

Agency Function and Records Summary

Education and Labor Cabinet Department of Workforce Development Office of Vocational Rehabilitation

The Office of Vocational Rehabilitation (KRS 151B.185) is headed by an Executive Director and is the sole state agency charged with the purpose of developing and approving state plans required by state or federal laws and regulations as prerequisites to receiving federal funds for vocational rehabilitation. KRS 151B.185 organizes the Office into the following Divisions: Program Services and the Carl D. Perkins Vocational Training Center. The Office of Vocational Rehabilitation assists eligible individuals with disabilities achieve their employment goals.

Addition to the Schedule

- Series 07061, Outpatient Files - (Non-Case Related)

Proposed Retention: Retain files for ten (10) years from the date of service, then destroy.

Rationale: This series has primary administrative and secondary fiscal value as it documents services that have been provided by Vocational Rehabilitation staff to recipients of Medicare within the community and was billed as such.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Labor Cabinet
Vocational Rehabilitation, Department of

**Record Group
Number
3081**

Series	Records Title and Description	Function and Use
07061	Outpatient Files (Non-Case Related)	CLOSED SERIES: This series documents therapy services provided at facilities and by staff of the Office of Vocational Rehabilitation which are not related to client case records (series 02829). The Carl D. Perkins Vocational Training Center provided occupational and physical therapy for Medicare recipients within the community. Services were billed to Medicare.
	Access Restrictions	KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Series may contain: Therapy notes, evaluations, and billing records.
	Retention and Disposition	Retain files for ten (10) years from the date of service, then destroy.

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Department for Libraries & Archives

Records Description and Analysis

(Equivalent to ARM 320 Rev.02/2019)

1. RECORD GROUP NO.	3081	2. SERIES NO.	07061
3. ORIGINATING AGENCY	Workforce Development Cabinet		
4. ADMINISTRATIVE UNIT	Vocational Rehabilitation, Department of		
5. PHYSICAL CUSTODIAN	Vocational Rehabilitation, Department of		
COMPILER	Joseph Isaac	502.564.8379	DATE 03-18-2025
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Outpatient Files (Non-Case Related)		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original/Duplicate		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	None		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Chronological by year		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency	State Records Center	State Archivists
15. VOLUME:			
16. ANNUAL ACCUMULATION	(Cu. Ft.)		
17. REFERENCE RATE	(Number of times you use each year's accumulation) 1st Year 2nd Year 3-5 Years More than 5 Years		
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) CLOSED SERIES: This series documents therapy services provided at facilities and by staff of the Office of Vocational Rehabilitation which are not related to client case records (series 02829). The Carl D. Perkins Vocational Training Center provided occupational and physical therapy for Medicare recipients within the community. Services were billed to Medicare.		

19. CONTENTS (Documents in this file? Information on this form? Data elements in this computer file, etc.)

Series may contain: Therapy notes, evaluations, and billing records.

20. INPUT RECORDS (What records flow into or provide information to create this record?)

N/A

21. OUTPUT RECORDS (What records flow out of the information in this records series?)

N/A

22. VITAL RECORD? ☐ **23. If Yes, VITAL RETENTION PERIOD**

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? ☐

If Yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)

Confidential: KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? ☐

If Yes, list AUDITING AGENCY (Federal, State, Internal) Federal

27. AUDIT RETENTION REQUIREMENT 10 Years

28. LEGAL RETENTION REQUIREMENT? ☐

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

<input type="checkbox"/>	Administrative Retention Value	10	Years
	Legal Retention Value		
<input type="checkbox"/>	Fiscal Retention Value	10	Years
	Research Retention Value		
	Intrinsic Retention Value		
	Historic Retention Value		

30. RATIONALE FOR RETENTION

This series has primary administrative and secondary fiscal value as it documents services that have been provided by Vocational Rehabilitation staff to recipients of Medicare within the community and was billed as such.

32. DISPOSITION INSTRUCTIONS

Retain files for ten (10) years from the date of service, then destroy.

Records Analyst Signature

Jospeh Isaac

Date