

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

- Series L6979, Informant File

Proposed Retention: Retain for two (2) years after information is no longer active, then destroy.

Rationale: Retention matches retention on KSP schedule.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS County/Local: General Schedules Public Safety - Law Enforcement

Series	Records Title and Description	Function and Use
L6979	Informant File	This series documents confidential information about informants utilized by local law enforcement agencies that may lead to the discovery of criminal operations and/or violations regarding law enforcement purposes. Included are informant identifiers and records of fiscal transactions between the informants and the local law enforcement agency.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Date of contact, names of informants, location of operations, funds transacted, informant photo, informant identification information.
	Retention and Disposition	Retain for two (2) years after information is no longer active, then destroy.