



# Kentucky State Police

## 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.

## **Justice and Public Safety Cabinet Kentucky State Police**

The Department of State Police was formed on July 1, 1948, when legislation was signed giving its officers full police powers, both traffic and criminal. All offices, facilities, equipment, duties, powers and funds of the State Highway Patrol were transferred to the Department.

In 1956, the Department was abolished and it became the Division of Kentucky State Police in the Department of Public Safety. From 1973 to 2004, it was part of the Justice Cabinet. In 2004, the Department became part of the Justice and Public Safety Cabinet, by order of the Governor.

Its duties and powers are contained in KRS Chapter 16. KRS 16.060 details the duties and powers of the Commissioner and officers of the Kentucky State Police. It is the duty of the Commissioner and each officer of the Department to detect and prevent crime; apprehend criminals; maintain law and order throughout the state; collect, classify and maintain information useful for the detection of crime and the identification, apprehension and conviction of criminals; and enforce the criminal as well as the motor vehicle and traffic laws of the Commonwealth. The KSP must also provide security at state facilities located in Frankfort, highway enforcement, and water safety enforcement, as provided in KRS Chapter 235.

### RECORDS RETENTION SCHEDULE

#### Signature Page

Kentucky State Police  
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 Agency

\_\_\_\_\_  
 Unit

June 11, 2009  
 \_\_\_\_\_  
 Schedule Date

September 14, 2023  
 \_\_\_\_\_  
 Change Date

September 14, 2023  
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 Date Approved By Commission

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#### APPROVALS

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

*Paul R. B. C-2*  
 \_\_\_\_\_  
 Agency Head

*9-14-23*  
 \_\_\_\_\_  
 Date of Approval

*Capt. Brad A.*  
 \_\_\_\_\_  
 Agency Records Officer

*9-14-23*  
 \_\_\_\_\_  
 Date of Approval

*Dunlap*  
 \_\_\_\_\_  
 State Archivist and Chairman, State  
 Libraries, Archives, and Records  
 Commission

9/20/2023  
 \_\_\_\_\_  
 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

08/30/2023  
 \_\_\_\_\_  
 Date of Approval

*[Signature]*  
 \_\_\_\_\_  
 Appraisal Archivist

9/20/2023  
 \_\_\_\_\_  
 Date of Approval

*[Signature]*  
 \_\_\_\_\_  
 State/Local Records Branch Manager

9/18/2023  
 \_\_\_\_\_  
 Date of Approval

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The determination as set forth meets with my approval.

*Graham Gray*  
 \_\_\_\_\_  
 Auditor of Public Accounts on behalf of

9/20/2023  
 \_\_\_\_\_  
 Date of Approval

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

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
<b>00132</b>	<b>Special Orders</b>	This series documents the establishment of Kentucky State Police Boards, Committees, designation of individual awards for meritorious or special service by Agency personnel or non-agency persons and for similar purposes under the signature of the Kentucky State Police Commissioner. These documents are provided to Agency personnel and other affected persons.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: date; special orders; organization established; function of organization; signature of commissioner
	<b>Retention and Disposition</b>	Retain in Agency. Destroy originals after ten (10) years from date when superseded and destroy copies when superseded.
<b>00133</b>	<b>Time Sheets for KRS Chapter 16 Sworn Personnel</b>	This series documents a form which records compensatory time, sick time, vacation time, actual work hours, and any overtime used with balance of totals earned during one pay period for each employee as defined by KRS Chapter 16 of the Department of Kentucky State Police. It provides for the processing of the pay checks that are generated for personnel.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: pay period from/to; name of employee; totals earned/used; compensatory time; v-time used; actual work hours completed; overtime pay during appropriate situations
	<b>Retention and Disposition</b>	Retain in Agency for one (1) year. Destroy.
<b>00134</b>	<b>Case Number Sheet (V)</b>	This series documents all case numbers assigned to Kentucky State Police criminal and non-criminal investigations initiated and the current status.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: date; information on criminal offense; data on victim; location of crime; investigating officer
	<b>Retention and Disposition</b>	Retain in Agency for eighty (80) years.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00145	<b>Criminal Case Report File (V)</b>	This series documents all investigative information on active criminal and non-criminal cases generated by Kentucky Police Officer defined by KRS Chapter 16 and other sworn officers of the Department of Kentucky State Police authorized to investigate these incidents. It provides ongoing support in research and analysis to solve circumstances of the crime. IT serves as cover sheet for various other forms that are utilized.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) (Social Security number, date of birth, address, personal information). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: date and location of investigation; investigative information; investigating officer; evidence; offender/suspect information; other forms attached as needed
	<b>Retention and Disposition</b>	Retain in Agency for two (2) years after case closed. Transfer to State Records Center seventy eight (78) years, total retention of eighty (80) years after case closure.
00147	<b>Warrant File</b>	This series documents a form which maintains active warrants and identifies and provides authorization to search for persons wanted by law enforcement authorities for alleged criminal activities. If sufficient information is provided on the offender, the information is entered into the NCIC/LINK System (National Crime Information Center/Law Enforcement Information Network in Kentucky).
	<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 contains: copy of warrant with name of offender and alleged crime; authorizing signature to search for wanted persons; county and court
	<b>Retention and Disposition</b>	Return to issuing court when arrest is made or warrant is recalled or cancelled. Destroy any copies.
00151	<b>Computer Aided Dispatch (CAD) log (V)</b>	This series documents a record of all calls to respective Kentucky State Police (KSP) Posts for requests for assistance by citizens, field users, and/or other agencies as requested.
	<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: Log of services requests to agencies including, but not limited to Kentucky State Police, Kentucky Department of Fish & Wildlife Resources, and local law enforcement departments as agreed upon by Interlocal Agreements; citation number(s); case number(s); information related to the request for service.
	<b>Retention and Disposition</b>	Retain until three (3) years after date of call, then destroy
00152	<b>NCIC/LINK Stolen Property and Wanted/Missing Persons Form</b>	This series documents NCIC/LINK (National Crime Information Center/Law Enforcement Information Network in Kentucky) entries for in Kentucky State Police investigations, wanted persons, missing persons and other entries related to criminal activities, criminal cases and some non-criminal investigations.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) as to SS number, date of birth and Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: case number, date entered; officer unit number; dispatcher initials; owners name; personal information; Agency identifier, description of property or person.
	<b>Retention and Disposition</b>	Retain in Agency and destroy original five (5) years after becoming inactive. Destroy duplicates one (1) year after becoming inactive.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00160	<b>Trooper Quarterly Inspection</b>	This series documents the checklist for quarterly inspections of Kentucky State Police Officers as defined in KRS Chapter 16 and other applicable Agency officers. It provides a numeric score of an officers professional appearance, proper maintenance and retention of +issued equipment and associated information.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date of inspection; name of officer and inspecting officer; checklist criteria; numeric score in individual areas; total score
	<b>Retention and Disposition</b>	Retain in Agency for one (1) year, destroy.
03986	<b>Complaint Investigation Index Card File (V)</b>	This series documents a finding aid to Complaint Investigation Report File for series 00102. It briefly summarizes information contained in written complaints submitted to the Kentucky State Police Internal Affairs Branch which alleges acts of misconduct of Department of Kentucky State Police officers as defined in the Kentucky Revised Statutes Chapter 16. Notations are entered on the appropriate card as complaints are received.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) and (h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date complaint received; case number; name of officer; nature of complaint; date and disposition of investigation
	<b>Retention and Disposition</b>	Retain in Agency and destroy individual cards when case file (Series 00102) is destroyed.
07049	<b>Radio and Telephonic Records</b>	This series represents all inbound and outbound radio communications and recorded telephonic conversations between Kentucky State Police (KSP) Posts, KSP employees, Commonwealth citizens, and other local law enforcement departments as requested. Recorded telephonic conversations are produced from designated, recorded lines which should be used for emergency purposes only.
	<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: Radio communications and telephonic recordings which include but is not limited to, inbound 9-1-1 calls, inbound administrative calls, outbound calls; radio communications between field units, Kentucky State Police Posts; and related personnel.
	<b>Retention and Disposition</b>	Retain until three (3) years after date of call, then destroy.



# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Facilities Security Branch

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00173	<b>Facilities Security Branch Courtesy Notice</b>	This series documents a Courtesy Notice/Warning issued by Facilities Security Branch Officers regarding illegally parked vehicles at a state government facility, including on property or at a building.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date and time of courtesy warning; vehicle registration number; name and address of state facility; name and unit number of officer; brief description of offense
	<b>Retention and Disposition</b>	Retain in Agency for one (1) year, destroy.
00174	<b>Facilities Security Branch Activity Report</b>	This series documents reports of unusual occurrences observed by the Facilities Security Branch Officer at State Government facilities, buildings or property and submitted to respective State Police posts.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date and time of observation of activity; name and unit number of officer; state facility and address; brief description of activity.
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Human Resources Branch

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00072	<b>Kentucky State Police Sworn Personnel Profile Folder</b>	This series documents a biography of KRS Chapter 16 sworn personnel including but not limited to the education history, accomplishments and distinguishing awards, training, personal interests, and history of an officers career within the Department. If applicable, a military profile/career is also included.
	<b>Access Restrictions</b>	KRS 61.878 (1). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of sworn officer; education history; training; military experiences; distinguished accomplishments/achievements; skills; personal interests; departmental work assignments; promotions/rank certificate
	<b>Retention and Disposition</b>	Retain in Agency and destroy after termination of employment in the agency.
00105	<b>Kentucky State Police Officer (Chapter 16) Recruitment File (V)</b>	This series documents the recruitment file of a sworn police officer with the Department of Kentucky State Police pursuant to the provisions of KRS Chapter 16.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Applications, criminal record check, drivers license check, fingerprint file, medical examination, oral interview score, physical and psychological examinations, reference check and interview, birth certificate, college transcripts, drivers license, education and employment history, high school diploma, proof of 2 years active military experience and/or proof of 2 years law enforcement experience, social security card.
	<b>Retention and Disposition</b>	If applicant is hired, transfer birth certificate, social security card, driver s license, college transcripts, high school diploma or transcripts, proof of 2 years prior law enforcement experience, and/or proof of 2 years active military experience to Kentucky State Police Officer - Agency Personnel File (03460); retain remainder of file five (5) years, then destroy. If an applicant is not hired, retain until two (2) years after denial or close of any litigation, then destroy.
03460	<b>Kentucky State Police Officer - Agency Personnel File (V)</b>	This series documents the employment history of each Chapter 16 individual employee, including eligibility for promotions, reclassification, awards and memorandums regarding events that have occurred during the tenure of the employee. It also provides information regarding first reports of injury and disciplinary actions. (Disciplinary actions are retained per series 00102, Chapter 16 Complaint Investigation File.)
	<b>Access Restrictions</b>	KRS 61.878 (1) (a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Letters of commendation; letters of complaint and/or disciplinary action; first report of injury; educational transcripts; requests for verification of employment; copy of withholding tax forms; correspondence; exit processing records
	<b>Retention and Disposition</b>	Retain in Agency. Purge disciplinary documentation, except for any action that is classified as Class A, after five (5) years. Destroy remainder of file ten (10) years after employee is separated from the agency.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Human Resources Branch

