

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 L6982, Property Appraisals

Proposed Retention: Retain until superseded or property is no longer owned by local government agency, whichever is first, then destroy.

Rationale: This series has administrative value because it documents the formal written estimates of value (appraisals) for real and tangible property acquired, owned, leased, sold, or otherwise disposed by a local government agency.

- Series L6983, Eye-Readable Exemption File

Proposed Retention: Retain for the life of the records identified on the petition.

Rationale: This series has administrative value because it documents an agency's petition to the State Archivist to maintain scanned, permanently valuable public records without manual, eye-readable backup.

- Series L6984, Controlled Substances for Canine Training and Inventory Log

Proposed Retention: Retain for two (2) years minimum and then destroy. Retain longer in the event of ongoing litigation.

Rationale: This series has administrative value because it documents the possession and use of controlled substances for canine training purposes and is used to inventory drugs on hand.

L6982 Property Appraisals

This record series documents formal written estimates of value (appraisals) for real and tangible property acquired, owned, leased, sold, or otherwise disposed of by a local government agency. This is mostly real estate and buildings but can also include non-real estate items such as machinery, vehicles, and furniture.

Series May Contain: Property address and legal description, description of improvements, photos of the property and improvements, sketch of the parcel of land, public or private land use restrictions, analysis of the best use of the land, valuation methodology used to determine value, market value, the value of the buildings on the land, appraisers information (company name, contact information) and related information. For non-real estate items, may include manufacturer's information, original purchase documents, and insurance information.

Retention and Disposition: Retain until superseded or property is no longer owned by local government agency, whichever is first, then destroy.

L6983 Eye-Readable Exemption File

This series documents an agency's petition to the State Archivist to maintain scanned, permanently valuable public records without manual, eye-readable backup. This process shall be done according to Kentucky Department for Libraries and Archives Records Management Division current policies and procedures.

Series May Contain: Agency's petition, State Archivist's response, certification from Electronic Records Branch that the local agency's computer system meets KITS standards, and periodic review by KDLA staff.

Retention and Disposition: Retain for the life of the records identified on the petition.

L6984 Controlled Substances for Canine Training and Inventory Log

This record series documents the possession and use of controlled substances for canine training purposes and is used to inventory drugs on hand. Per federal Drug Enforcement Administration (DEA) and 21 CFR 1304.04, a record must be kept of all controlled substances received, administered, dispensed, or professionally used other than by prescription. Inventories are required to be audited every two years. Most agencies are registered with the DEA to receive and keep controlled substance inventories for this purpose, and are so bound by this requirement.

Access Restrictions: KRS 61.878 (1)(a)

Series May Contain: This record series may contain: Drug name and weight/quantity, inventory or sample number, name and address of vendor or agency from whom it was received, case number if drug was taken from evidence, date of disposal or transfer, canine name, trainer/personnel name, time and date of training, person signing in or out drugs from inventory, witness, and related information.

Retention and Disposition: Investigative or Evidence: records used in any investigation, current or pending legal activity, or internal action must be kept until all investigative, legal activity, or exhaustion of appeals process is completed. These records may become part of other investigative series. Non-Evidence: Records with no known evidentiary or investigative information should be retained for two (2) years and then destroy.