



# Department of Criminal Justice Training

## Records Retention Schedule

Prepared by the State Records Branch  
Archives and Records Management Division  
Approved by the State Libraries, Archives, and Records Commission



Kentucky Department for Libraries and Archives

This records retention schedule governs retention and disposal of records created, used, and maintained by this agency. **Government records in Kentucky can only be disposed of with the approval of the State Libraries, Archives, and Records Commission (the Commission). If records do not appear on a Commission-approved records retention schedule, agencies should not destroy those records.** This agency-specific schedule was drafted by agency personnel and Archives and Records Management Division staff and reviewed and approved by the Commission. This schedule provides the legal authority for this agency to destroy the records listed, after the appropriate retention periods have passed.

Agency personnel should use this agency-specific schedule in combination with the *General Schedule for State Agencies (General Schedule)*, also approved by the Commission. The *General Schedule* applies to records that are created, used, and maintained by staff at all or most state agencies. Agency-specific retention schedules are used only by specific agencies and apply to records that are created only by a particular state agency, or to records that a state agency is required to retain longer than the approved time period on the *General Schedule*. The *General Schedule* and agency-specific retention schedule should cover all records for this agency.

This retention schedule applies to state agency records and information regardless of how it is created or stored. For example, information created and sent using e-mail is as much a public record as materials created or maintained in paper. Kentucky law defines public records, in part, as "documentary materials, *regardless of physical form or characteristics*, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410[1]). This means that records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless of the medium. Records retention scheduling is important in developing, using, and managing computer systems and other electronic devices. Records management practices encourage cost-effective use of electronic media through accurate retention scheduling and legal destruction of records.

**All state government employees are responsible for maintaining records according to the retention schedule, whether those records are stored electronically or in paper. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met, regardless of the records storage medium.**

### **Audits and Legal Action**

Agency records may be subject to fiscal, compliance or procedural audit. If an agency should maintain records longer than the approved retention period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records that are subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings, or open records matters. These records must be retained at least until all legal or investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

### **Vital Records**

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an

agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

### **Confidential Records**

While all records created, used, and maintained by government agency personnel are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is determined by the state's Open Records laws and other relevant state or federal statutes and regulations. Restriction of public inspection of confidential records may apply to the whole record or only to certain information contained in the record.

Kentucky's public records are considered open for public inspection unless there is some specific law or regulation that exempts them. Agency personnel who believe certain records are confidential should submit a citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority. **State agency heads have the responsibility to know all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained by their agency and to see that those laws are enforced.** Even though a record series may or may not be marked confidential on a retention schedule, contradictory laws or regulations that are passed after the schedule has been approved must be honored.

### **Copies of Records**

Agency personnel often make copies of records for internal use or reference purposes. Agencies should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful.

### **Updating the Retention Schedule**

Per 725 KAR 1:010, the head of each state government agency is required to designate a member of his or her staff to serve as a records officer. The agency records officer represents that agency in its records-related work with the Archives and Records Management Division. The agency records officer is responsible for assisting the Archives and Records Management Division in drafting a records retention schedule, and in finding any schedule updates to bring before the Commission. The retention schedule should be reviewed on a regular basis to suggest appropriate changes to the Commission.

## Department of Criminal Justice Training

The Department of Criminal Justice Training (DOCJT) provides entry-level and in-service training for approximately eleven-thousand (11,000) students each year, including city and county police officers, sheriffs, deputy sheriffs, university police, airport police, law enforcement telecommunicators and coroners, on approval of the Kentucky Law Enforcement Council (KLEC). Training is also provided for officers charged with water enforcement, motor vehicle enforcement, alcoholic beverage control, mining reclamation and personnel from several other state and federal agencies. The present structure of Department of Criminal Justice Training was created on September 1, 1966 and is governed by KRS Chapter 15. DOCJT also provides administrative support for Kentucky Law Enforcement Foundation Program Fund (KLEFPF). KLEFPF rewards training by means of a salary supplement and determines eligibility for participation in the program by agencies as specified in KRS 15.310 to .510.

