



# Cabinet for Health and Family Services

## 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.

## **Cabinet for Health and Family Services**

The Cabinet for Health and Family Services is the primary state agency for operating the public health, Medicaid, certificate of need and licensure, and mental health/mental retardation programs in the Commonwealth. The function of the Cabinet is to improve the health of all Kentuckians and to improve the functional capabilities and opportunities of Kentuckians with disabilities, including the delivery of population, preventive, reparative and containment health services in a safe and effective fashion. The Cabinet accomplishes its function through direct and contract services for planning through the state health plan and departmental plans, for program operations, for program monitoring and standard setting and for program evaluation and resource management.

The Cabinet was established in 1878 as the State Board of Health and Superintendent of Vital Statistics by Acts of 1878, Chapter 499. The Cabinet for Health and Family Services has reorganized many times since its creation and is governed by Kentucky Revised Statutes Chapter 194A.

RECORDS RETENTION SCHEDULE

Signature Page

Cabinet for Health and Family Services
Agency

December 1, 1976
Schedule Date

Office of Admin. and Tech. Services
Unit

March 8, 2012
Change Date

March 8, 2012
Date Approved By Commission

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APPROVALS

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

[Signature]
Agency Head

[Signature]
Date of Approval

Bradley S. Popp
Agency Records Officer

3/14/12
Date of Approval

Barbara [Signature]
State Archivist and Records Administrator
Director, Public Records Division

3/18/2012
Date of Approval

William [Signature]
Chairman, State Archives and Records Commission

3/8/2012
Date of Approval

\*\*\*\*\*

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

Sam Compton
Records Analyst/Regional Administrator

03/08/2012
Date of Approval

Jim [Signature]
Appraisal Archivist

3/27/12
Date of Approval

[Signature]
State/Local Records Branch Manager

3/8/2012
Date of Approval

\*\*\*\*\*

The determination as set forth meets with my approval.

Bruce Lyke
Auditor of Public Accounts

3/8/2012
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION  
Archives and Records Management Division  
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Health and Family Services, Cabinet for  
Administrative and Technology Services, Office of

Record Group  
Number  
1416

Series	Records Title and Description	Function and Use
06237	<b>Building Inspections</b>	This series documents inspections on buildings leased, owned or contracted by the Cabinet for Health and Family Services in the Commonwealth of Kentucky to ensure compliance with Fire and Safety Standards and Occupational Safety and Health Administration (OSHA) regulations and determine if space is being utilized per the contract or agreement. The information is also used to negotiate contracts and/or agreements or the renewal of contracts and/or agreements.
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series may contain: Date and time of inspection; location; name of inspector; compliance and deficiencies noted
	<b>Retention and Disposition</b>	Retain in Agency five (5) years, then destroy.
211	<b>Unified Client Information</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency three (3) years; transfer to State Archives Center for permanent retention.
319	<b>Family Planning Source Document (SAU-3)</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency ten (10) years, then destroy
322	<b>Summary Reports (Higher Education and Vocational Opportunities)</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Resident Engineers Diary, Field Books, Daily Inspector's Reports and Weigh Sheets
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Administrative and Technology Services, Office of

**Record Group**  
**Number**  
**1416**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
323	<b>Case Load Reports (Form BSS-8)</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy.
406	<b>Turnaround Reports</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency and destroy when obsolete.
454.6	<b>Payrolls - Aid to Families with Dependent Children (AFDC) and Aid to Aged, B</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; transfer to State Records Center for forty five (45) years; destroy. Total retention is fifty (50) years.
459	<b>Modifications - Between Commonwealths and Social Security Administration</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain permanently in Agency.

STATE ARCHIVES AND RECORDS COMMISSION  
Archives and Records Management Division  
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Health and Family Services, Cabinet for  
Administrative and Technology Services, Office of

Record Group  
Number  
1416

Series	Records Title and Description	Function and Use
465	State Social Security Report (For SSA-1904)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency.
477	Request for Social Security Information (Form SSA-1002)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency ten (10) years; destroy.
480	Reporting for Master Commissioners, Court Reporters, and Circuit Court Clerk	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy after audit.
572	Applications for Payment of Allotments	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy.