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
06505	<b>Chapter 16 Personnel Promotional Testing File (V)</b>	This series documents the written and digital recordings of test materials used for the purpose of promotional processes per the terms and conditions of KRS 16.055 for State Police Officers and KRS 16.191 regarding Commercial Vehicle Enforcement Officers.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) and KRS 61.878 (1)(g). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Written tests; Answer key; promotional evaluations; job simulation documents and videos
	<b>Retention and Disposition</b>	Retain in Agency five (5) years, then destroy.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Internal Affairs Branch

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
00102	<b>Chapter 16 Sworn Personnel Complaint Investigation File</b>	This series documents investigations of all written citizen complaints regarding alleged acts of misconduct by Department of Kentucky State Police officers and including written complaints initiated by Agency supervisors or Agency officers when that person has knowledge of or has observed a fellow officer violating the standards of conduct as set forth by Agency policy. There are three (3) tiers of complaints which are classified in descending order according to the degree of seriousness. Class A violations of conduct are the most serious violation, Class B violations are less serious and Class C are the least serious violations.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) (h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Written complaint; description of the investigation; interviews and statements regarding the complaint; evidentiary conclusions; list of witnesses; recommendations for disciplinary actions by investigating officer; comments of Branch Commander, Division Director, and the Commissioner.
	<b>Retention and Disposition</b>	Retain in Agency. Purge and destroy Class B and C actions after five (5) years. Destroy remainder of file ten (10) years after separation or termination of employment.
03985	<b>Class A Violations Case Log</b>	This series documents a brief summary and status of alleged Class A Violations of Kentucky State Police officers, the most serious of the Agency's professional standards of conduct as defined by the Kentucky State Police Policy Manual. The case log ceases to have any value when the individual case file is destroyed per series 00102, Chapter 16 Sworn Personnel Complaint Investigation File.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) and (h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Case number; internal or external complaint; complainant name; date opened; date of incident; employee involved; employee designation (KRS Chapter 16, State Police Officer, or Chapter 18, Executive Branch merit employee); assignment; class; nature of allegation; name of investigator; disposition and correspondence
	<b>Retention and Disposition</b>	Retain in Agency. Delete the individual entries as case files are destroyed. Destroy each sheet when all entries have been deleted.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Kentucky State Police Academy

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00069	<b>Kentucky State Police Cadet Training Records File</b>	This series documents academic studies and performance records of cadets enrolled in the Department of State Polices training program for new officers. This series also notes if a cadet enrolled, began training and later resigned before graduation.
	<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: Names of individual cadets; date of birth; Social Security Number; applications; roster; class; schedule; grade sheet; course evaluations; trainee performance including academic and practical performances; and if applicable, letter of resignation.
	<b>Retention and Disposition</b>	Retain in Agency two (2) years from date of graduation from Kentucky State Police Academy.
00070	<b>Kentucky State Police Officer's Training Record File</b>	This series documents training records of officers employed in the Department of State Police. It identifies class performance and additional training throughout the officers career.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of individual officers; educational history; transcripts of grades; in-service training/records and associated information concerning Agency and non-Agency training and individual information.
	<b>Retention and Disposition</b>	Retain in Agency five (5) years after termination of employment.
00071	<b>Kentucky State Police Marksmanship Score Records</b>	This series documents the central file of information on marksmanship scores which states the accuracy of weapons usage for appropriate police officers. This Series contains Kentucky State Police Officers as defined by KRS Chapter 16 as well as other Agency personnel.
	<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: Police officers name and pertinent information; marksmanship scores; date and time of testing and location and skills/qualification scores
	<b>Retention and Disposition</b>	Retain in Agency five (5) years after termination of employment.
06089	<b>Training Instructors File (V)</b>	This series documents instructors who have been approved by the Department of Kentucky State Police to provide law enforcement instruction at or on behalf of the Kentucky State Police Academy pursuant to KRS 16.090. The series also includes those instructors who have been certified by the Kentucky Law Enforcement Council; though not all instructors at the State Police Academy are required to be certified.
	<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: Instructors name; date of birth; Social Security Number; address and phone number(s); educational background; professional background requirements for instructing classes at Kentucky State Police Academy; contracts, if applicable; approved list of courses that are to be taught by individual instructor.
	<b>Retention and Disposition</b>	Retain in Agency five (5) years from termination date as an instructor, then destroy.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Kentucky State Police Academy

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
06103	<b>Training Course Curriculum File (V)</b>	This series documents training curriculum and materials used for classroom instruction by the Kentucky State Police Academy, specifically training of cadets, in-service training, and including all other training mandated by Federal and State statutes and regulations, and professional law enforcement organizations pursuant to KRS 16.090. This series also documents curriculum approved by the Kentucky Law Enforcement Council; however, not all curriculum taught by the Kentucky State Police is required to be approved by the Kentucky Law Enforcement Council.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: List of courses; outline and/or description of course material; instructors; dates and locations of training; reference materials; lesson plans; and course material/manuals
	<b>Retention and Disposition</b>	Retain in Agency fifty (50) years from last date course material is used, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Media Relations Branch