In March 2003, the Department of Criminal Justice Training became the first public safety training academy in the United States and Canada to be accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) under its newly created program, Public Safety Training Academy Accreditation.

# RECORDS RETENTION SCHEDULE

## Signature Page

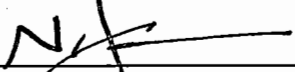
Dept. of Criminal Justice Training  
\_\_\_\_\_  
Agency  
  
\_\_\_\_\_  
Unit

September 9, 2010  
\_\_\_\_\_  
Schedule Date  
March 14, 2024  
\_\_\_\_\_  
Change Date  
March 14, 2024  
\_\_\_\_\_  
Date Approved By Commission

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## APPROVALS


The undersigned approve of the following Records Retention Schedule or Change:

  
\_\_\_\_\_  
Agency Head

02/19/2024  
\_\_\_\_\_  
Date of Approval

Denna Brockman  
\_\_\_\_\_  
Agency Records Officer

2-19-2024  
\_\_\_\_\_  
Date of Approval

DocuSigned by:  
  
\_\_\_\_\_  
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State Archivist and Chairman, State  
Libraries, Archives, and Records  
Commission

3/14/2024  
\_\_\_\_\_  
Date of Approval

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The undersigned Archives and Records Management Division staff have examined the record items and recommend the disposition as shown:

Taylor Metzger  
\_\_\_\_\_  
Records Analyst/Regional Administrator

2/29/2024  
\_\_\_\_\_  
Date of Approval

DocuSigned by:  
  
\_\_\_\_\_  
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Appraisal Archivist

3/1/2024  
\_\_\_\_\_  
Date of Approval

DocuSigned by:  
  
\_\_\_\_\_  
F29FB2DDE6434BA...  
State/Local Records Branch Manager

3/1/2024  
\_\_\_\_\_  
Date of Approval

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The determination as set forth meets with my approval.

DocuSigned by:  
Maira Gomez  
\_\_\_\_\_  
20EAS7AF102C4FC...  
Auditor of Public Accounts

3/14/2024  
\_\_\_\_\_  
Date of Approval

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

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Criminal Justice Training, Dept of

**Record Group  
Number  
1550T**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06083</b>	<b>Compliance Certification File (V)</b>	This series documents applicants entering Basic Training have met the minimum standard requirements as required by KRS 15.382 for Law Enforcement Officers, KRS 15.3971 for Court Security Officers and KRS 15.540 for Law Enforcement Telecommunicators.
	<b>Access Restrictions</b>	Law Enforcement Officer: KRS 15.382; Court Security Office: KRS 15.3971; Telecommunicator: KRS 15.540. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: applicant name, date of birth, social security number; education history; criminal history background check; psychological screening; drug screening test results; polygraph examination results; and if applicable: medical examination results, background investigation, employer interview information, and physical agility test results.
	<b>Retention and Disposition</b>	Retain in Agency thirty (30) days after individual graduates from Basic Training, then destroy.
<b>06086</b>	<b>Agency File</b>	This series documents information on all agencies that requested training at Department of Criminal Justice Training.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: agency name; agency number; type of agency; district; pay agency indicator; peace officer professional standards, court security officers, Telecommunicator Professional Standards and Kentucky Law Enforcement Foundation Program Fund.
	<b>Retention and Disposition</b>	Retain permanently in Agency
<b>06087</b>	<b>Department of Criminal Justice Employee Training File</b>	This series documents Department of Criminal Justice employees request that training received be added to their skills report.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) - Social Security Number. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: name; social security number; subject area; certification; level, hours and training title; date; location; expiration date; promotion indicator.
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years from date of termination.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Criminal Justice Training, Dept of