STATE ARCHIVES AND RECORDS COMMISSION  
Archives and Records Management Division  
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
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Health and Family Services, Cabinet for  
Administrative and Technology Services, Office of

Record Group  
Number  
1416

Series	Records Title and Description	Function and Use
573	Applications for Payment of Allotments for Public Health Service	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy
643	Monthly Financial Report for PL89-10 Title 1 of ESA-1-M	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy
654	Public Assistance State and Federal Funds	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy
670	Quarterly Estimate of Proposed Expenditures for Maternal and Child Health Se	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
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**STATE AGENCY RECORDS**  
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Health and Family Services, Cabinet for  
Administrative and Technology Services, Office of

**Record Group**  
**Number**  
**1416**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
756	Receiving and Shipping Reports for Vaccine Supplies	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy after audit.

STATE ARCHIVES AND RECORDS COMMISSION  
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT  
DEPARTMENT OF LIBRARY AND ARCHIVES  
COMMONWEALTH OF KENTUCKY

APPROVALS  
FOR STATE AGENCY

RETENTION AND DISPOSAL SCHEDULE NUMBER I

Date Approved by Commission SEP 19 1980

Schedule for:

KENTUCKY CANCER COMMISSION

State Agency

Unit

1. Tom Graham, Exec. Director  
Agency Head and Title
2. Tom Graham  
Agency Records Officer
3. Harward J. Goodpastor  
Division of Archives and Records Management  
State Archivist and Records Administrator
4. James A. Wilson  
Archives and Records Commission Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND THE DISPOSITION AS SHOWN

Robert Nichols  
Records Analyst

Rory B. Fautin  
Assistant State Records Administrator

Jeffrey Michael Duff  
Assistant State Archivist

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

James B. Brachans 9-15-80  
Director Public Accounts Approval Date

\_\_\_\_\_  
Attorney General

\_\_\_\_\_  
Approval Date

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Cancer Commission, Kentucky

**Record Group**  
**Number**  
**0445**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
00885	Documentation Program (Includes Abstract of Cancer Victims and Program Descriptions)	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain permanently in Agency
00886	Detection Program - Summary Reports	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain permanently in Agency
00887	Position Control Report	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency and destroy when obsolete
00888	Work Papers (Duplicate)	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy

RECORDS RETENTION SCHEDULE

Signature Page

Cabinet for Health Services
Agency
Administrative Hearings
Unit

June 26, 2003
Schedule Date
Change Date
4/24/03
Date Approved by Commission

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APPROVALS

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

[Signature]
Agency Head

6/13/03
Date of Approval

[Signature]
Agency Records Officer

6/12/03
Date of Approval

[Signature]
State Archivist and Records Administrator
Director, Public Records Division

6/25/03
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

6/26/03
Date of Approval

\*\*\*\*\*

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

[Signature]
Records Analyst/Regional Administrator

6/25/03
Date of Approval

[Signature]
Appraisal Archivist

6/25/03
Date of Approval

[Signature]
State/Local Records Branch Manager

6/25/03
Date of Approval

\*\*\*\*\*

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

6/26/03
Date of Approval

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Communications and Administrative Review, Office of  
 Administrative Hearings

**Record Group**  
**Number**  
**1437**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>05387</b>	<b>Administrative Hearing File (V)</b>	This series documents the request for and the conduct of hearings related to the business of the Cabinet. The request for hearings can come from any of the following offices or administrative units of the Cabinet: Office of Certificate of Need; the Department for Medicaid Services; the Department for Public Health; and the Department for Mental Health/Mental Retardation. The decision of the Cabinet, generally issued in the form of an Order, is binding upon the parties involved, unless appealed to Circuit Court.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Request for hearing; notice of hearing; entries of appearances by attorneys; answers; discovery requests; motions; orders; transcripts; appellate documentation; dismissal information, if appropriate; final order
	<b>Retention and Disposition</b>	Retain in Agency until after case closure and all appeals have been exhausted; transfer to State Records Center for twelve (12) years.

