

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.

Addition to the Schedule

- Series L6509, Key Acceptance Form
Proposed Retention: Retain for one (1) year after return of key/keycard or when employee no longer has access, then destroy.
Rationale: Series meets administrative need. Series is a duplicate from the Public Use Airports Schedule. Series will be moved to the General Schedule and will be included in the "Administrative" section.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS

Series	Records Title and Description	Function and Use
L6509	Key Acceptance Form	This record documents the assignment and receipt of keys and/or electronic keycards to authorized employees which allows physical access to secured areas. Employees are assigned a key/keycard and must sign an acknowledgement of receipt of related rules and regulations.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Series may contain: Name of employee, background check, Social Security Number, signed employee acknowledgment, and other relevant information.
	Retention and Disposition	Retain for one (1) year after return of key/keycard or when employee no longer has access, then destroy.