Record Group  
Number  
**1550T**

Series	Records Title and Description	Function and Use
06088	<b>Lesson Plans</b>	This series documents the information regarding the delivery of course contents, including but not limited to the instructors method of delivery, specific goals and time lines associated with the delivery of the course contents.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: title, course name and number, class level, objectives, methods of instruction and testing, training aids, references, completed by, date of completion, revision by and date of revision, approved by and date of approval, introduction, presentation, final review, concluding statement.
	<b>Retention and Disposition</b>	Retain until nine (9) years after superseded or obsolete, then destroy.
06091	<b>Training Manuals</b>	This series documents the training manuals/students instructional materials used by the Department of Criminal Justice Training as approved by Kentucky Law Enforcement Council.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: title of manual or instructional material, subject matter relevant to the course, reference materials.
	<b>Retention and Disposition</b>	Retain in Agency and destroy nine (9) years from date of expiration of curriculum
06092	<b>Carrying Concealed Deadly Weapons File</b>	This series documents individuals who have completed the required training to apply for a Carrying Concealed Deadly Weapon License pursuant to KRS 237.110 and 237.124 (1). The series also documents individuals who have applied to become an instructor or trainer pursuant to KRS 237.110, 237.120, 237.122 and 237.124.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: applicant request for training for license to carry concealed deadly weapons (Form 126-A) which includes type of application; name, address, phone number; gender; social security number; date of birth; instructors/trainers name, certificate number and date of expiration; name of assistant instruction, if applicable; location of classroom and hours of training; location of range and hours of training; amount of payment; sheriff list indicator (instructor/trainer only); release of liability; agreement to waive claims; express assumption of risks and indemnity agreement form (Form 126-B); test answer sheet; carry concealed deadly weapon training class roster (Form #5), if applicable; CCDW instructor and trainer 5 minute video presentation (CCDW Form #4), if applicable; copy of CCDW License, if applicable.
06938	<b>Student Work</b>	This series documents all coursework, graded and non-graded done by students in either in-person or online training courses. Grades awarded by instructors serve as the basis for students' official academic records. These may be mid-point or end of training grades, and subsequent grade changes. The student's official grades are then placed in Series 03614, Transcript File. Non-graded coursework is online course work that is created through and stored in the third-party Learning Management System used to facilitate the course. This type of course work includes: discussion forums, polls, non-graded quizzes, non-graded assignments, and non-graded exercises such as uploaded documents, blogs, and chat rooms.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Student name, student ID number, course title and number, course section, grade awarded, grade change, student completed examinations, quizzes, term papers, instructor grade books (if maintained separately from the final grade submission), and instructor signature.
	<b>Retention and Disposition</b>	Retain any graded coursework for ninety (90) days and any non-graded coursework for thirty (30) days after course completion, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

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Series	Records Title and Description	Function and Use
07001	<b>Learning Management System Course Media</b>	This series documents electronic media that may be captured by a course instructor during an online course. The Learning Management System (LMS) used by DOCJT is capable of capturing and storing video and audio files. These media files include online presentations of course material that follows the syllabus and helps students meet the course learning objectives. This type of file is not typically captured during in-person courses and is not pertinent to keeping as part of Series 02916, Comprehensive Course File.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Video and/or audio recordings or course presentations, screen captures.
	<b>Retention and Disposition</b>	Retain media files until thirty (30) days after course completion, then destroy.



# STATE AGENCY RECORDS RETENTION SCHEDULE

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Series	Records Title and Description	Function and Use
<b>02916</b>	<b>Comprehensive Course File (V)</b>	This series documents training material and course work completed by all students who have attended courses at Department of Criminal Justice Training (DOCJT) pursuant to KRS 15.404, 15.440 (1) (e), 15.3975. and 15.565 in each calendar year. The series also documents any disciplinary actions brought upon students, if applicable.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Final class grade roster, course schedule, copy of test administered or numerical list indicating test bank questions used, notice of failure, attendance records indicating absenteeism only, description of method of grade calculation used, related correspondence, consent forms, reports of discipline problems and action taken by DOCJT, if applicable.
	<b>Retention and Disposition</b>	Retain until forty-five (45) years after completion of training, then destroy.
<b>02918</b>	<b>Agency Request for Training</b>	This series documents an agency's request for employee training with the Department of Criminal Justice Training within a calendar year.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: agency name, address, and phone number; employees name, social security number; course requested; date and location of course; email address; signature of agency head or training officer and date signed.
	<b>Retention and Disposition</b>	Retain in Agency and destroy one (1) year from date of request of training.
<b>02920</b>	<b>Kentucky Law Enforcement Foundation Program Fund (KLEFPF) Reimbursement File</b>	This series is used to document the monthly amounts that have been paid to local law enforcement agencies for distribution to departmental personnel eligible to receive Foundation funds. The Kentucky Law Enforcement Foundation Program Fund (KLEFPF) is established by KRS Ch. 15.430 and consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. The funding is used as pay incentive to law enforcement officers in Kentucky with the requirement that yearly training be completed. It documents that the participating agency has paid the incentive monies. The file also reflects changes in personnel or payments that have taken place within the last month.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: department name; officer name; social security number; resignation code; basic training completion dates; year-to-date incentive amount; fiscal year monthly payment amounts; department totals for incentive and retirement; amount of check; grand total; changes in personnel; roster verification and receipt for acknowledgement form which includes: agency name, month of disbursement, check amount, number of current officers, signature, title and date signed that roster has been reviewed and accuracy, discrepancies noted.
	<b>Retention and Disposition</b>	Retain in Agency three (3) years and destroy after audit.

