

## Agency Function and Records Summary

### Lexington/Fayette Urban County Government

In 1974 the City of Lexington and Fayette County merged, creating Kentucky's first urban county government. The Lexington/Fayette Urban County Government (LFUCG) Records Retention Schedule was approved by the Archives and Records Commission in 2004. The LFUCG retention schedule includes all departments and agencies within the merged government.

### Revisions to the Schedule

#### *Changes in retention:*

- L5547, Felony Investigation Files - Fire (V)

**Current Retention:** Retain for eighty (80) years, then destroy.

**Proposed Retention:** Retain for fifty (50) years after case closure, then destroy.

**Rationale:** The series has primary administrative and research value. Retention matches similar law enforcement series.

- L4853, Record of Arrests

**Current Retention:** Destroy felony file fifty (50) years after arrest.

**Proposed Retention:** Retain felony file information for fifty (50) years, then destroy. Retain misdemeanor file for five (5) years, then destroy.

**Rationale:** The series has primary administrative and research value. Retention matches similar law enforcement series.

- L4898, Child Abuse, Adult Abuse and Domestic Abuse Case File (V)

**Current Retention:** Retain for fifty (50) years, then destroy.

**Proposed Retention:** Retain for fifty (50) years after case closure, then destroy.

**Rationale:** The series has primary administrative and research value. Retention matches similar law enforcement series.

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

- L5595, Occupational Safety and Health Administration (OSHA) Inspections and Investigations File

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

**LOCAL AGENCY RECORDS  
RETENTION SCHEDULE**

**LOCAL GOVERNMENTS**

County/Local: Lexington/fayette Urban County Government

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L5595</b>	<b>Occupational Safety and Health Administration (OSHA) Inspections and Investigations File</b>	This record documents inspections and special investigations into possible safety violations conducted by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Series May Contain</b>	Series may contain: Date, time, inspector name, overall evaluation, violation, investigation conclusion, remedies, deadlines, required signatures, and other relevant information.
	<b>Retention and Disposition</b>	Retain for five (5) years, then destroy.

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**LOCAL AGENCY RECORDS  
RETENTION SCHEDULE**

**LOCAL GOVERNMENTS**

County/Local: Lexington/fayette Urban County Government

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L5547</b>	<b>Felony Investigation Files - Fire (V)</b>	This record series documents investigations of fires that are determined to be arson or if a fatality occurs. The file is a compilation of all materials gathered during the investigation. Investigations can be open, suspended, or closed. Files will be sent to the State Fire Marshal.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Series May Contain</b>	Series may contain: Location, time, equipment, hydrant, damage, personnel involved, summary report, photos, results, and other related information.
	<b>Retention and Disposition</b>	Retain for fifty (50) years after case closure, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Lexington/fayette Urban County Government

Series	Records Title and Description	Function and Use
<b>L4853</b>	<b>Record of Arrests (V)</b>	This records series documents the arrest process and is usually created at the time of booking. Felony arrest information may be included with the Criminal History Jacket (L4859) and misdemeanor information may be included with investigation files.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Series May Contain</b>	Series may contain: Name, address, Social Security Number, height, weight, race, gender, booking information, charge, offence, date and/or time of arrest, arresting officer, location of arrest, marital status, photo (mug shot), order to expunge, and other information.
	<b>Retention and Disposition</b>	Retain felony file information for fifty (50) years, then destroy. Retain misdemeanor file five (5) years, then destroy.
<b>L4898</b>	<b>Child Abuse, Adult Abuse, and Domestic Abuse Case File (V)</b>	This records series documents all domestic violence or abuse and cases of adult or child abuse, neglect, or exploitation. These include physical abuse and neglect, sexual abuse or exploitation, self-neglect, neglect by caretaker, and sexual offenses by spouses. Investigations are initiated by completion of a standard form issued by the Cabinet for Health and Family Services (CHFS). Within forty-eight (48) hours, the law enforcement agency should forward of a copy of the form to the local office of CHFS.
	<b>Access Restrictions</b>	Agency should consult legal counsel regarding open records matters.
	<b>Series May Contain</b>	Series may contain: CHFS forms and reports, including Child Abuse, Adult Abuse, and Domestic Abuse Standard Report and Confidential Suspected Abuse/Neglect, Dependency or Exploitation Reporting Form, Crimes Against Children Risk Report or other in-house investigative tools, Complaint and Offense Report, fingerprints, photos, witness information, lab information, evidence information, officer notes, field reports, or other related information.
	<b>Retention and Disposition</b>	Retain for fifty (50) years after case closure, then destroy.