

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 L6970, Daily Vehicle Inspection Forms
Proposed Retention: If inspections do not identify potential issues (clean), retain for two (2) years and audit, then destroy. If inspections identify potential issues (dirty), transfer to Vehicle Maintenance and Inspection File (L4973).
Rationale: Series is a duplicate from the Public School District retention schedule. Series will be moved to a new section in the General Schedule, titled "Fleet/Vehicle Management."
- Series L2088, Monthly Fuel and Mileage Record
Proposed Retention: Retain until completion of the Annual Fuel and Mileage Report (L2090), then destroy.
Rationale: Series is a duplicate from the Public School District retention schedule. Series will be moved to a new section in the General Schedule, titled "Fleet/Vehicle Management."
- Series L2090, Annual Fuel Consumption and Mileage Report
Proposed Retention: Retain for three (3) years and audit, then destroy.
Rationale: Series is a duplicate from the Public School District retention schedule. Series will be moved to a new section in the General Schedule, titled "Fleet/Vehicle Management."
- Series L6990, Public Transit Daily Route Operations
Proposed Retention: Retain for three (3) years and audit, then destroy.
Rationale: Series meets administrative need. The new series will cover records created by agencies that provide public transit and will be included in a new section in the General Schedule, titled "Public Transit."
- Series L6991, Public Transit Dispatch Records
Proposed Retention: Retain for thirty (30) days, then destroy.
Rationale: Series meets administrative need. The new series will cover records created by agencies that provide public transit and will be included in a new section in the General Schedule, titled "Public Transit."
- Series L6992, Application for Paratransit Service File
Proposed Retention: Retain for three (3) years after participation or denial of application, or until superseded, whichever is first, then destroy.
Rationale: Series meets administrative and legal need. The new series will cover records created by agencies that provide public transit and will be included in a new section in the General Schedule, titled "Public Transit."

- Series L6993, Paratransit Service File
Proposed Retention: Retain for three (3) years after participation in service ends, or until superseded, whichever is first, then destroy.
Rationale: Series meets administrative and legal need. The new series will cover records created by agencies that provide public transit and will be included in a new section in the General Schedule, titled “Public Transit.”
- Series L5909, Hazardous Material Incident File
Proposed Retention: Retain for three (3) years after file closure, then destroy.
Rationale: Series meets administrative need. This series is a duplicate of a series in the Louisville/Jefferson County Metro Government Schedule and will be included in the “Public Safety” section.

Revisions to the Schedule

Changes in retention:

- Series L4973, Vehicle Maintenance and Inspection File (V)
Current Retention: Retain for one (1) year, then destroy.
Proposed Retention: Retain for one (1) year from completion of inspection or maintenance, then destroy.
Rationale: Updated retention provides clarification and meets administrative need. Series will be moved to a new section in the General Schedule, titled “Fleet/Vehicle Management”
- Series L5821, Vehicle File (V)
Current Retention: Destroy after vehicle is no longer owned by government.
Proposed Retention: Retain until vehicle is sold or no longer used by the agency, then destroy.
Rationale: Updated retention provides clarification and meets administrative need. Series will be moved to a new section in the General Schedule, titled “Fleet/Vehicle Management”
- Series L5010, Grant Administration File (V)
Current Retention: Retain for three (3) years after submission of the final report and audit, then destroy.
Proposed Retention: Retain for three (3) years after submission of the final report or disbursement, or completion of current cycle for reoccurring funding, whichever is longer, and audit, then destroy.
Rationale: Updated retention provides clarification and meets administrative and legal need.
- Series L4940, Recordings of Official Meetings
Current Retention: Destroy or re-use 30 days after minutes have been transcribed and approved, unless challenged. Note: If minutes are challenged, recordings should be retained until resolution.
Proposed Retention: Retain for (30) days after minutes have been transcribed and approved, then destroy. If minutes are challenged, recordings should be retained until final resolution.
Rationale: Updated retention provides clarification and meets administrative and legal need.

Staff also made administrative changes to two (2) series without changing retention or disposition:

- Series L6670, Fleet Tracking and Navigation Record (GPS)
- Series L6297, Sworn Personnel Promotional Process File

**Archives and Records Management Division
Kentucky Department for Libraries and Archives**

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

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Series	Records Title and Description	Function and Use
L4973	Vehicle Maintenance and Inspection File	This record series documents maintenance and inspections performed and completed on a specific, agency-owned vehicle. This information is generally used as a scheduling and tracking tool vehicles owned and used by an agency.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Vehicle identification, make, year, maintenance items (oil change, filter, power steering, fuel air, etc.), maintenance date, work order number, parts/service, preventative maintenance inspection reports, "dirty" daily inspection forms, and other relevant information.
	Retention and Disposition	Retain for one (1) year from maintenance completion, then destroy.
L5821	Vehicle File (V)	This record series documents information, including purchase and registration, about vehicles owned by local government agencies. Vehicles may be for internal use by staff or for public transit provided to citizens.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Vehicle specifications (make, year, VIN, mileage), purchase order, registration, and other relevant information.
	Retention and Disposition	Retain until vehicle is sold or no longer used by the agency, then destroy.
L6670	Fleet Tracking and Navigation Record (GPS)	This record series documents data from tracking and navigational devices, including GPS and automatic vehicle locators (AVL). The data may be gathered manually but is most often automatically uploaded. The records are used extensively by law enforcement, EMS, public protection, public works, and fleet management. The data can support efficient and safe operation of vehicles by verifying location and time of operation and for public transport can verify that vehicles are following planned routes and schedules.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Date, time, resource and service information, latitude and longitude coordinates, vehicle identification, position information, and associated metadata (both automatically and manually generated).
	Retention and Disposition	Retain for one (1) year, then destroy.

