

Agency Function and Records Summary

Louisville/Jefferson County Metro Government

Louisville and Jefferson County merged into the Louisville/Jefferson County Metro Government in January 2003. This took place after special legislation was passed whereby a county with a first-class city could merge into one government. A referendum was on the ballot in 2001 and was passed by voters in Jefferson County. Under the new government some of the existing incorporated municipalities joined the new merged government.

Revision to the Schedule

Changes in Retention:

- Series L6096, Personnel File
Current Retention: DESTROY THE FOLLOWING SIXTY (60) YEARS FROM DATE OF HIRE: 1) Applications for positions 2) Name 3) Last known address 4) Social security number 5) Letters of resignation 6) Starting and ending dates of employment 7) Retirement information 8) Verification of positions held 9) Disciplinary actions 10) Job descriptions. DESTROY FIVE (5) YEARS AFTER TERMINATION OF EMPLOYMENT: 1) Employee evaluations 2) Letters of intent 3) Policies/procedures acknowledgement 4) Health/life insurance membership 5) W-4 6) Copies of contracts 7) Leave records 8) Criminal background checks 9) Experience verification forms 10) Copies of driver license and birth certificates 11) Resumes 12) General correspondence/memos 13) Complaints 14) Commendations.
Proposed Retention: Retain until fifty (50) years after most recent date of separation, then destroy.
Rationale: Meets administrative need.

Deletion from the Schedule

The following series is being deleted and covered by another series on the agency's Retention Schedule.

- Series L3408, Personnel Folders -- Permanent Employees
New Series: Series L6096, Personnel Folder

LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS
County/Local: Louisville/Jefferson County Metro Government
Human Resources

Series	Records Title and Description	Function and Use
L6096	Personnel File (V)	This series documents an individual's employment with the agency. It is the master file and primary source of employment history. This series may be used to verify dates of employment, salary, positions held; to determine eligibility for promotions, reclassifications, or awards; and to review personnel actions throughout an individual's career with the agency.
	Access Restrictions	KRS 61.878 (1)(a) Exceptions include, but are not limited to, an employee's resume, test score(s), social security number, transcript(s), military record, home address and phone number(s). Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application, resume, criminal background checks; positions held, job descriptions; term of employment; letters of intent and resignation; education and experience verification; copies of immigration forms, W-4, birth certificate, and drivers license; Social Security number; complaints and disciplinary action; attendance and leave records; insurance records; copies of contracts; workers compensation; general correspondence and memos; commendations; addresses; policy and procedure acknowledgements; pension reports; and evaluations.
	Retention and Disposition	Retain until fifty (50) years after most recent date of separation, then destroy.