

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.

Additions to the Schedule

- Series 07079, Application for Coca-Cola Scholarship

Proposed Retention: Retain successful applications until three (3) years after expiration of award period, then destroy. Retain unsuccessful applications one (1) year after issuance of notification letter, then destroy.

Rationale: This record has primary administrative value as it documents Office of Vocational Rehabilitation's administration and distribution of a scholarship in partnership with a third-party soft drink company. The scholarship is awarded to legally blind consumers of OVR services.

- Series 07090, Case Service Report (RSA-911)

Proposed Retention: Retain for six (6) years after close of the program year for associated data, then destroy.

Rationale: This series has primary administrative value as it collects data elements on individual eligible for Vocational Rehabilitation Services as mandated by the Federal government.

Deletions from the Schedule

The following series are being deleted as the records are no longer created and retention has been met:

- Series 01182, Instructional Manual
- Series 03676, Evaluation File

Deletions from the Schedule (cont.)

*The following three series are being deleted and covered by another series on the agency's Retention Schedule with **changes in retention**:*

- Series 06458, Voter Registration File

Current retention: Retain duplicate copies in the central office until two (2) years after most recent applicable election, then destroy. An original copy for each client is placed in that client's Case Record File (02829).

New series: 02829, Case Record File

Retention: Retain case files for six (6) years after case closure and or audit, whichever is longer, then destroy.

Rationale: The agency still creates and maintains this record. It is placed into the Case File instead of maintaining a separate copy.

- Series 01135, Client Case Record File (District Offices)

Current retention: Destroy five (5) years after case closure, and audit

New series: 02829, Case Record File

Retention: Retain case files for six (6) years after case closure and or audit, whichever is longer, then destroy.

Rationale: The information is placed into the Case Record File. This series has primary administrative and fiscal value as it documents the rehabilitative process, activities and development of clients and also documents financial authorization for federal reimbursement dollars.

- Series 01173, Client Case Record File (Central Offices)

Current retention: Destroy five (5) years after case closure, and audit

New series: 02829, Case Record File

Retention: Retain case files for six (6) years after case closure and or audit, whichever is longer, then destroy.

Rationale: The information is placed into the Case Record File. This series has primary administrative and fiscal value as it documents the rehabilitative process, activities and development of clients and also documents financial authorization for federal reimbursement dollars.

Deletions from the Schedule (cont.)

*The following two series are being deleted and covered by another series on the General Schedule for State Agencies with **changes in retention**.*

- Series 01115, Staff Development Training File

Current retention: Destroy fifteen (15) years after termination of employment.

New series: P0001 – Personnel Folder

Retention: If an employee's master personnel file is maintained by a separate agency, destroy five (5) years after termination of employment. Should an employee transfer to another state agency, the Personnel Folder will transfer to the new agency. If an employee terminates employment with the state, but is rehired within five years, the Personnel Folder will be forwarded to the hiring agency. Termination is defined as "no longer an employee of state government." If an employee's master personnel file is not maintained by a separate agency, retain until fifty (50) years after most recent date of separation, then destroy. If any investigation, litigation, or open records request involving these records is taking place or is pending, maintain until all investigative or legal activity is completed.

Rationale: These are all now kept electronically in MyPurpose and the training grant has not been in place since 2015.

- Series 01117, Staff Development Training File (Program File)

Current retention: Retain for three (3) years. Destroy after audit.

New series: M0055, Agency-Conducted Training Files

Retention: Retain for two (2) years after the most recent completion of a training program, then destroy. If there are significant updates to the substantive content of the training, retain until two (2) years after update, then destroy.

Rationale: This series included the training activity and programs. Not the employees' activities, which were covered under series 01115, Staff Development Training File.

Revisions to the Schedule

Changes in retention:

- Series 01114, Federal Grant File

Current Retention: Retain for three (3) years. Destroy after audit.

Proposed Retention: Retain for three (3) years after close of the grant or audit, whichever is longer, then destroy.

Rationale: This record has primary fiscal value as it documents grants received by the agency from Federal funding.

