

## 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 L6989, Vicious Animal Register File

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

**Rationale:** Series has administrative value for use in maintaining an accurate picture of vicious animals in a community. Records will meet administrative value after file closure plus two years.

## L6989 Vicious Animal Register File

### **Function and Use**

This record series documents the registration of vicious animals with the local government. Vicious Animal Register ordinances are enacted to enable local governments to maintain accurate registration of vicious animals. Formal registration assists local utility workers by informing them of potential hazards. Additionally, registration can provide indemnification for the local government regarding attacks or property damage caused by the animal.

### **Access Restrictions**

Agencies should consult with legal counsel regarding open records matters.

### **Contents**

This record series may contain: Registration form, property address, name/photograph of animal, species, proof of vaccinations, microchip information, proof of insurance, annual renewals, inspection reports, notice of offspring, name of owner, notice of death, notice of address change, notice of turn in.

### **Retention and Disposition**

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