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00013	<b>Kentucky State Police Public Affairs Officer Monthly Safety Education Activity Report</b>	This series documents the cumulative activities of the Kentucky State Police Public Affairs Officers (as defined in KRS Chapter 16) regarding the Kentucky State Police Safety Education Program for schools and other groups.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: number of safety programs given; groups or schools the program was given to; number of people in attendance
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.
00014	<b>Kentucky State Police Public Affairs Officer Monthly Education Activity Report</b>	This series documents a monthly summary activity report of Kentucky State Police Public Affairs Officers regarding the Kentucky State Police Safety Education Program as presented to schools and various groups. It provides a total of activities for the current month and a monthly total for the Public Affairs officers.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name and unit number of Public Affairs Officers, name of post represented; title of program and number of safety programs presented; groups or schools participating; number of people in attendance; news media contacts
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.
00016	<b>Kentucky State Police Press Pass Log</b>	This series documents a log of each person that has been issued a press pass to attend and report departmental events and activities.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of reporter on issued/pass; news organization; number given to card
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.
00073	<b>Kentucky State Police Public Affairs Officer Monthly Report</b>	This series documents the activities of Kentucky State Police Public Affairs Officers (defined in KRS Chapter 16) in a daily/monthly activity log.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Officer name; days worked; safety programs; community and law enforcement related activities; numbers of such programs and participant attendance numbers; recruiting contacts; special events
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Properties Management And Supply Branch

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00077	<b>Agency Automotive Records</b>	This series documents current inventory of vehicles purchased by the agency, the operational costs, repairs, mileage and similar information for each individual agency vehicles. All forms and attachments are forwarded to different locations if vehicle is reassigned. Gas receipts for each vehicle are retained for three (3) years at the affected entity and then destroyed. Records for surplus vehicles are incorporated in series F0146, Agency Surplus Property File, of the General Schedule for State Agencies.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: List of current automotive inventory; monthly activities of respective vehicles, including state credit card receipts for gas as assigned to officers at locations, repairs, mileage, operational costs; names of officers responsible; date of surplus
	<b>Retention and Disposition</b>	Retain in Agency and destroy upon disposal of vehicle.
00078	<b>Equipment Exchange, Transfer and Destruction Record</b>	This series documents the issuing of Agency property assigned to personnel and to Agency entities, including the exchange, destruction, reassignment and final disposition of applicable property.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Description of items or equipment; property number; serial number, if appropriate; apparent condition; model number; type and date of final disposition.
	<b>Retention and Disposition</b>	Retain in Agency three (3) years after disposal of equipment.
00079	<b>Property and Equipment Issue Records for Sworn Officers</b>	This series documents agency clothing and equipment issued to Kentucky State Police personnel for law enforcement and other agency-related functions. The record creates a certification of items issued to individual officers during his/her career with the Kentucky State Police.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Serial numbers; property numbers; name of item; officers name; officers unit number; officers assignment; date of issue
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years after termination of employment in the agency.



**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Administrative Division  
Properties Management And Supply Branch

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
00084	<b>Kentucky State Police Supply Branch Automotive Inventory Log</b>	This series documents information regarding Kentucky State Police vehicles issued to agency personnel or agency entities utilized in agency-related activities, including disposition.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain Location vehicle assigned; date of issue; vehicle license number; vehicle mileage; make, year and model; name; receiving officer; final disposition of vehicle
	<b>Retention and Disposition</b>	Retain in Agency and ddestroy after audit and when no longer useful.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Legal Office

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00011	<b>Litigation File</b>	This series documents the Agency attorneys working litigation file when the Department of Kentucky State Police is named as a party to a case. Most litigation is a result of alleged excessive force and wrongful arrests, misconduct, or violations of civil rights by Kentucky State Police officers. It also documents issues brought before the Board of Claims and Personnel Board (in the case of civilian employees). Depending upon the action being taken, appeals can be to the Board of Claims, Personnel Board, Circuit Court, Court of Appeals or Supreme Court.
	<b>Access Restrictions</b>	KRS 61.878 (1) (i) (j). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Names of parties; type of litigation; pleadings; motions; calendars; briefs; witness statements; attorney notes; videotapes; photographs; depositions; related correspondence; documentary material
	<b>Retention and Disposition</b>	Retain in Agency for one (1) year after case closure and all appeals have been exhausted. Transfer to State Records Center to be retained for an additional nine (9) years; then destroy. Total retention is ten (10) years.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Operations Division

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00122	<b>Supplement to Agent's Monthly Expense Report</b>	This series documents funds expended on the purchases of evidence from individuals by the Kentucky State Police for use in law enforcement functions. It also records the type of evidence collected and information on the seller.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h), KRS 17.150 (2). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Cost and type of evidence purchased; signature of witness; date of purchase; county and location of evidence purchased; quantity of evidence and case number
	<b>Retention and Disposition</b>	Retain in Agency for eight (8) years. Destroy after audit.
00123	<b>Monthly Expenditure Report</b>	This series documents the cash expenditures incurred in the course of Kentucky State Police criminal investigations. It records attached receipts. In investigative situations where no receipt is available such as at establishments for selling alcoholic drinks or toll locations, it states the expenses involved.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h), KRS 17.150 (2). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: monthly cash expenses for drug investigations; receipts;
	<b>Retention and Disposition</b>	Retain in Agency for eight (8) years. Destroy after audit.
00128	<b>Monthly Officer Activity Report</b>	This series documents a monthly report by Kentucky State Police Officers of the drug enforcement investigative activities. It identifies all reports and cases which have been worked for an overview of continuing and closed operations.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h), KRS 17.150 (2). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: date by month/day; cases opened; arrest S.D.I.R. reports; totals of arrested made by officer
	<b>Retention and Disposition</b>	Retain in Agency for one (1) year.
00158	<b>Qualification Sheet for Kentucky State Police Post Rotating Wrecker List</b>	This series documents determination of eligibility and placement of wrecker services on the affected Kentucky State Police posts rotating wrecker service log. This record also verifies an inspection of the wrecker and equipment has been completed to ensure compliance per the requirements of KRS Chapter 186 to 189 and Kentucky State Police policies.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date of annual inspection; name, address and phone number of wrecker service; checklist of wrecker equipment/features inspected; name of officer performing the inspections
	<b>Retention and Disposition</b>	Retain in Agency until services no longer used by the Agency.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Operations Division