Closed Series

- Series 01174, Special Utilization Report File

Revisions to the Schedule (cont.)

Staff also made administrative changes to the following three (3) series without changing retention or disposition:

- Series 01129, Vendor Personnel File
- Series 02829, Case Record File
- Series 03674, Case Management System (CMS)

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Labor Cabinet
Department of Workforce Development
Vocational Rehabilitation, Office of
Blind Services, Division of

**Record Group
Number
410**

Series	Records Title and Description	Function and Use
01114	Federal Grant File	This series documents the funds given by the federal government to the Department in the form of grants. The grants are used to generate funding for agency programs, to train employees, and to help outline plans for special funding. The three types of grants are Agency In-Service Training, Innovation, and Expansion.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Grants - Budget, Assessment, Evaluation, Section, Amount; and Staff Development Plan.
	Retention and Disposition	Retain for three (3) years after close of the grant or audit, whichever is longer, then destroy.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Labor Cabinet
Department of Workforce Development
Vocational Rehabilitation, Office of
Blind Services, Division of

**Record Group
Number
410**

Series	Records Title and Description	Function and Use
01129	Vendor Personnel File	This series documents the employment history of all Kentucky Business Enterprise Program licensed vendors. The program administers the vending facility program for the blind, in accordance with the Randolph-Sheppard Act Amendment of 1974. Upon successful completion of required training, blind persons are provided with employment through the operation of vending facilities on federal and other property. The vendors are not state employees and must be trained and placed by program staff, according to federal guidelines.
	Access Restrictions	KRS 61.878 (1) (a) - medical information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application, medical information, training documents, correspondence, placement information, agreements for operations of program facilities, resalable stock inventories of facility operated by vendor, earnings record (personal income statements), facility reviews
	Retention and Disposition	Retain for fifty (50) years.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Labor Cabinet
Department of Workforce Development
Vocational Rehabilitation, Office of
Blind Services, Division of

**Record Group
Number
410**

Series	Records Title and Description	Function and Use
01174	Service Utilization Report File	CLOSED: (Agency stopped creating this record srprior to 2019) This series consists of nine different forms which document statistical information regarding services provided by the Charles H. McDowell Rehabilitation Center. It includes monthly and yearly counts of the number of new consumers served in the Federal fiscal year and the number of hours of service provided.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Services utilization report - Consumer name, referral source, absences, dormitory days, days of service, entry date, discharge date; current case enrollment - intake date, referral number, consumer name, residential status, program status, date posted; cases accepted for evaluation - date posted, referral number, client name, projected intake date; explanatory notes; master referral guide - referral date, referral number, client name, program of services, counselor/location, posted date; cases deferred by admissions - date posted, referral number, consumer name, explanatory notes; terminated cases - date terminated, referral number, consumer name, reason for termination, posted date; cases accepted for training - date posted, referral number, consumer name, projected intake date; explanatory notes
	Retention and Disposition	Retain for ten (10) years.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

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

**Record Group
Number
3081**

Series	Records Title and Description	Function and Use
02829	Case Record File (V)	This series documents the activities for clients from the time of application and determination of eligibility through the rehabilitation process. If required, it will also document appeals of counselor decisions and post-employment services. It documents all medical and psychological records of clients, the complete plan of service between the counselor and client for employment purposes and if the plan is unsuccessful, or if the client is determined to be unemployable. It also documents all expenditures which are subject to federal guidelines. The status of the record is based on the success, or failure to make their clients employable. Note: As possible, case files are scanned to PDF and linked to the Case Management System.
	Access Restrictions	KRS 61.878 (1)(a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Agency forms, progress notes, medical documentation, school records, fiscal records, final decision on appeals, related correspondence, and related documents.
	Retention and Disposition	Retain case files for six (6) years after case closure and or audit, whichever is longer, then destroy.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Labor Cabinet
Department of Workforce Development
Vocational Rehabilitation, Office of
Blind Services, Division of