STATE ARCHIVES AND RECORDS COMMISSION  
Archives and Records Management Division  
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Health and Family Services, Cabinet for  
Legal Services, Office of

Record Group  
Number  
1438

Series	Records Title and Description	Function and Use
04379	<b>Litigation File</b> (Includes transcripts, briefs, findings, orders of the Cabinet, appeals)	CLOSED: Series closed 3/30/1994. This series documents attorneys' working files for the former Cabinet for Families and Children and was created when suits or other legal actions were filed in regard to termination of parental rights, child custody, child support, child abuse, guardianship, claims, or the general business of the Cabinet.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h)(l)(j)
	<b>Contents</b>	Series contains: Pleadings; summonses; correspondence; memoranda; complaint forms; petitions; terminations of parental rights; transcripts; briefs; findings; orders of the Cabinet; copies of court testimony; and appeals
	<b>Retention and Disposition</b>	Retain in Agency one (1) year after case closure and appeals have been exhausted; transfer to State Records Center for eleven (11) years. Total retention is twelve (12) years.
05376	<b>Litigation File (V)</b>	This series represents the working file which was created at the old Cabinet for Human Resources and the current Cabinet for Health and Family Services when a case is assigned to an attorney. Suits may be before the Board of Claims and the Personnel Board, or filed on behalf of the Office of Certificate of Need, the Office of Inspector General, the Department for Medicaid Services, the Department for Mental Health/Mental Retardation, and the Department of Public Health. The series is updated each time additional information is received regarding a particular case.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h)(l)(j)
	<b>Contents</b>	Series contains: Attorney's notes; memoranda; motions; orders; pleadings; and related correspondence. The series may also contain videotapes and audio tapes
	<b>Retention and Disposition</b>	Retain in Agency until after case closure and all appeals have been exhausted; transfer to State Records Center for twelve (12) years.
05377	<b>Legal Opinion File</b>	This series documents the opinions that are created to advise offices within the Cabinet of matters that require a legal response. The file is initiated when a request for an opinion is received. The opinions may relate to statutes, regulations, policies and procedures under which the Cabinet operates. The opinions are used as reference, once issued.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Request for an opinion and related correspondence
	<b>Retention and Disposition</b>	Retain permanently in agency

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Secretary, Office of  
 Policy and Budget

**Record Group**  
**Number**  
**1437**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
06015	<b>Analysis of Program Status Report</b>	CLOSED: This series is obsolete and no longer used by the Cabinet.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain permanently in Agency
12	<b>Unpublished Reports</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention
13	<b>Complaint File</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention.
14	<b>Monthly Reports to the Governor</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention.
15	<b>Bureau Program and Sub-Program Files</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention.



**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Secretary, Office of  
 Policy and Budget

**Record Group**  
**Number**  
**1437**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
16	<b>Federal Legislation (Card File)</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency and destroy when obsolete
17	<b>Log Books for Mail, Travel, and Legislation</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful
18	<b>Task Force</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful
1853	<b>Student Application for Grant (Form BSS-</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy
1854	<b>Progress and Termination Report (Form BSS-37)</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
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**STATE AGENCY RECORDS**  
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Health and Family Services, Cabinet for  
 Secretary, Office of  
 Policy and Budget

**Record Group**  
**Number**  
**1420**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
1855	<b>Initial Schedule (Form BSS-38)</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy
1856	<b>Termination Report (Form BSS-39)</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy
19	<b>Integrated Grant Administration Program</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency ten (10) years; destroy
20	<b>General Description of Transportation Program</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency five (5) years; destroy
21	<b>Statewide Vehicle Resource Inventory Survey Questionnaires</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency two (2) years; destroy

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Secretary, Office of  
 Policy and Budget

**Record Group**  
**Number**  
**1437**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
22	<b>Federal Legislation Routing Forms</b>  <b>Access Restrictions</b> None <b>Contents</b> <b>Retention and Disposition</b> Retain in Agency one (1) year; destroy	
23	<b>Report on the Implementation in Kentucky of a Professional Standards Review</b>  <b>Access Restrictions</b> None <b>Contents</b> <b>Retention and Disposition</b> Retain in Agency permanently or transfer to State Archives Center for permanent retention	
24	<b>Report and Criteria for the Designation of Areas for Professional Standards</b>  <b>Access Restrictions</b> None <b>Contents</b> <b>Retention and Disposition</b> Retain in Agency permanently or transfer to State Archives Center for permanent retention	
25	<b>Human Resource Planners Reports from the Area Development Districts</b>  <b>Access Restrictions</b> None <b>Contents</b> <b>Retention and Disposition</b> Retain in Agency permanently or transfer to State Archives Center for permanent retention	

