

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.

Deletion from the Schedule

The following series are being deleted and covered by other series on the agency's Retention Schedule or on the General Schedule for Local Agencies with no changes in retention:

- Series L4958, Official Minutes of Subsidiary Boards, Commissions, and Authorities (V)

Revision to the Schedule

Changes in retention:

- Series L4938, Official Minutes (V) Current Retention: Retain Permanently
Proposed Retention: Retain one (1) official copy permanently.
Rationale: Language meets legal and administrative need and is consistent with local and state retention schedule front matter.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS
County/Local: General Schedules

Series	Records Title and Description	Function and Use
L4938	Official Minutes (V)	This series documents the official record of proceedings of meetings. It provides information about the activities of the entity, the actions it took in regard to issues brought before it, and the decisions rendered. Minutes of meetings constitute adequate and proper documentation of essential agency transactions and organizational functions, as required in KRS 171.640. These include minutes of legislative bodies of local governments (city councils, city commissions, boards of council, board of alderman, county fiscal courts, etc.), and subsidiary boards, commissions and authorities.
	Access Restrictions	Agency should contact legal counsel regarding open records matters.
	Series May Contain	Date of meeting, time of meeting, location of meeting, name of board members or authorized proxies present, identification of those not present, approval of prior meeting minutes, decisions rendered, issues discussed, motions, and record of votes. May also include agendas and materials distributed for discussion and approval.
	Retention and Disposition	Retain one (1) official copy permanently.