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Series	Records Title and Description	Function and Use
L2088	Monthly Fuel and Mileage Record	This series documents the daily consumption of fuel and mileage of each agency vehicle.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Vehicle number, month, driver, make and model of vehicle, last mileage, beginning mileage, date, gallons of gas used, total mileage, miles per gallon, oil levels, totals for month, and other relevant information.
	Retention and Disposition	Retain until completion of the Annual Fuel and Mileage Report (L2090), then destroy.
L2090	Annual Fuel Consumption and Mileage Report	This series documents the annual consumption of fuel and mileage of each agency vehicle. It is prepared from the monthly reports (L2088).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Vehicle number, month, driver, total gallons, odometer ending, odometer previous, total mileage, miles per gallon, year, and other relevant information.
	Retention and Disposition	Retain for three (3) years, then destroy.
L6970	Daily Vehicle Inspection Forms	This series documents the required pre-trip and post-trip inspections performed on agency vehicles. Inspections are performed each time a vehicle is used to identify any potential defects that could affect its operation. An inspection is considered "clean" if no issues are identified and "dirty" if potential issues are noted.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Driver's name, driver's signature, bus number, county name, inspection date, odometer reading, and driver notes/comments.
	Retention and Disposition	If inspections do not identify potential issues (clean), retain for two (2) years and audit, then destroy. If inspections identify potential issues (dirty), transfer to Vehicle Maintenance and Inspection File (L4973).

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Series	Records Title and Description	Function and Use
L6990	Public Transit Daily Route Operations	This series documents the daily operations of public transit, including information on daily routes, assignments of drivers, and deviations of fixed routes.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Assignments, manifests, weekly projections, logs, operator schedules, temporary route changes, reassignments, ridership, departure and arrival records, missed trip logs, and other relevant information.
	Retention and Disposition	Retain for three (3) years and audit, then destroy.
L6991	Public Transit Dispatch Records	This series documents transmissions and transmission logs between operators, supervisors, or dispatch staff regarding transit activities.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Assignments, names, location, departure and arrival records, time, date, and other relevant information.
	Retention and Disposition	Retain for thirty (30) days, then destroy.
L6992	Application for Paratransit Service File	This series documents eligibility for paratransit services. Agencies provide paratransit service for persons with disabilities through the Americans with Disabilities Act (ADA) Complementary Paratransit Service. Individuals with a documented disability that prevents the use of a fixed route system are eligible and must complete an ADA application and be approved for service. Applications may be required to be updated periodically. Denied persons may reapply.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application (personal information, mobility restrictions, health conditions or disability, healthcare professional information and signature, signature of applicant or proxy, date), reasonable accommodations request, evaluation, decision letter, assistive device assessment, and other relevant information.
	Retention and Disposition	Retain for three (3) years after participation or denial of application, or until superseded, whichever is first, then destroy.

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Series	Records Title and Description	Function and Use
L6993	Paratransit Service File	This series documents paratransit service. Agencies provide paratransit services for persons with disabilities through the Americans with Disabilities Act (ADA) Complementary Paratransit Service.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Ridership numbers, manifests, service reports, missed trip logs, travel services, and other relevant information.
	Retention and Disposition	Retain for three (3) years after participation in service ends, or until superseded, whichever is first, then destroy.

Under Review

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Series	Records Title and Description	Function and Use
L5010	Grant Administration File (V)	This series documents grants or specialized funding projects participated in or administered by local agencies. It includes authorization records, which provide evidence of award by or to agencies; grant requests for transfer of funds; and periodic and final grant/project financial or performance reports. These projects can include funding for community development, public safety, housing, public works, disasters, or others.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Grant applications and supporting documentation, authorization records, funds requests, periodic and summary financial reports, activity reports, statistical data, survey forms, and other relevant information.
	Retention and Disposition	Retain for three (3) years after submission of the final report or disbursement, or completion of current cycle for reoccurring funding, whichever is longer, and audit, then destroy.

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Series	Records Title and Description	Function and Use
L4940	Recordings of Official Meetings	This series represents the mechanical recording of meetings of legislative bodies of local governments (city councils, city commissions, boards of council, boards of aldermen, county fiscal courts, etc.), and subsidiary boards, commissions, and authorities and from which Official Minutes (L4938) are prepared.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Recording of meeting and associated metadata (both automatically and manually generated).
	Retention and Disposition	Retain for (30) days after minutes have been transcribed and approved, then destroy. If minutes are challenged, recordings should be retained until final resolution.

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Series	Records Title and Description	Function and Use
L6297	Sworn Personnel Promotional Process File	This series consists of records used to document the promotional process for sworn personnel.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Series may contain: Applications, eligibility tests, position interest form, examinations, oral interview scores, interviewer notes and scores, video of tests, confidentiality agreement, training record, record check, and other relevant information.
	Retention and Disposition	Retain for three (3) years, then destroy. If an applicant is promoted, transfer application to Personnel File.

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Series	Records Title and Description	Function and Use
L5909	Hazardous Material Incident File	The series documents an agency response to hazardous waste or material spills. These are generally one-time and small incidents and may include oil or gas spills or facility emissions. In some instances, the incident file may become part of other records, including Environmental Protection Agency files or fire reports.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Date, time, chemicals or material involved, response team information, location of incident, name of facility or company, summary of response, or other relevant information.
	Retention and Disposition	Retain for three (3) years after file closure, then destroy.

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