Cabinet for Health and Family Services

Family Resource and Youth Services Centers

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 serves 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.

Cabinet for Health & Family Services
Office of the Secretary
Department for Family Resource Centers & Volunteer Services
Division of Family Resource and Youth Services Centers

The Department for Family Resource Centers and Volunteer Services consists of the following: Division of Family Resource and Youth Services Centers (FRYSC) and Serve Kentucky.

The Kentucky Division of Family Resource and Youth Services Centers in the Cabinet for Health and Family Services shall sustain the national standard of excellence in the provision of school-based, family support through continuous quality improvement. The division provides administrative support, technical assistance and training to local school-based Family Resource and Youth Services Centers (FRYSC). The primary goal of these centers is to remove nonacademic barriers to learning as a means to enhance student academic success.

More than 850 Family Resource and Youth Services Centers provide services to Kentucky children, youth, and families in approximately 1,200 schools. Programs and services may address kindergarten readiness, successful transitions to school and adult life, parent engagement, student achievement and well-being. FRYSCs collaborate in the community to promote physical and mental health for families and students as well as opportunities for families to learn together in safe environments.

The mission of Serve Kentucky is to engage Kentuckians in volunteerism and service to positively impact our communities. Serve Kentucky administers Kentucky's AmeriCorps and related national service programs.

Docusign Envelope ID: 2DE64CD2-F482-806D-8351-9143064948D0

RECORDS RETENTION SCHEDULE

Signature Page

Dept. for Family Resource Centers & Volunteer Services
Agency

September 10, 2026
Schedule Date

Division of Family Resource & Youth Services Centers
Unit

Change Date

September 10, 2026
Date Approved By Commission

****

APPROVALS

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

Melissa Goins
Agency Head

08/21/2026
Date of Approval

Matt Hall
Agency Records Officer

08/21/2026
Date of Approval

DocuSigned by:
C4B05A33799E433...
Chair, State Libraries, Archives, and Records Commission

9/11/2026
Date of Approval

Signed by:
501C0FA7B611411F...
State Archivist

9/11/2026
Date of Approval

****

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

Taylor Metzing
Records Analyst/Regional Administrator

08/19/2026
Date of Approval

Signed by:
767A3E5C540E417...
Appellate Archivist

9/10/2026
Date of Approval

DocuSigned by:
F25FB2B0E6434BA...
State/Local Records Branch Manager

9/10/2026
Date of Approval

****

The determination as set forth meets with my approval.

Signed by:
29A42AAB60844F5...
Auditor of Public Accounts or Designee

9/11/2026
Date of Approval

STATE AGENCY RECORDS RETENTION SCHEDULE

Cabinet for Health and Family Services
Secretary, Office of the
Family Resource Centers & Volunteer Services, Department for
Family Resource and Youth Services Centers, Division of

Record Group Number
1413

Series	Records Title and Description	Function and Use
07117	**Family Resource Center Advisory Council Amendments**	This series represents changes made to the local Family Resource and Youth Center Advisory Council. Each center must have a functioning advisory council which has the responsibilities for hiring the center coordinator, assists staff in public relations, reviews needs assessment data, participates in crafting continuation applications and budget review. They are made up of at least one third parents, no more than one third school staff, community partners and students. As members change, this record must be submitted to the Family Resource Center regional program manager.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Current Advisory Council member list, representing entity, appointment date(s), council meeting agenda and minutes, related correspondence.
	Retention and Disposition	Retain current Advisory Council records until three (3) years after superseded, then destroy.
07118	**Family Resource Center New Program Plan (V)**	This series represents the original application submitted by the local, public school district to the Cabinet for Health and Family Services, Division of Family Resource and Youth Services Centers. After all new plans are scored and ranked and funding becomes available, the center is established based on the specifications of this application. Criteria for new applications are described in detail in KRS 156.496 and 156.4977.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	School district name, address, phone number; plan with core components described in KRS 156.496 and how those core components are to be implemented, related correspondence.
	Retention and Disposition	Retain permanently.
07119	**Family Resource Center Continuation Program Plan**	This series represents the Continuation Program Plan, which is submitted annually by each, currently funded, Family Resource and Youth Services Center (FRYSC) to detail changes in budget, center operations plans and action component plans. This plan, once approved, is incorporated into the contract between the Cabinet for Health and Family Service and the local public school district.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Updated center information, budget and budget narrative, action component forms, center operations and staff listing, assurance pages (School District, SBDM, and FRYSC Advisory Council), related correspondence.
	Retention and Disposition	Retain until five (5) years after date of submission, then destroy.

