

Agency Function and Records Summary

Local Government General Records Retention Schedule

The Local Government General Records Retention Schedule was created in 1999 and has been updated periodically since that time. This schedule lists those record series that may be found throughout local government agencies. Local governments in Kentucky include all 120 counties and their many offices, 425 incorporated cities, 173 school districts, 15 Area Development Districts, and at least 2,000 Special Purpose Government Entities.

Additions to the Schedule

- L6981, Occupational Safety and Health Administration (OSHA) Inspections and Investigations File
Proposed Retention: Retain five (5) years, then destroy.
Rationale: The series has primary administrative value for use in tracking and reference. Records will meet administrative value after five (5) years. Retention matches similar OSHA record series.

Revisions to the Schedule

Changes in retention:

- Series L6669, Felony Fire Investigation Files (V)
Current retention: Retain for eighty (80) years, then destroy.
Proposed retention: Retain for fifty (50) years, then destroy.
Rationale: The series has primary administrative and research value. Retention matches similar law enforcement series.
- Series L4664, Criminal History Jackets (I.D. Jackets) (V)
Current retention: Retain for eighty (80) years, then destroy.
Proposed retention: Retain for fifty (50) years, then destroy.
Rationale: The series has primary administrative and research value. Retention matches similar law enforcement series.
- Series L4665, Criminal History Index File (V)
Current retention: Retain for eighty (80) years, then destroy.
Proposed retention: Retain for fifty (50) years, then destroy.
Rationale: The series has primary administrative and research value. Retention matches similar law enforcement series.
- Series L4670, Identification Card File
Current retention: Retain for eighty (80) years, then destroy.
Proposed retention: Retain for fifty (50) years, then destroy.
Rationale: The series has primary administrative and research value. Retention matches similar law enforcement series.

- Series L4676, Record of Arrests (V)

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

Proposed retention: Retain for fifty (50) years, then destroy.

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

- Series L4686, Child Abuse, Adult Abuse, and Domestic Abuse Case File (V)

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

Proposed retention: Retain for fifty (50) years, then destroy.

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

UNDER REVIEW

Series: L4664

Title: Criminal History Jackets (I.D. Jackets) (V)

Function and Use: This records series documents the felony criminal record of individuals and includes information about committed crimes and subsequent actions taken, including corrections. The file is maintained through cooperation with the Kentucky State Police and the Federal Bureau of Investigation (FBI)

Access Restrictions: Agencies should consult legal counsel regarding open records matters.

Contents: Series may contain: Offender index, adult case summary (history of arrests), fingerprints, photos, FBI information, final disposition sheet, other agency abstracts, corrections information, notice of transfer or parole, order to expunge, alias file, and other relevant information.

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

Series: L4665

Title: Criminal History Index File (V)

Function and Use: This records series serves as a finding aid for Criminal History Jackets (L4664).

Access Restrictions: Agencies should consult legal counsel regarding open records matters.

Contents: Series may contain: Name, photos, age, sex, race, date of birth, last known address, arrests, date of arrests, offense, disposition of case, order to expunge, and Social Security Number.

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

Series: L4670

Title: Identification Card File

Function and Use: This records series serves as a finding aid for criminal histories.

Contents: Series may contain: Name of suspect, date of birth, department number, alias, fingerprint documentation, or classification.

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

Series: L4676

Title: Record of Arrests (V)

Function and Use: 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 (L4664) and misdemeanor information may be included with investigation files.

Access Restrictions: Agencies should consult legal counsel regarding open records matters.

Contents: 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.

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

Series: L4686

Title: Child Abuse, Adult Abuse, and Domestic Abuse Case File (V)

Function and Use: 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.

Access Restrictions: Agencies should consult legal counsel regarding open records matters.

Contents: 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.

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

UNDER REVIEW