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Series	Records Title and Description	Function and Use
02924	<b>Compliance Accountability File</b>	This series documents investigative reports that agencies are complying with requirements pursuant to KRS 15.440 (Kentucky Law Enforcement Foundation Program Fund), KRS 15.382 (Peace Officer), KRS 15.3971 (Court Security Officer) and/or KRS 15.540 (Law Enforcement Telecommunicator). An accountability visit is conducted every three (3) years.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: findings report; name of law enforcement agency, investigator name; date of visit.
	<b>Retention and Disposition</b>	Retain in Agency and destroy six (6) years from compliance visit.
02928	<b>Training Hours Statistics Report (V)</b>	This series documents the training history report of each client in any given year. The report is sent to participating agencies bi-annually to advise of the training status for each trainee.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: agency number; rank; training hours from previous year; training approved for current year; training completed for current year, including training for Kentucky Law Enforcement Foundation Program Fund (KLEFPF), if applicable; Criminal Justice Information System (CJIS) training.
	<b>Retention and Disposition</b>	Retain in Agency fifteen (15) days and destroy after report is verified.
02929	<b>Delinquency List (V)</b>	This series documents participants training information for Kentucky Law Enforcement Foundation Program Fund (KLEFPF), Peace Officer Professional Standards Act (POPS), Telecommunicator Professional Standards (TPS) and Court Security Officer (CSO) requirements . It lists any overdue hours of in-service training officers need to complete and any hours which may have been extended for later completion.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: agency number; agency name; participants or clients name; date employed; sworn or non-sworn status; training hours completed for previous year; training hours completed for current year; extension requested; correspondence.
	<b>Retention and Disposition</b>	Retain in Agency two (2) years and destroy when updated report is verified.
03185	<b>Transcript Release Form</b>	This series documents the release of a clients training record transcript that have taken Kentucky Law Enforcement Council certified courses.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: officers name; social security number; email or fax number for release to be sent; officers signature and date.
	<b>Retention and Disposition</b>	Retain in Agency one (1) year and destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

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Series	Records Title and Description	Function and Use
03546	<b>Kentucky Law Enforcement Foundation Program Fund (KLEFPF) Check File</b>	This series documents the monthly amounts received by local law enforcement agencies to be distributed to departmental personnel eligible to receive KLEFPF funds. The Kentucky Law Enforcement Foundation Program Fund is established by KRS Chapter 15.430 and consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. It is used as pay incentive to law enforcement officers in Kentucky with the requirement that yearly training be completed. The information provides for a computer tape that is sent to the Department of Treasury so that checks may be cut to complete the payment process.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: unit number; social security number; record code; unit name; fiscal year; unit codes; region; county; class; total officers; payment amount; number of payments; funds remaining; pay date; disbursements
	<b>Retention and Disposition</b>	Retain in Agency three (3) years and delete entries from system after audit.
03607	<b>Training Calendar</b>	This series documents class descriptions and intended schedules for each calendar year. It is used to compile a catalog of courses that is distributed to agencies statewide so that each Department can schedule its employees yearly training. The information is also used to allow the Department of Criminal Justice Training to have administrative control of its courses and schedules.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: beginning and end date of class; type of course (description); class number (if applicable); course title; location; class coordinator; minimum and maximum number of trainees.
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years from date of training year.
03609	<b>Course Application File</b>	This series documents the registration of law enforcement officers for training. The information is provided by the employing agency (DOCJ Form 29-1). It is received in the Registration Section and the client is either approved for training or not. Confirmation of either action is returned to the applicant.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: agency number; employment date; rank; status; sex; race; agency type; Kentucky Law Enforcement Foundation Program Fund indicator; date of birth; name; home phone; home address; department; department address; Social Security Number; course number; beginning and ending date; location; housing indicator; course title; course status.
	<b>Retention and Disposition</b>	Retain in Agency and delete entries five (5) years from date of training year.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
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Administrative