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00159	<b>Petty Cash Fund Expenditures and Reconciliation Records</b>	This series documents records of expenditures and compliance to Kentucky State Police agency policy for the Petty Cash Fund at respective agency entities. Original form, invoices and receipts are forwarded to the Kentucky State Police Financial Management/Grants Branch for reconciliation and renewal of petty cash funds. Copies of above records are filed at the affected entity.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: date of audit; expenses; dates of purchase amount and description; balance of account; request for fund monetary renewal; original documents; and copies of documents
	<b>Retention and Disposition</b>	Retain in Agency for three (3) years and destroy.
03461	<b>Kentucky State Police Officer Post Personnel File</b>	This series documents supervisory comments on employee performance and conduct in order to complete annual evaluations of staff. It also provides information for scheduling work hours, work assignments, maintaining personal history, and for documenting commendations and/or reprimands. It is forwarded with the respective employee from one duty station to another during the course of his or her career with the agency. Periodically, it is purged of disciplinary action reports, allegations, etc. The purge is conducted on information that is five years old. NOTE: Do not purge documentation concerning a violation considered Class A - see attachment. As an employee separates from the agency, it is transferred immediately to the Departments Personnel Section - Personnel File - 03460, where the information is merged and a complete file is maintained for ten years after separation of employment.
	<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: Name, current address, phone number of officer; letters of commendation; copies of letters of complaint and/or disciplinary reports; supervisors contact reports; incident reports; correspondence
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years after termination of employment.
05443	<b>Evidence/Recovered Property Form</b>	This series documents property or evidence seized and retained or released to appropriate person(s) as part of a criminal or non-criminal agency or non-agency investigation; found property retained by the Kentucky State Police; and any applicable recovered property or evidence that is associated with such an investigation. The recovered property/evidence shall be described in sufficient detail to absolutely verify the identity of the item. The form will include the chain of custody, specifically the item name, date and time of the release, the name of the person releasing the item(s), who received the item(s), and the purpose the item(s) is/are being released. The final disposition date of evidence or recovered property will also be documented. This form may be used by all Kentucky law enforcement agencies, including but not limited to Kentucky State Police, county, city, and other local police departments.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series may contain: name of county evidence or property obtained; name and address of owner; date and time evidence or property recovered; date and time officer completed a NCIC (National Crime Information Center) check; if the property may be released and conditions of release (if applicable); the case/citation number; the laboratory location number; location recovered, obtained, and stored; if property is a state/federal forfeiture; case officer name and unit number and date.
	<b>Retention and Disposition</b>	Retain in Agency until case is closed. Original remains with property until final disposition and then placed in case report and destroyed at the end of case report retention period, which is 80 years (Series 00145, Case Report File)

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Operations Division

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
06918	<b>Counseling/Specific Contact Report</b>	This series represents the Counseling/Specific Contact Report that is used to internally document corrective counseling of behaviors or actions recognized by a supervisor that do not rise to the level of a violation of the standards of conduct or the need for progressive discipline, and that do not warrant inquiry, investigation, or discipline in either the sworn or civilian systems.
	<b>Access Restrictions</b>	Agency should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: employees name/unit number, work assignment, date/time/location of specific contact, other persons present at specific contact, purpose of employee specific contact, synopsis of specific contact, recommendations/comments, supervisor name and signature, employee name and signature, date counseled.
	<b>Retention and Disposition</b>	Retain one (1) year from creation of report, then destroy.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Operations Division  
Commercial Vehicle Enforcement Division

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
05876	<b>Motor Vehicle Inspection of Commercial Carriers - Violations</b>	The series documents the violations committed by commercial carriers as discovered during the inspections of said vehicles by Commercial Vehicle Enforcement officers. It is a legal size, three-part document with the original being maintained by Department of Kentucky State Police, Division of Commercial Vehicle Enforcement, the second part being maintained by the Federal Highway Administration, and the third part being given to the driver at the time of the inspection with instructions for its return (with the owners signature) to document that the necessary repairs have been made.
	<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: Report number, inspection date, time, location, state number, Department of Transportation number, ICC docket number, interstate carrier, motor carrier, street address, city, state, zip code, name of shipper, shipping paper number, driver identification, driver license number, license state, Commercial Vehicle Safety Alliance, decal number (three times), county number, highway/station, commodity, origin, destination, citation code (number one), citation code (number two), name hazardous materials, required placards, vehicle identification codes, violation identification, violations discovered, officer preparing report, his code number, time completed, signature of carrier official, title, date signed
	<b>Retention and Disposition</b>	Destroy hard copies after scanning and verification. Retain in Agency electronically three (3) years, then destroy
06166	<b>Driver/Vehicle Examination Report</b>	This series documents driver and/or vehicle examinations and reports conducted by Commercial Vehicle Enforcement officers. The examinations are done to ensure compliance with all operator and vehicle safety requirements.
	<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: Report number; inspection date; inspection level; driver and company information, violations; vehicle identification; brake adjustments; intermodal equipment provider information; special checks; state information; report creators name and badge number, and signature of motor carrier.
	<b>Retention and Disposition</b>	Destroy hard copies after scanning and verification. Retain forms and reports in Agency electronically three (3) years, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Operations Division  
Driver Testing Branch

