Program (form HVAC-31), Cover Letter, Expanded Jurisdiction Agreement, Building Code Enforcement Expanded Jurisdiction Recommendation Form.
	Retention and Disposition	Retain permanently.

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.	1410	2. SERIES NO.	07060
3. ORIGINATING AGENCY	Public Protection Cabinet		
4. ADMINISTRATIVE UNIT	Housing, Buildings and Construction, Department of		
5. PHYSICAL CUSTODIAN	Building Codes Section		
COMPILER	Taylor Metzger 502.564.1703	DATE	03-12-2025
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Expanded Jurisdiction File		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original/Duplicate		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	None		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. numeric by year and alpha by county		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency	State Records Center	State Archivists
15. VOLUME:			
16. ANNUAL ACCUMULATION	(Cu. Ft.)		
17. REFERENCE RATE	(Number of times you use each year's accumulation) 1st Year 2nd Year 3-5 Years More than 5 Years		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series represents a local government's petition to request and be granted expanded jurisdiction for building-code, plan review and inspection. Through a local expanded jurisdiction program, local governments can apply to document that the local jurisdiction meets all of the requirements for a local expanded jurisdiction program by petitioning the Commissioner of Kentucky Department of Housing, Buildings, and Construction to request additional plan review and inspection functions. 815 KAR 7.110 Section 2, Subsection 2(a) states "The local government shall be responsible for maintaining all records in compliance with the department's [Housing, Buildings, and Construction] record retention schedule in accordance with 725 KAR 1:061."		

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

Expanded Local Jurisdiction Application (form BCE/EJ 1), affidavit, list of code enforcement personnel, documentation of all permits issued and fees collected, list of buildings required and not required for Expanded Jurisdiction, copy of local ordinance requiring plan review and inspection, schedule of relevant fees, copy of any agreement between applicant and another local government, copy of any agreement between the applicant and any person, firm, or company to perform plan and specification inspection or building inspection functions, Expanded Local Jurisdiction Renewal (form BCE/EJ 2), Notice of Local HVAC Inspection Program (form HVAC-31), Cover Letter, Expanded Jurisdiction Agreement, Building Code Enforcement Expanded Jurisdiction Recommendation Form.

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

Administrative Retention Value
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value
Historic Retention Value

30. RATIONALE FOR RETENTION

N/A

32. DISPOSITION INSTRUCTIONS

Retain permanently.

Records Analyst Signature

Date