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**1550T**

Series	Records Title and Description	Function and Use
03614	<b>Transcript File</b>	This series documents client training throughout the employees career. It is used to monitor Kentucky Law Enforcement Foundation Program Fund (KLEFPF), Peace Officers Professional Standards (POPS), Telecommunicators Standards (TPS), Court Security Officer Professional Standards (CSO) and Criminal Justice Information System (CJIS) requirements which allows verification of successful completion of the training course. This series can be used to create a transcript of training per the clients request.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Social Security number, name, agency number, course number, course title, course status, date of completion, final score, final grade.
	<b>Retention and Disposition</b>	Retain permanently in Agency.
07051	<b>DOCJT Student Acknowledgement &amp; Medical Release Form</b>	This series represents Department of Criminal Justice Training's (DOCJT) Student Acknowledgement & Medical Release Form, DOCJT Form #172. This form documents illness or injury sustained by a training student that can potentially affect their ability to complete their current training. A Physician's statement of release is required to return to training. This series also documents any physical restrictions on a student's activity while in training, due to injury or illness.
	<b>Access Restrictions</b>	KRS 61.878 1 (a) - Personal Information
	<b>Contents</b>	Series may contain: Student name, date of injury, Physician's name, medical injury or illness, medical conditions, injury restrictions, injury release information, COVID-19 illness release/restrictions.
	<b>Retention and Disposition</b>	Retain until five (5) years after date of injury/illness, then destroy.
07052	<b>DOCJT Visitor Injury/Illness Report</b>	This series represents Department of Criminal Justice Training's (DOCJT) Visitor Injury/Illness Report, DOCJT Form #173. This form documents any incident(s) reported at a facility owned/leased by DOCJT involving a visitor to the facility, where they were directly involved in sustaining physical injury or illness. This includes general information about the visitor involved, the injury or illness sustained, as well as any medical treatment received by the visitor.
	<b>Access Restrictions</b>	KRS 61.878 1 (a) - Personal Information
	<b>Contents</b>	Series may contain: Visitor name, address, phone number, date of injury/illness, medical injury or illness sustained, medical treatment provided.
	<b>Retention and Disposition</b>	Retain until five (5) years after date of injury/illness, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Criminal Justice Training, Dept of  
Law Enforcement Council, Kentucky

