

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 L6986, Vacant Property Register File

Retention: Retain for two (2) years after file closure, then destroy.

Rationale: Series has administrative value for use in maintaining an accurate inventory of vacant properties. Records will meet administrative value after file closure plus two years.

Series L6986, Vacant Property Register File

Function and Use

This records series documents the registration of vacant properties with the local government. Vacant Property Register ordinances are enacted to empower a local government to maintain an accurate registration of vacant buildings and properties in order to prevent blight and encourage economic development.

Access Restrictions

Agencies should consult with legal counsel regarding open records matters.

Contents

This records series may contain: Registration form, property address, parcel number, name of owner or entity of holding, preservation company, local maintenance provider, date property became vacant, inspection reports, communications, proof of occupancy.

Retention and Disposition

Retain for two (2) years after file closure, then destroy.

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Additions to the Schedule

- Series L6980, Firearms Transaction Record

Proposed Retention: Retain no longer than seven (7) days, then destroy.

Rationale: Retention enables compliance with 18 USC 923(g)(3)(B).

- Series L6985, Firearms Transaction Record Certification

Proposed Retention: Retain for one (1) year, then destroy.

Rationale: Retention consistent with Florida and North Carolina. Certifications are currently required every six (6) months, meaning agencies should always have one (1) year of records available.

Series L6980, Firearms Transaction Record

Function and Use: This record series represents forms received from dealers reporting the sale of firearms and firearm accessories, in accordance with Bureau of Alcohol Tobacco and Firearms regulations.

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

Series May Contain: Weapon manufacturer, weapon serial number and specifications, transferee's name, address, place of birth, Social Security Number, height, weight, sex, birthday, ethnic information, citizenship information, transferor's name.

Retention and Disposition: Retain seven (7) days, then destroy.

Series L6985, Firearms Transaction Record Certification

Function and Use: This record series represents certification sent to the Attorney General of the United States that no improper disclosure of Firearms Transaction Records or the contents thereof has occurred and that each such form and any record of the contents thereof have been destroyed no more than twenty (20) days from the date such form was received.

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

Series May Contain: Name of certifying agency, name of certifying agent.

Retention and Disposition: Retain for one (1) year, then destroy.