**Record Group
Number
410**

Series	Records Title and Description	Function and Use
03674	Case Management System (CMS)	The Office of Vocational Rehabilitation uses the Case Management System to record, track, and report information on individuals that have been referred to OVR for services. The system also keeps track of their case flow through the vocational rehabilitation process, services provided, funds expended, education information, employment information, and any required post-exit data.
	Access Restrictions	34 CFR 361.49; 720 KAR 1:050. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Individual's personal identifiable information, demographics data, impairment information, medical information, educational information, employment information, and other related information needed to assist the individual in pre-employment transition services and/or reaching their employment goal.
	Retention and Disposition	Delete information after ten (10) years, and audit.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

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

**Record Group
Number
3081**

Series	Records Title and Description	Function and Use
07079	Application for Coca-Cola Scholarship	This series documents the application by students determined eligible for services by the Kentucky Office of Vocational Rehabilitation (OVR) for a merit scholarship. OVR, in partnership with Coca-Cola, awards merit scholarships for students accepted as a full time student at an accredited post-secondary college or trade school. Kentucky Business Enterprise (KBE) administers the award designation. Winners are notified and asked to submit a photo and sign a photo release so they may be featured in the OVR newsletter and annual report. The scholarship is awarded to legally blind students determined eligible for services by the Kentucky Office of Vocations Rehabilitation.
	Access Restrictions	KRS 61.878(1)(a) - Personal Information; Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Application (containing name, contact information, education information, and employment experience) and supporting documentation (containing Confirmation of Legal Blindness form, transcripts, copy of class schedule or acceptance letter, letters of recommendation, and an essay.); notification letter, photo, signed photo release form, amount, and award period.
	Retention and Disposition	Retain successful applications until three (3) years after expiration of award period, then destroy. Retain unsuccessful applications one (1) year after issuance of notification letter, then destroy.

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

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

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

**Record Group
Number
3081**

Series	Records Title and Description	Function and Use
07090	Case Service Report (RSA-911)	<p>This series documents the collection and reporting of required data elements to the Rehabilitation Service Administration (RSA). RSA uses this data to describe the performance of the state Vocational Rehabilitation services and Supported Employment programs to the Congress and the President as required by Sections 13 and 101(a)(10) of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA). In addition, RSA uses this data to assess the performance of the state Vocational Rehabilitation services through the calculation of the WIOA performance indicators; conduct annual review and monitoring of State Vocational Rehabilitation Services required by section 107 of the Rehabilitation Act; provision of technical assistance; program planning; budget development; and exchange data with the Social Security Administration. The data elements are set by RSA and can change year-to-year. When the fourth quarter reporting period concludes, RSA uses the data that was submitted to produce the WIOA Annual Report.</p>
	Access Restrictions	KRS 61.878(1)(a) - Personal Identifiable Information. Agencies should consult legal counsel regarding open records matters.
	Retention and Disposition	Retain for six (6) years after close of the program year for associated data, 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.	410	2. SERIES NO.	01114
3. ORIGINATING AGENCY	Education and Workforce Development Cabinet		
4. ADMINISTRATIVE UNIT	Workforce Investment, Department of		
5. PHYSICAL CUSTODIAN	Blind Services, Division of		
COMPILER	Joseph Isaac 502.564.8379	DATE	02-17-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Federal Grant File		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) Rehabilitation Services Administration - Atlanta Region IV		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by type of grant		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1999 to Pres	State Records Center	State Archivists
15. VOLUME:	.3 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	.1 cf	
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
1st Year	48	2nd Year	12
		3-5 Years	2
		More than 5 Years	NA
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the funds given by the federal government to the Department in the form of grants. The grants are used to generate funding for agency programs, to train employees, and to help outline plans for special funding. The three types of grants are Agency In-Service Training, Innovation, and Expansion.		

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

Grants - Budget, Assessment, Evaluation, Section, Amount; and Staff Development Plan.

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?)

