

Agency Function and Records Summary

Public School District

The first attempt to assemble a school district – wide records retention schedule was made in 1988. The Archives and Records Commission approved the schedule that year. In 1999 a complete revision of the schedule was approved by the Commission. This schedule included K through 12 and the school district central office in one schedule. The most recent revision of the entire schedule was approved by the Commission in June 2015 and includes records created or received by the district's central office, school board, school administration, school-based decision making councils, and grades K through 12.

Revisions to the Schedule

Changes in retention:

- Series L2316, KHSAA Certificate of Eligibility

Current Retention: Retain for one (1) year, then destroy

Proposed Retention: Retain for one (1) year from creation of each team's certificate, then destroy.

Rationale: The series has primary administrative value through the current athletic season.

- Series L2317, KHSAA Contract for Athletic Contest

Current Retention: Retain for three (3) years, then destroy.

Proposed Retention: Retain for three (3) years from finalized date, then destroy

Rationale: The series has primary administrative value through the date of the athletic event.

- Series L2318, KHSAA Varsity Participation List

Current Retention: Retain for one (1) year, then destroy.

Proposed Retention: Retain for one (1) year or until superseded, whichever is later, then destroy.

Rationale: The series has primary administrative value.

- Series L2319, KHSAA Transfer Form File (V)

Current Retention: Destroy upon graduation of student.

Proposed Retention: Retain until student graduates or completes foreign exchange program, then destroy.

Rationale: The series has primary administrative value.

- Series L2320, Athletic Budget

Current Retention: Retain for five (5) years. Destroy after audit.

Proposed Retention: Retain for current fiscal year and audit, then destroy.

Rationale: The series has primary administrative value and matches other budget series retentions. Record will become part of other series.

Staff also made administrative changes to one (1) series without changing retention or disposition:

- Series L2847, Record Book of Common School Commissioner

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

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

LOCAL GOVERNMENTS
County/Local: Public School Districts

Series	Records Title and Description	Function and Use
L2316	KHSAA Certificate of Eligibility (V)	This record series documents students who have verified eligibility, per Kentucky High School Athletic Association (KHSAA), to participate in athletics for a particular school year. The Principal or Designated Representative of a school is responsible for certifying the eligibility of all contestants and must verify age and other requirements contained in KHSAA bylaws. A physician's certificate, parental consent, and parental acknowledgment are required to be on file. A certificate may be maintained for each athletic team and may be provided to each opponent.
	Access Restrictions	Agency should contact legal counsel regarding open records matters.
	Series May Contain	A listing of: Student (name of contestant), birth date, county/state of birth, gender, current semester in high school (grades 9-12), number of years as varsity. Additional information to be provided to each opponent: date of game, opponent, name of school, current school year, athletic event/sport.
	Retention and Disposition	Retain for one (1) year from creation of each team's certificate, then destroy.
L2317	KHSAA Contract for Athletic Contest	This record series represents contracts between two competing schools for athletic contests. The contract is subject to Kentucky High School Athletic Association rules and regulations.
	Access Restrictions	Agency should contact legal counsel regarding open records matters.
	Series May Contain	KHSAA contract form, name and address of competing schools, date(s) of contest(s), terms and conditions, signatures, and other relevant information.
	Retention and Disposition	Retain for three (3) years from finalized date, then destroy.
L2318	KHSAA Varsity Participation List	This record series documents students who participate in varsity sports under rules established by the Kentucky High School Athletic Association (KHSAA). The list is required by KHSAA for medical and liability insurance purposes.
	Access Restrictions	Agency should contact legal counsel regarding open records matters.
	Series May Contain	Name of students, birth dates, birthplaces, gender, school year and semester, years of participation, sport, school information, and principal.
	Retention and Disposition	Retain for one (1) year or until superseded, whichever is later, then destroy.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS County/Local: Public School Districts

Series	Records Title and Description	Function and Use
L2319	KHSAA Transfer Form File (V) (V)	This record series documents the athletic eligibility of students who transfer schools. Under Kentucky High School Athletic Association (KHSAA) Bylaws 6-8, domestic and foreign students (grade 9-12) who transfer schools are ineligible for interscholastic athletics at the varsity level for one year from the date of the last participation in that specific sport. The Ruling Officer and Commissioner have discretion to waive the period of ineligibility for a set of exceptions. Exceptions are available for both domestic and foreign students. Portions of the KHSAA forms are completed by both the "sending" and "receiving" schools.
	Access Restrictions	Agency should contact legal counsel regarding open records matters.
	Series May Contain	KHSAA Form DP06 (Application for Athletic Eligibility for Domestic Students), KHSAA Form GE07 (Application for Foreign Exchange Student (Non Domestic) Eligibility), KHSAA Form GE08 (Application for Foreign Student, Non-Exchange (Non Domestic) Eligibility), sending and receiving school required signatures and certifications, and supporting documentation.
	Retention and Disposition	Retain until student graduates or completes foreign exchange program, then destroy.
L2320	Athletic Budget	This record series documents projected costs for the athletic department and project revenue for athletic events. The budget is submitted to the board of education and becomes part of the Annual Approved Budget (L5288).
	Access Restrictions	Agency should contact legal counsel regarding open records matters.
	Series May Contain	KHSAA contract form, name and address of competing schools, date(s) of contest(s), terms and conditions, signatures, and other relevant information.
	Retention and Disposition	Retain for current fiscal year and audit, then destroy.

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**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

LOCAL GOVERNMENTS
County/Local: Public School Districts

Series	Records Title and Description	Function and Use
L2847	Record Book of Common School Commissioner	This record series documents the office of the chief school district administrator (Common School Commissioner or the successor, County School Superintendent) and contains information about the operation and management of the school district. Content can vary by date, school district, and district organization but will contain essential details regarding school operations and to fulfill reporting and planning requirements. Prior to 1940, it was common for school administration offices to be in courthouses and these records to be stored with county clerk records (L2831, County Clerk Schedule).
	Access Restrictions	Agency should contact legal counsel regarding open records matters.
	Series May Contain	Description of district boundaries, changes to boundaries, school trustee information (name, address, division/subdivision, elections, appointments, resignations), record of payment to teachers (names, amounts, period), record of general receipts and expenditures, school operation expenditures, trustee expenditures, record of applicants for certification or licensing, minutes of board of education, Annual Settlement of Common School Commissioners or Superintendent, record of applicants for graduation (name, address, grads, average), school district roster, and other relevant information.
	Retention and Disposition	Retain Permanently.