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00165	<b>Commercial Driver Training School File</b>	This series documents information related to instructor records of commercial driver training school operations as required by 49 CFR Part 383. It identifies miscellaneous data, such as the hours of operation and contracted services on vendors providing specialized drivers training.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Location of school; equipment; contracts; fees; hours of operation of training; vehicles licensed; insured status; owner history; business type; operator license information
	<b>Retention and Disposition</b>	Retain in Agency two (2) years after school ceases operation.
00166	<b>Commercial Driver Training Instructors File</b>	This series documents personal information re licensed commercial driving instructors in the Commonwealth. It provides current information as to qualifications, education, and previous employment. Any traffic convictions are forwarded to Transportation Cabinet, Division of Drivers Licensing.
	<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: names of instructors; physical description; education; driving history; previous employment; and if applicable, traffic conviction information.
	<b>Retention and Disposition</b>	Retain in Agency two (2) years after termination or instructor ceases to renew license.
00167	<b>Records of Applicants for Driver Tests and Results</b>	This series documents individuals meeting the requirements of KRS 186.480 and have applied with the appropriate Circuit Court Clerks Office to be licensed as operators of motor vehicles in the Commonwealth, including the learners permit written examination. The series also documents the test results for the written examination and driving test.
	<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: Names of applicant; address; date of birth; age; Social Security Number or operators identification number; dates and times of test; type of examination taken; results of examination; name of examiner
	<b>Retention and Disposition</b>	Retain in Agency for two (2) years, destroy.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Operations Division  
Special Enforcement Troop/Drug Enforcement

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00126	<b>Credit Card Log -- Drug Investigation Funds</b>	This series documents a record of currency obtained by Kentucky State Police Drug Enforcement Officers from issued credit cards for conducting drug enforcement and other criminal investigative related activities. It provides for an accounting of expenditures that are attributed to each user.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h), KRS 17.150 (2). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date of activity; names of drug enforcement officers; expenditures attributed to investigation
	<b>Retention and Disposition</b>	Retain in Agency for eight (8) years. Destroy after audit.



# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Operations Division  
Special Enforcement Troop/Vehicle Investigations Branch

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
03542	<b>Title Hit File</b>	<p>This series documents each successful comparison by the Kentucky State Police of a title and vehicle identification number (VIN). A check is made through the National Crime Information Center/Law Enforcement Network of Kentucky (NCIC/LINK) to determine if either the title or VIN have a stolen status. If a person attempts to title a vehicle through the Transportation Cabinet and the VIN and title do not match, a request for the title and VIN to be verified through NCIC/LINK is sent to the Department of State Police, Vehicle Investigation Section to determine if a stolen status appears or a mismatch occurs. Transportation Cabinet is advised of status and can proceed with titling the vehicle. However, if a hit is made and the vehicle has been reported as stolen by a law enforcement agency throughout the nation, the Department contacts the reporting law enforcement agency to see if stolen status is appropriate. If the entry is incorrect, the reporting agency is asked to clear the NCIC/LINK entry. If stolen status is correct, Kentucky State Police holds the vehicle information for further investigation and creates a file.</p>
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Correspondence; copies of NCIC/LINK entries; copy of Automated Vehicle Information System (AVIS) search
	<b>Retention and Disposition</b>	Retain in Agency five (5) years and destroy.
03543	<b>Title Hit Log</b>	<p>This series documents the assignment of a hit number by Kentucky State Police to each successful comparison of a title and vehicle identification number (VIN). A check is made through the National Crime Information Center/Law Enforcement Network of Kentucky (NCIC/LINK) to determine if either the title or VIN has a stolen status. The checks are generally conducted as a part of the daily business of the Vehicle Investigation Branch or following a request from the Transportation Cabinet, Department of Motor Vehicle Licensing. The information related to this hit is contained in the Title Hit File, Series 03542, however, the log establishes the hit number and is used as a quick reference guide to answer inquiries from other agencies. It is also used to answer inquiries from individuals wanting to title vehicles that have a questionable status.</p>
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date received; State Police record number; make and VIN; name on title; status of case; date completed
	<b>Retention and Disposition</b>	Retain in Agency five (5) years and destroy.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Central Laboratory/photography Unit

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00090	<b>Photographic Laboratory Monthly Report</b>	This series documents the monthly work activities of the Kentucky State Police Photographic Laboratory Unit.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date; name of employees; work activities; type of print made and payment from clients for different types of unit product.
	<b>Retention and Disposition</b>	Retain in Agency for three (3) years.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Central Laboratory/polygraph Unit

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00094	<b>Application for Polygraph Examiner's License</b>	This series documents personal and professional qualifications for individuals requesting a license to work as Kentucky State Police polygraph examiners. If employed by the Kentucky State Police, information contained in this series may be used as credentials and proof of training in litigation.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: names of applicants; personal information; qualifying classes/courses; employment history; professional information; photograph
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.
00095	<b>Affidavit for Examiners License</b>	This series documents a signed, notarized statement by respective individuals who apply for the polygraph examiners license, which affirms that they attended an accredited training institution. It also states that applicants have at least two years of professional experience as an examiner. It is related to the individuals examiners file.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) as related to personal information, i.e. Social Number, DOB. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: names of applicants; signed statements of training attendance; dates of experience as examiner
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.
00096	<b>Application for Renewal of Detection of Deception License</b>	This series documents personal information of examiners possessing a license in the Commonwealth who apply for renewal of their licenses to conduct detection of deception examinations. It provides for current evidence of any requirements.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: name of examiners; home/business addresses; telephone numbers of examiners; date of renewal; employment/business information; Affidavit Certifying Completion of Continuing Education Requirements and Copy of C.E. U. Certification
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.
00097	<b>Irrevocable Consent -- Polygraph Duties</b>	This series documents a signed, notarized agreement by licensed, out-of-state examiners that they will complete assignments for polygraph detection of deception. The clients include individuals who have been served civil or criminal summonses to appear by the Justice and Public Safety Cabinet and are a permanent agreement for duties.
	<b>Access Restrictions</b>	KRS 61.878 (2) (g). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: signatures of examiners; notarized agreement for service
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Central Laboratory/polygraph Unit