Series	Records Title and Description	Function and Use
07120	**Family Resource Center Needs Survey (V)**	This series documents family, school, and/or community needs, which needs have priority and the possibility of meeting those needs. The majority of surveys are parent, teacher and student surveys that are used as a part of the whole needs assessment. The results are used to justify the establishment of a Family Resource and Youth Services Centers (FRYSC). The series can provide statistical, as well as narrative information about health, education and social services needs.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	School information; Name, address, phone number; amount of children at particular school, amount of children in district schools, checklist of need for GED, social services, health services, employment, counseling, substance abuse, spouse or child abuse, legal services, transportation, child care, behavior management, parenting techniques, prenatal and child care, community education classes, childs disability, plus willingness to volunteer for a number of activities, list of greatest needs and concerns, plus services to be provided at a FRYSC.
	Retention and Disposition	Retain until five (5) years after date of submission, then destroy.
07121	**Family Resource Center Monitoring Report**	This series documents the progress of individual programs and the overall mission of the Family Resource and Youth Services Centers (FRYSC). It serves as both technical assistance document, as well as contract compliance review. It captures at a glance the strengths, concerns, recommendations and needs of a FRYSC in a local public school district.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Center name, school district, amount, date of review and monitors assigned, entry conference date and exit conference date, name representing, strengths, concern(s)/recommendation(s), non-compliance issues regarding center site, center staff, advisory council, administration, needs assessment, participant/family record review, budget/fiscal oversight, plus core and optional components, related correspondence.
	Retention and Disposition	Retain permanently.
07122	**Family Resource Center Budget Report**	This series represents reports of the expenditure of funds for operation of a Family Resource and Youth Service Center (FRYSC) in a local school district. It is used to track expenses and ensure expenditures are within budget. The report is submitted to the Cabinet for Health and Family Services (CHFS) when requested. Review of the budget under such circumstances will highlight areas of concern so that proper action might be taken to address those concerns.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Reporting period, fiscal year, school district name, center name, FRYSC Coordinator Region, state grant amount, activity code, activity, annual budget, expenditures for first period, expenditures for second period, balance in budget, year-end expenditure totals, superintendents signature and date, coordinators signature and date, and advisory council chairs signature, related coorespondence.
	Retention and Disposition	Retain until three (3) years after date of submission and audit, then destroy.

Series	Records Title and Description	Function and Use
07123	**Family Resource Center Request Form for Purchases & Amendments**	This series documents the cover sheet for all amendments to the approved continuation program plan, excluding Advisory Council amendments and purchase for requests for equipment/furniture more than $500 subcontracts or goods over $1000. Such requests must be approved and signed by the Family Resource and Youth Services Centers (FRYSC) Regional Program Manager.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Revision number, date, school district name, center name, FRYSC region, state grant amount, object code, activity, current approved budget, revised budget, totals. Will also include a separate form with center name, center number, address, phone, fax, school district, FRYSC region, type of request, estimated cost, explanation/justification, required signatures and dates, plus action by the Division of FRYSC.
	Retention and Disposition	Retain until three (3) years after date of submission and audit, then destroy.
07124	**Family Resource Center Family Case File**	This series documents individualized needs of families eligible for services provided by a school Family Resource and Youth Services Center (FRYSC). Kentucky Education Reform Act (KERA) established the FRYSC program in 1990 in an effort to promote the flow of resources and support to families in ways that strengthen that functioning and enhance the growth and development of the individual members of the family unit. It is used to indicate what services have been provided to a family under the program.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Family name, address, telephone number, place of employment, names of family members, ages, education level, income level, child/family needs, reason for referral, current school/agency involvement, referral source, case notes, correspondence, confidentiality statement, parent consent forms, employment counseling, job development, family crisis and mental health counseling.
	Retention and Disposition	Retain until student reaches age of twenty-two (22) or one (1) year after family member graduation, then destroy.

Series	Records Title and Description	Function and Use
07125	**Family Resource Center Individual Student Case File**	This series documents information relating to services provided at a Family Resource and Youth Services Center (FRYSC) operated by a local public school district. They form one of two categories of non-education records maintained at a FRYSC operated by a school district. These records are considered school file records and are used to plan services for the individual student.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Student name, members of household, social security numbers of household members, household relationship, marital status, student, parent, parent to be, other household member, sex, age, ethnic, language, grade, overall grade point average, day time phone number, school/place of employment, dates of contact, code of persons contacted, purpose of contact, problem identified or addressed, crisis, emergency, status (being handled or needs follow up,) result of activity, referral date, referral code, problem for which referral made, agency referral, level of service provided by FRYSC and outcome of referral, household address, household phone, emergency contact, estimated household income, referring source, household members, number of persons in household, staff member, member of household name, doctors name, health insurance carrier, health insurance policy number, under doctors care, disability or handicap, medication, health restrictions, date of last medical exam, date of last dental exam, case notes, referral forms.
	Retention and Disposition	Retain until student reaches age of twenty-two (22), then destroy.
07126	**Family Resource Center Parental Consent Form**	This series documents parent/guardian consent for students to participate in a Family Resource and Youth Services Centers (FRYSC) activity. It is used to facilitate services to students in the school district and protect districts from potential legal actions undertaken by a parent or guardian plus informing parent/guardian of FRYSC activity.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Parent name, narrative of activity, parent signature and date, related correspondence.
	Retention and Disposition	Retain until two (2) years after date of submission, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

Cabinet for Health and Family Services
Secretary, Office of the
Family Resource Centers & Volunteer Services, Department for
Family Resource and Youth Services Centers, Division of

Record Group Number
1413

Series	Records Title and Description	Function and Use
07127	**Family Resource Center Confidentiality Statement (V)**	This series documents authorization from the parent/guardian for the evaluation and treatment of minors/dependents and to delineate the limits of confidentiality for a client. It is used to show local school district compliance with state and federal requirements and protect them from potential legal actions.
	Access Restrictions	KRS 61.878 (1)(a): Personal Information. Agencies should consult legal counsel regarding open records matters.
	Series May Contain	Name of client, narrative, client signature, name of minor/dependent, narrative, signature and date with signature of witness, related correspondence.
	Retention and Disposition	Retain until student reaches age of eighteen (18), then destroy.