Record Group  
Number  
**1550T**

Series	Records Title and Description	Function and Use
02911	<b>Instructor Files</b>	This series documents the certification and recertification of instructors by the Kentucky Law Enforcement Council (Council) as required by KRS 15.360 and 503 KAR 1:100. The Council shall notify an applicant within fifteen (15) days after review has been completed. The certification period is for one (1) year and may be renewed by the Council. After five (5) years of continuous certification, the Council may certify an instructor for a five (5) year period.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, social security number, date of birth, certification number, expiration date, certification status, agency employer, agency employers address and phone number, dates monitored, original certification date, instructor monitoring report.
	<b>Retention and Disposition</b>	Retain until ten (10) years after expiration of certification, then destroy.
02913	<b>Kentucky Law Enforcement Council Curriculum File</b>	This series documents the contents of courses approved by the Council pursuant to provisions established in KRS 15.330. The Council prescribes standards for training academies, law enforcement instructors, curriculum, qualifications for attendance and expulsion, voluntary career development programs, monitor the Kentucky Law Enforcement Foundation Program Fund and certify police officers, telecommunicators, and court security officers.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Curriculum title; course number and hours; completion by; affiliation/organization; status of course; approval and effective dates; name and address of school; name, title and signature of chief administrator; class level; method of testing; course description; pre-requisite; risk level; fitness level; needs identifier; career development program classification; training schedule; learning goals and objectives; bibliography; curriculum development approval form.
	<b>Retention and Disposition</b>	Retain in Agency until three (3) years after expiration of curriculum, then transfer to the State Archives Center for permanent retention.
03612	<b>Client Personnel Information File</b>	This series documents all current and historical data of individuals who receive training for a Council certified course.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Council Forms F, D, and C which includes the following information but is not limited to: date; agency number; Social Security Number; Drivers License Number; rank status; sex; race; employment date; date of birth; age; law enforcement experience; name; department name and phone; attestation that individual has meet the Professional Standards for Court Security Officer, Peace Officer, or Telecommunicator.
	<b>Retention and Disposition</b>	Retain until seventy-five (75) years from date of submission, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

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Number  
**1550T**

Series	Records Title and Description	Function and Use
<b>06085</b>	<b>Pre-Employment Testing File (V)</b>	This series documents that applicants for training have complied with KRS 15.382 (11), (15), and (16) for Peace Officers; KRS 15.3971 (j) and (m) for Court Security Officers; or KRS 15.540 (d) and (f) for Law Enforcement Telecommunicators.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: KLEC Form A (Testing Registration - Attesting to Minimum Standards); KLEC Form T-1 (Medical Release - Phase 1 Testing); KLEC Form T-1A (Physicians Medical Release); KLEC Form T-2 (Liability Waiver - Phase 1 Testing); KLEC Form K-1 (Drug Screen through Urinalysis Applicant Consent); KLEC Form K-2 (Drug Screening through Urinalysis Chain of Custody Form); and Scores from Physical Agility Test.
	<b>Retention and Disposition</b>	Retain until five (5) years after date of testing, then destroy.
<b>06090</b>	<b>Agency Request for Testing Instructor/Trainer File</b>	This series documents information regarding the independent company an agency has contracted with to conduct an Agency's testing in accordance to Peace Office Professional Standards (POPS), Telecommunicator Professional Standards (TPS), and Court Security Officer Standards (CSO). This series also documents approval by Kentucky Law Enforcement Council (KLEC) of the company to conduct the testing.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, phone and address of company conducting testing; name and title of person administering physical agility testing, suitability screen, drug screening and polygraph examinations; signature and date of agency hiring authority or designee.
	<b>Retention and Disposition</b>	Retain until one (1) year after a revised request is received or agency ceases to exist, then destroy.
<b>06093</b>	<b>Career Development Program File</b>	This series documents the career development of peace officers and telecommunicators when specific standards have been met regarding training, education, and experience as they proceed forward in their careers. Professional certificates are awarded to peace officers in the career paths of patrol, investigations, traffic, advanced deputy, and management. Telecommunicators can earn a certificate at the basic, intermediated, and advanced levels as well as in management.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, social security number, course number, course title, course hours, status, score received, course completion date, skills area, certification used for course, commitment date, certification attained, date certificate awards, and certification number.
	<b>Retention and Disposition</b>	Retain until forty-five (45) years from date certification is awarded, then destroy.
<b>06094</b>	<b>Polygraph File</b>	This series documents information on individuals taking polygraph examinations pursuant to requirements of KRS 15.382 (17), 15.540
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Kentucky Law Enforcement Council Forms: KLEC I-1 (consent for pre-employment polygraph questionnaire); KLEC I-2 (pre-employment polygraph questionnaire); applicants name, agency and position applying for; date and signature of applicant; date and signature of polygraph examiner; charts; examiners notes; examiners final report; applicant biographical information; applicant medical history; question lists; acquaintance chart; consent for polygraph examination.
	<b>Retention and Disposition</b>	Retain until twenty (20) years from date of testing, then destroy.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Criminal Justice Training, Dept of  
Law Enforcement Council, Kentucky