Annual Reports - M0022

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

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? Y

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

Confidential: Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? Y

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

27. AUDIT RETENTION REQUIREMENT 3 Years

28. LEGAL RETENTION REQUIREMENT? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

<input type="checkbox"/> Y	Administrative Retention Value	3	Years
	Legal Retention Value		
<input type="checkbox"/> Y	Fiscal Retention Value	3	Years
	Research Retention Value		
	Intrinsic Retention Value		
	Historic Retention Value		

30. RATIONALE FOR RETENTION

This series has primary fiscal value as it documents grants received by the agency.

32. DISPOSITION INSTRUCTIONS

Retain in the Agency Office for 3 years and then destroy.

Records Analyst Signature

Jospeh Isaac

Date

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.	410	2. SERIES NO.	01129
3. ORIGINATING AGENCY	Education and Workforce Development Cabinet		
4. ADMINISTRATIVE UNIT	Workforce Investment, Department of		
5. PHYSICAL CUSTODIAN	Blind Services, Division of		
COMPILER	Joseph Isaac 502.564.8379	DATE	02-17-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Vendor Personnel File		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by surname		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1960 to Pres	State Records Center	State Archivists
15. VOLUME:	84 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.) 2 cf		
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year 52	2nd Year 12	3-5 Years 6
			More than 5 Years 1
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) This series documents the employment history of all Kentucky Business Enterprise Program licensed vendors. The program administers the vending facility program for the blind, in accordance with the Randolph-Sheppard Act Amendment of 1974. Upon successful completion of required training, blind persons are provided with employment through the operation of vending facilities on federal and other property. The vendors are not state employees and must be trained and placed by program staff, according to federal guidelines.		

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

Application, medical information, training documents, correspondence, placement information, agreements for operations of program facilities, resalable stock inventories of facility operated by vendor, earnings record (personal income statements), facility reviews

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

Periodic Activity Reports - M0029

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

N/A

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

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? Y

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

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

26. IS RECORD SUBJECT TO AUDIT? N

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

27. AUDIT RETENTION REQUIREMENT

28. LEGAL RETENTION REQUIREMENT? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y Administrative Retention Value 50 Years
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value
Historic Retention Value

30. RATIONALE FOR RETENTION

This series has primary administrative value as it is used to verify the employment history of vendors for social security and other entitlement purposes.

32. DISPOSITION INSTRUCTIONS

Retain in the Agency Office for 50 years.

Records Analyst Signature

Diana Moses

Date

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.	410	2. SERIES NO.	01174
3. ORIGINATING AGENCY	Education and Workforce Development Cabinet		
4. ADMINISTRATIVE UNIT	Workforce Investment, Department of		
5. PHYSICAL CUSTODIAN	Blind Services, Division of		
COMPILER	Joseph Isaac 502.564.8379	DATE	04-23-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Service Utilization Report File		
7. VARIANT TITLE	N/A		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Paper		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Chronological by date of referral		
13. INDEX / FINDING AIDS	N/A		
14. DATE SPAN:	In Agency 1979 to Pres	State Records Center	State Archivists
15. VOLUME:	.1 cf		
16. ANNUAL ACCUMULATION	(Cu. Ft.) .01 cf		
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year Daily	2nd Year 2	3-5 Years 1 More than 5 Years 1
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) CLOSED: (Agency stopped creating this record prior to 2019) This series consists of nine different forms which document statistical information regarding services provided by the Charles H. McDowell Rehabilitation Center. It includes monthly and yearly counts of the number of new consumers served in the Federal fiscal year and the number of hours of service provided.		