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
00098	<b>Polygraph Case File</b>	This series documents a file containing information on individuals taking polygraph examinations administered by examiners. It also reports data on the polygraph test, i.e., identification of questions, chart of subjects reactions, and background information on a subjects taking the examination.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) - personal information; KRS 61.878 (1)(h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of individual taking polygraph, Written release for juveniles to be given polygraph; Signature of parents, investigating officers; permission for persons to be given polygraph; polygraph report; file number; case number; subject name; synopsis of interview with investigator/subject; test questions; test results; chart of subjects respiratory, cardiovascular and galvanic skin reactions; personal and background information on all subjects of examinations; polygraph examiner name, date of polygraph exam.
	<b>Retention and Disposition</b>	Retain in Agency for two (2) years. Retain at Records Center eighty (80) years, for a total retention of 82 years.
00100	<b>Polygraph File Number Log</b>	This series documents a log assigning file numbers to respective subjects given polygraph examinations for administrative purposes.
	<b>Access Restrictions</b>	KRS 61.878 (1)(h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date of examination; case number; subjects name; charge; investigating officers name; agency; test results
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00031	<b>Microfilmed Criminal History Jackets</b>	Closed Series. Microfilm project completed 1985, records date range 1939-1979. This series documents criminal history information on respective offenders. It identifies a comprehensive account of criminal justice actions involving individual offenders and may be useful in future legal actions.
	<b>Access Restrictions</b>	KRS 17.150 (4) and KRS 61.878 (1)(a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Subsequent criminal fingerprint card; Final disposition sheets; record dissemination completion; other agency abstracts; Corrections information sheet; notice of transfer or parole; mug shots; personal identifiers; court actions; individual/agency which data was released to; other criminal justice agency actions
	<b>Retention and Disposition</b>	Retain in Agency for eighty (80) years.
00032	<b>Final Disposition Sheet</b>	This series documents the form used to record final management and outcome of criminal and non-criminal investigations from law enforcement agencies in the Commonwealth of Kentucky.
	<b>Access Restrictions</b>	KRS 17.150 (4), CFR 28. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Personal data of offenders; final disposition of cases; case numbers
	<b>Retention and Disposition</b>	Retain in Agency. Destroy hard copy when information is computerized. Destroy computerized record when no longer useful.
00036	<b>Civil Fingerprint Card</b>	This series documents the retained fingerprints of Kentucky State Police Officers and other Kentucky State Police personnel who may be involved in criminal/non-criminal investigations, crime scene analysis or crime scene evidence/property collection. It identifies departmental staff for security measures and is used to compare with latent or undeveloped prints for elimination purposes. The submitting agency may request a copy.
	<b>Access Restrictions</b>	KRS 17.150, CFR 28. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name; date of birth; fingerprint identification; other personal data
	<b>Retention and Disposition</b>	Retain permanently in Agency. Return copy to submitting agency upon request.
00038	<b>Fingerprint Card Index</b>	CLOSED SERIES: This series documents a master list on cards of the names of individuals arrested and fingerprinted for criminal offenses. It provides for the location of criminal record files on all offenders by names used and fingerprint class.
	<b>Access Restrictions</b>	KRS 17.150 (4), CFR 28. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: personal data of offenders-names, dates of birth; fingerprint classes; location of criminal record files
	<b>Retention and Disposition</b>	Retain in Agency and destroy when fingerprint card destroyed.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00042	<b>Mug Shot File (V)</b>	This series provides a photographic record of the physical appearance of an offender at or about the time of an arrest. The photographs aid in the identification of an offender. Prints may be submitted to the Department by the Department of Corrections, the Kentucky State Police Laboratory, other law enforcement and criminal justice agencies. Changes in appearances over time diminishes the need to have a longer retention period.
	<b>Access Restrictions</b>	KRS 17.125 (4) (5) and (6); KRS 17.150. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Photographic likeness of an offender; case number and offender demographic data
	<b>Retention and Disposition</b>	Retain in Agency for twenty (20) years. NOTE: If an updated mug shot is received prior to the expiration of the retention period, the outdated mug shot may be destroyed and replaced with the newer one. Destroy mug shots of deceased offenders upon notification from the Federal Bureau of Investigation or the Department of Corrections.
00043	<b>Criminal History Information Review</b>	This series documents an offenders request for a copy of their criminal history record for review. It records the time of the review and whether access was approved. An offender, after review, may challenge the information contained in the file (series 05865).
	<b>Access Restrictions</b>	KRS 17.125; KRS 17.150. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of offender, date of birth, address, phone number, records information for review, date of request, date/time of review, approval of access.
	<b>Retention and Disposition</b>	Retain six (6) months, then destroy.
00052	<b>Uniform Traffic Accident Reports</b>	This series documents the number, type, location, and description of law enforcement investigated vehicular collisions reported to the Kentucky State Police (KSP) by all law enforcement agencies throughout the Commonwealth.
	<b>Access Restrictions</b>	KRS 189.635 - confidential record; KRS 61.878 (1)(a) - personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Local code, agency identification number, name of investigating agency, number killed, number injured, investigation completion note, hit and run note, day of the week, military time and date, intersection, one way note, ramp, direction, mile post, speed limit, operators license number, restriction/compliance note, operator name, address, date of birth, owner name, vehicle make, model, registration number, insurance company name, address, fire and/or overturned note, estimated speed, hazardous cargo note, drawing of accident, property damage note, time of ambulance arrival, witness names and addresses, citations, officers signature.