STATE ARCHIVES AND RECORDS COMMISSION  
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Health and Family Services, Cabinet for  
Secretary, Office of  
Policy and Budget

Record Group  
Number  
1437

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
26	<b>Health Care and Planning Report</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Transferred to State Archives for permanent retention
27	<b>Manpower Reports</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Transferred to State Archives
28	<b>Human Resources Coordinating Commission Reports</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Transferred to State Archives

**STATE ARCHIVES AND RECORDS COMMISSION**  
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**STATE AGENCY RECORDS**  
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Health and Family Services, Cabinet for  
 Social Insurance  
 Field Services  
 Hearing Branch

**Record Group**  
**Number**  
**1420**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
1727	Annual Statistical Report on Hearings	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency
1728	Cases Disposed of (Chronological Listings)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy
1729	Decisions Appealed (Chronological Listings)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy
1730	Referees Decisions	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy
1731	Skeletal Case Record - Disposal of Appeals	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency two (2) years and destroy

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Social Insurance  
 Field Services  
 Hearing Branch

**Record Group**  
**Number**  
**1420**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
1732	<b>Hearings and Decisions Card Index</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency two (2) years and destroy
1733	<b>Authorization for Medical Examinations</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency one (1) year and destroy
1734	<b>Tapes of Hearing</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency forty (40) days and erase if not appealed; if appealed transcribe and file in case record
1735	<b>Referee Decisions Tickler File</b>	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency twenty (20) days and transfer to Referee Decision File

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**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Social Insurance  
 Field Services  
 Income Maintenance

**Record Group**  
**Number**  
**1420**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
1740	Case Review Sheets (Form PA-117) (Duplicate)	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency one (1) year and destroy when obsolete
1741	Monthly Work Plan	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency three (3) months and destroy

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**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
Social Insurance  
Medical Assistance

**Record Group**  
**Number**  
**1420**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
1607	Semi-Annual Pharmacy Reports for Service Dates	
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain in Agency ten (10) years; destroy after review



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**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Social Insurance  
 Program Development, Center for

**Record Group**  
**Number**  
**1420**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
06016	<b>Welfare Expenditure Projection Reports (Form SRS-OA-25)</b>  <b>Access Restrictions</b> None  <b>Contents</b>  <b>Retention and Disposition</b> Retain permanently in Agency	CLOSED: This series is obsolete and no longer by the Cabinet.
06017	<b>Medicaid Q.C. Results (Form SRS-QC-M-301)</b>  <b>Access Restrictions</b> None  <b>Contents</b>  <b>Retention and Disposition</b> Retain permanently in Agency	CLOSED: This series is obsolete and is no longer used by the Cabinet.
06018	<b>Title I Education Act Report (Form SRS-NCSS-125)</b>  <b>Access Restrictions</b> None  <b>Contents</b>  <b>Retention and Disposition</b> Retain permanently in Agency	CLOSED: This series is obsolete and is no longer used by the Cabinet.
06019	<b>AFDC-WIN Report (Form SRS-NCSS-117)</b>  <b>Access Restrictions</b> None  <b>Contents</b>  <b>Retention and Disposition</b> Retain permanently in Agency	CLOSED: This series is obsolete and no longer used by the Cabinet.

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**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Health and Family Services, Cabinet for  
 Social Insurance  
 Program Development, Center for

**Record Group**  
**Number**  
**1420**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
06020	<b>Welfare Recipients and Payments Report (Form SRS-NCSS-2078)</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	CLOSED: This series is obsolete and no longer used by the Cabinet.  None  Retain permanently in Agency
06021	<b>Medical Recipients (Form SRS-NCSS-2082) (By type of Medical Service) (Characteristics, Number, Payments)</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	CLOSED: This series is obsolete and no longer used by the Cabinet.  None  Retain permanently in Agency