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

Services utilization report - Consumer name, referral source, absences, dormitory days, days of service, entry date, discharge date; current case enrollment - intake date, referral number, consumer name, residential status, program status, date posted; cases accepted for evaluation - date posted, referral number, client name, projected intake date; explanatory notes; master referral guide - referral date, referral number, client name, program of services, counselor/location, posted date; cases deferred by admissions - date posted, referral number, consumer name, explanatory notes; terminated cases - date terminated, referral number, consumer name, reason for termination, posted date; cases accepted for training - date posted, referral number, consumer name, projected intake date; explanatory notes

20. INPUT RECORDS (What records flow into or provide information to create this record?)
Client Case Record File - 01173

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

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

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? Y
If Yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)
Confidential: Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? N
If Yes, list AUDITING AGENCY (Federal, State, Internal)

27. AUDIT RETENTION REQUIREMENT

28. LEGAL RETENTION REQUIREMENT? N
If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA
 Y Administrative Retention Value 10 Years
 Legal Retention Value
 Fiscal Retention Value
 Research Retention Value
 Intrinsic Retention Value
 Historic Retention Value

30. RATIONALE FOR RETENTION
This series has primary administrative value as it provides statistical information regarding services provided by the Center. A ten-year retention provides sufficient time for statistical reporting.

32. DISPOSITION INSTRUCTIONS
Retain in the Agency Office for 10 years.

Records Analyst Signature **Date**
Diana Moses

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.	410	2. SERIES NO.	03674
3. ORIGINATING AGENCY	Education and Workforce Development Cabinet		
4. ADMINISTRATIVE UNIT	Workforce Investment, Department of		
5. PHYSICAL CUSTODIAN	Blind Services, Division of		
COMPILER	Joseph Isaac 502.564.8379	DATE	05-12-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Case Management System (CMS)		
7. VARIANT TITLE	Statistical System/Client Services System		
8. ORIGINAL/DUPLICATE	Original Only		
9. LOCATION(S) OF ALTERNATIVE COPIES	(Original or Duplicate) None		
10. INFORMATION SUMMARIZED IN:	N/A		
11. MEDIUM	Computer Disk Computer Tape		
12. ARRANGEMENT SORT/SEQUENCE	(Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Numeric by case number, then numeric by social security number		
13. INDEX / FINDING AIDS	Electronic Index - E0039		
14. DATE SPAN:	In Agency 1992 to Pres	State Records Center	State Archivists
15. VOLUME:	21m bytes		
16. ANNUAL ACCUMULATION	(Cu. Ft.)	2,153,152 bytes	
17. REFERENCE RATE	(Number of times you use each year's accumulation)		
	1st Year	Daily	2nd Year 52
			3-5 Years 4
			More than 5 Years 1
18. FUNCTION AND USE	(For what purpose is/was record created? What activity, process or transaction does it document?) The Office of Vocational Rehabilitation uses the Case Management System to record, track, and report information on individuals that have been referred to OVR for services. The system also keeps track of their case flow through the vocational rehabilitation process, services provided, funds expended, education information, employment information, and any required post-exit data.		

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

Individual's personal identifiable information, demographics data, impairment information, medical information, educational information, employment information, and other related information needed to assist the individual in pre-employment transition services and/or reaching their employment goal.

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

Client Case Records - 01135

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

Ad Hoc Reports - E0035

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

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? Y

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

Confidential: 34 CFR 361.49; 720 KAR 1:050. Agencies should consult legal counsel regarding open records matters.

26. IS RECORD SUBJECT TO AUDIT? Y

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

27. AUDIT RETENTION REQUIREMENT 5 Years

28. LEGAL RETENTION REQUIREMENT? Y

If Yes, cite statute and length of retention period required

34 CFR 80.82 (EDGAR) - 5 years

ANALYSIS

29. APPRAISAL CRITERIA

<input type="checkbox"/> Y	Administrative Retention Value	10	Years
<input type="checkbox"/> Y	Legal Retention Value	5	Years
<input type="checkbox"/> Y	Fiscal Retention Value	5	Years
	Research Retention Value		
	Intrinsic Retention Value		
	Historic Retention Value		

30. RATIONALE FOR RETENTION

This series has primary administrative value as it is used for completing statistical reports which provide information covering a ten-year period. Also, cases are tracked for a ten-year period for Social Security reimbursement purposes.

32. DISPOSITION INSTRUCTIONS

Delete information after ten (10) years, and audit.