**Record Group  
Number  
1550T**

Series	Records Title and Description	Function and Use
06095	<b>Request for Training Credit File</b>	This series documents training received by Lexington-Fayette Urban County Government, Division of Police; Louisville Metro Police Department; and Kentucky State Police Training Academies. It may also document an individuals request for training credit received from a school other than the four (4) Kentucky training academies. The original course materials and testing data remains with the training academies.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, social security number, agency, grade, course title, Kentucky Law Enforcement Council approved course number, Kentucky Law Enforcement Council instructor/director signature, proof of course completion, approval date.
	<b>Retention and Disposition</b>	Retain until five (5) years from date of class, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Criminal Justice Training, Dept of  
Training Operations

Record Group  
Number  
**1550T**

Series	Records Title and Description	Function and Use
02942	<b>Department of Criminal Justice Training (DOCJT) Course Curriculum File</b>	The series documents the contents and outlines of courses taught only at the Department of Criminal Justice Training (DOCJT) facility. The Kentucky Law Enforcement Council approves all curriculum pursuant to KRS 15.330. DOCJT does not have the responsibility to teach all curriculum approved by the Kentucky Law Enforcement Council but does have a list of courses that have been approved).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: curriculum title and course number; course hours; completed by: affiliation/organization; status of course; approval and effective dates; name and address of school; name, title and signature of Chief of Administration; class level; method of testing; course description; prerequisite risk level; fitness level; needs identifier; career development program classification; training schedule; learning goals and objectives; bibliography.
	<b>Retention and Disposition</b>	Retain in Agency and destroy nine (9) years from date of expiration.
02949	<b>Coroner File</b>	This series documents personal information for coroners and deputy coroners, as well as mandatory training received pursuant to KRS 72.410 to 72.470. The course material is approved by the Justice and Public Safety Cabinet and includes training on the Human Immunodeficiency Virus Infection and Acquired Immunodeficiency Syndrome that has been approved by Cabinet for Health and Family Services.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) - Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Copy of Medical Examiners Office Coroner Status Report which includes agency mailing address, County, phone and fax numbers; Name; Social Security Number; Date of Birth; Gender; Race, Home, work, cell phone and pager numbers; Dispatch; Occupation and name of employee;/business; Education level; Reason for submission; Hire Date; Termination Date; Status - either Coroner or Deputy Coroner; Name of Coroner, if applicable; Signature of Coroner and date signed; Department of Criminal Justice Training Form 101 Mandatory Training Credit; Date mandatory training completed.
	<b>Retention and Disposition</b>	Retain in Agency and destroy four (4) years from termination of employment.
06084	<b>Lesson Plan Loan Agreement</b>	This series documents the terms and conditions an individual must follow when using a Lesson Plan compiled by the Department of Criminal Justice Training (Series 02942 - Department of Criminal Justice Training Course Curriculum File).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: correspondence; course number; number of hours; name of borrow and signature and date signed; name of DOCJT representative; signature and date signed; terms and length of loan agreement
	<b>Retention and Disposition</b>	Retain in Agency and destroy two (2) years from date of expiration.
06990	<b>Kentucky School Security Risk Assessments</b>	This series documents the results of assessments conducted by the Office of the State School Security Marshal, Department of Criminal Justice Training KRS 158.4410. The risk assessment was developed by the Office of the State School Security Marshal as mandated by the School Safety and Resiliency Act of 2019. The state school security marshal is responsible for enhancing school safety by monitoring school safety and security initiatives, developing reasonable training and other guidelines, developing a school security risk assessment tool and ensuring compliance with the provisions of the School Safety and Resiliency Act (Senate Bill 1).
	<b>Access Restrictions</b>	KRS 61.878 (m) (1) (b) - Vulnerability Assessments. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Kentucky School Risk Assessment results.
	<b>Retention and Disposition</b>	Retain for three (3) years from date of final assessment, then destroy.



# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Criminal Justice Training, Dept of  
Training Operations  
Basic Training

Record Group  
Number  
**1550T**

Series	Records Title and Description	Function and Use
02946	<b>Student Academy Photos</b>	This series documents individual photographs taken of students at graduation ceremonies. The students may request the photographs from Department of Criminal Justice Training.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Individual photographs of graduating students.
	<b>Retention and Disposition</b>	Retain ten (10) days after date of graduation, then destroy.

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## *Electronic System With Included Records Series*

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### **Justice and Public Safety Cabinet**

*Criminal Justice Training, Dept of*

**Administrative**

**System Description:** The Law Enforcement Training & Reporting System is a custom built application that allows for records/document management, curriculum development, course registration, course grades/transcripts, personnel management, and KLEFPF stipend payment.

**System Contents:** Registration, Kentucky Law Enforcement Foundation Program Fund (KLEFPF), Curriculum, State Security Marshal school security risk assessment tool, State Travel Voucher, Print Service Requests. The data is entered by DOCJT staff.

**Gen. Schedule Items:**

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System Title: **Law Enforcement Training & Reporting System**                      Alternate Title: **LETRS**

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<i>Series #</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
02911	Instructor Files	Retain until ten (10) years after expiration of certification, then destroy.
02913	Kentucky Law Enforcement Council Curriculum File	Retain in Agency until three (3) years after expiration of curriculum, then transfer to the State Archives Center for permanent retention.
02928	Training Hours Statistics Report	Retain in Agency fifteen (15) days and destroy after report is verified.
02942	Department of Criminal Justice Training (DOCJT) Course Curriculum File	Retain in Agency and destroy nine (9) years from date of expiration.
02949	Coroner File	Retain in Agency and destroy four (4) years from termination of employment.
03607	Training Calendar	Retain in Agency and destroy five (5) years from date of training year.
03609	Course Application File	Retain in Agency and delete entries five (5) years from date of training year.
03612	Client Personnel Information File	Retain until seventy-five (75) years from date of submission, then destroy.
03614	Transcript File	Retain permanently in Agency.
06088	Lesson Plans	Retain until nine (9) years after superseded or obsolete, then destroy.

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## *Electronic System With Included Records Series*

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### **Justice and Public Safety Cabinet**

*Criminal Justice Training, Dept of*

**System Description:** OnBase ECM is the Commonwealth office of Technology's (COT) new solution for capturing, managing and retrieving electronic content. OnBase ECM provides the ability to automate business processes through its workflow engine. OnBase ECM also enables secure management of records.

**System Contents:** Data is entered by DOCJT Staff. Carrying Concealed Deadly Weapons Program. Obtain their proof of training. Contains Personal and training data.

**Gen. Schedule Items:**

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System Title: **OnBase Enterprise Content Management**

Alternate Title:

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**Series #**      **Series Title:**

**Disposition Instructions:**

06092      Carrying Concealed Deadly Weapons File

Retain until eighty (80) years from date of individuals twenty-first birthday, then destroy.

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## *Electronic System With Included Records Series*

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### **Justice and Public Safety Cabinet**

*Criminal Justice Training, Dept of*

**Administrative**

**System Description:** Legacy Training Management Application in which several modules have been migrated to LETRS. TASS II syncs with DOCJT's instance of OnBase.

**System Contents:** Registration, Kentucky Law Enforcement Foundation Program Fund (KLEFPE), Supply Request Orders. Also contains Carrying Concealed Deadly Weapon data. The data is entered by DOCJT staff.

**Gen. Schedule Items:**

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**System Title:** Training Administrative Support System

**Alternate Title:** TASS II

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<i>Series #</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
02928	Training Hours Statistics Report	Retain in Agency fifteen (15) days and destroy after report is verified.
02942	Department of Criminal Justice Training (DOCJT) Course Curriculum File	Retain in Agency and destroy nine (9) years from date of expiration.
03607	Training Calendar	Retain in Agency and destroy five (5) years from date of training year.
03614	Transcript File	Retain permanently in Agency.
06092	Carrying Concealed Deadly Weapons File	Retain until eighty (80) years from date of individuals twenty-first birthday, then destroy.