Records Analyst Signature

Diana Moses

Date

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.	07079
3. ORIGINATING AGENCY	Education and Labor Cabinet		
4. ADMINISTRATIVE UNIT	Department of Workforce Development		
5. PHYSICAL CUSTODIAN	Vocational Rehabilitation, Office of		
COMPILER	Joseph Isaac 502.564.8379	DATE	03-09-2026
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD	Application for Coca-Cola Scholarship		
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, thereunder alphabetical by last name.		
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?) This series documents the application by students determined eligible for services by the Kentucky Office of Vocational Rehabilitation (OVR) for a merit scholarship. OVR, in partnership with Coca-Cola, awards merit scholarships for students accepted as a full time student at an accredited post-secondary college or trade school. Kentucky Business Enterprise (KBE) administers the award designation. Winners are notified and asked to submit a photo and sign a photo release so they may be featured in the OVR newsletter and annual report. The scholarship is awarded to legally blind students determined eligible for services by the Kentucky Office of Vocations Rehabilitation.		

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

Application (containing name, contact information, education information, and employment experience) and supporting documentation (containing Confirmation of Legal Blindness form, transcripts, copy of class schedule or acceptance letter, letters of recommendation, and an essay.); notification letter, photo, signed photo release form, amount, and award period.

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? N **23. If Yes, VITAL RETENTION PERIOD**

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? Y

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? N

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

27. AUDIT RETENTION REQUIREMENT

28. LEGAL RETENTION REQUIREMENT? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y Administrative Retention Value 3 Years
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value
Historic Retention Value

30. RATIONALE FOR RETENTION

This record has primary administrative value as it documents Office of Vocational Rehabilitation's administration and distribution of a scholarship in partnership with a third-party soft drink company. The scholarship is awarded to legally blind consumers of OVR services.

32. DISPOSITION INSTRUCTIONS

Retain successful applications until three (3) years after expiration of award period, then destroy. Retain unsuccessful applications one (1) year after issuance of notification letter, then destroy.

Records Analyst Signature

Jospeh Isaac

Date

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.	07090	
3. ORIGINATING AGENCY	Education and Labor Cabinet			
4. ADMINISTRATIVE UNIT	Department of Workforce Development			
5. PHYSICAL CUSTODIAN	Vocational Rehabilitation, Office of			
COMPILER	Joseph Isaac 502.564.8379	DATE	05-04-2026	
IDENTIFICATION AND DESCRIPTION				
6. TITLE OF RECORD	Case Service Report (RSA-911)			
7. VARIANT TITLE	N/A			
8. ORIGINAL/DUPLICATE	Original Only			
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 Program 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?)

This series documents the collection and reporting of required data elements to the Rehabilitation Service Administration (RSA). RSA uses this data to describe the performance of the state Vocational Rehabilitation services and Supported Employment programs to the Congress and the President as required by Sections 13 and 101(a)(10) of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA). In addition, RSA uses this data to assess the performance of the state Vocational Rehabilitation services through the calculation of the WIOA performance indicators; conduct annual review and monitoring of State Vocational Rehabilitation Services required by section 107 of the Rehabilitation Act; provision of technical assistance; program planning; budget development; and exchange data with the Social Security Administration. The data elements are set by RSA and can change year-to-year. When the fourth quarter reporting period concludes, RSA uses the data that was submitted to produce the WIOA Annual Report.

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

N/A

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? N 23. If Yes, VITAL RETENTION PERIOD

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? Y

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

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

26. IS RECORD SUBJECT TO AUDIT? Y

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

27. AUDIT RETENTION REQUIREMENT 3 Years

28. LEGAL RETENTION REQUIREMENT? N

If Yes, cite statute and length of retention period required

ANALYSIS

29. APPRAISAL CRITERIA

Y Administrative Retention Value 3 Years
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value
Historic Retention Value

30. RATIONALE FOR RETENTION

This series has primary administrative value as it collects data elements on individual eligible for Vocational Rehabilitation Services as mandated by the Federal government.

32. DISPOSITION INSTRUCTIONS

Retain for six (6) years after close of the program year for associated data, then destroy.

Records Analyst Signature

Jospeh Isaac

Date