	<b>Retention and Disposition</b>	Retain collision reports for ten (10) years after received, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00055	<b>Civilian Traffic Collision Reports</b>	This series documents an individuals report of the occurrences that led to a vehicular collision utilizing the Civilian Traffic Collision Reporting Tool. These reports are completed by an individual when a law enforcement agency does not complete an official Uniform Traffic Collision report per KRS 189.365(4). The completed document is submitted to the Kentucky Open Portal Solutions (KyOPS) system and sent to the be stored in the Kentucky State Police repository.
	<b>Access Restrictions</b>	KRS 189.635 - confidential record; KRS 61.878 (1)(a) - personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date, time and location of collision; driver name, address, operators license number, and date of birth; vehicle registration information; vehicle type; damage; diagram of accident; and narrative concerning the vehicular collision
	<b>Retention and Disposition</b>	Retain for two (2) years after report is completed, then destroy.
00056	<b>Daily\Cumulative Vehicular Collision Fatalities Report</b>	This series documents daily and cumulative traffic fatality tolls that occur in Kentucky. It also records comparison traffic fatality tolls for the same time periods during the prior four (4) years. Each law enforcement agency within the Commonwealth is required to report traffic fatalities daily to Kentucky State Police via teletype or as otherwise required. The reports are forwarded to the Criminal Identification/Records Branch, Fatality Analysis Reporting System (FARS) Section for daily compilation and reporting to the Agency head. It is used to compile public information statistics such as holiday fatalities, year to date fatalities, prior year fatalities, etc. The Daily Fatality Report is disseminated to state agencies involved with highway traffic safety. The statistical numbers are also submitted daily to the National Highway Traffic Safety Administration (NHTSA).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date; fatality tolls to date for current year; fatality tolls for four prior years during same time period; name of deceased; address; race; sex; age; date/time of accident; type of accident; county; location; restraint notation
	<b>Retention and Disposition</b>	Retain in Agency for four (4) years.
00059	<b>Uniform Citation File (V)</b>	This series documents all uniform citations issued to individuals by law enforcement officers throughout the Commonwealth. Citations include but are not limited to vehicle or roadway violations, summonses, warrants, criminal, and/or misdemeanor offenses. Uniform citations are used as the basis for establishing court appearance dates and to begin the judicial process.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) - Personal Information; KRS 61.878 (1)(h) - Investigation. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, alias, address, type of identification, number of identification, social security number, date of birth, sex, race, place of employment, vehicle make, vehicle type, vehicle year, color, registration information, miles per hour, miles per hour zone, radar violation code, phone number, resident status, marital status, victims relationship to offender, ethnic origin, height, weight, hair color, eye color, violation date, time, location, breathalyzer results, date of arrest, time, county of violation, violation code, statute, ordinance, charges, post-arrest complaint, name and address of witnesses, officer signature, badge/identification number, assignment, additional offender information.
	<b>Retention and Disposition</b>	Retain citation until twenty (20) years after date of issuance, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00121	<b>Criminal History Record Dissemination File</b>	This series documents conviction record requests. KSP maintains a record of criminal histories which is disseminated to authorized individuals via the Request for Conviction Records form. The form includes the name of the applicant releasing the information as well as the receiving party or agency.
	<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: Offender name, date of distribution, requesting individual/agency name, service fee information.
	<b>Retention and Disposition</b>	Retain six (6) months, then destroy.
00150	<b>Duplicate Mug File</b>	This series documents a duplicate identification of photographs of individuals arrested by Kentucky State Police. It includes case numbers of criminal activities as to provide for cross referencing of information.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: photographs of offenders arrested; identifying data; case numbers; arrest card (KSP 007)
	<b>Retention and Disposition</b>	Retain in Agency and destroy picture when affected person is deceased or person is over 80 years of age.
05447	<b>Kentucky State Police Identification and Storage of Recorded MVR Tapes Form and Recordings</b>	This series documents the usage of Recorded MVR (Motor Vehicle Recording) Tapes or other recording retention device used by Kentucky State Police (defined in KRS Chapter 16) or other law enforcement agencies to record traffic stops, pursuits, and field sobriety tests at the scene of an arrest for violation of KRS 189A.010 or at a police station, jail, or other suitable facility meeting the requirements of KRS 189A.100 (2) (a), (b), (c) and (d). This series documents the name, rank and unit number of the officer, the number of times the tape or other recording device has been used, the location, supervisors unit number, the return date, and if the tape is an evidence tape, or if it is to be erased and reissued, or destroyed. The form may be used by all law enforcement agencies, including but not limited to Kentucky State Police and county, city, and other local law enforcement departments. This Series contains the forms and the tapes.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	The series may contain: rank, name and unit number of officer, the identification number of the tape, issue date, units signature; supervisors unit number; the return date, number of times the tape has been used, supervisors remarks and unit number.
	<b>Retention and Disposition</b>	Destroy by order of the District Court after fourteen (14) months if there is no appeal of any criminal or traffic case or if the videotape did not record the actual happening of an accident involving a motor vehicle, or fourteen (14) months after a decision not to prosecute a case after an arrest has made or citation issued, or twenty-six (26) months if there is no appeal of any criminal or traffic case if there is a recording of an accident involving a motor vehicle, and/or after all appeals have been exhausted, or at conclusion of civil case filed as result of recording or at conclusion of exhaustion of all appeals arising from any law enforcement agency administrative proceedings.



# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
05875	<b>Automated Fingerprint File (V)</b>	This series documents electronically captured and digitally stored fingerprints on each offender and provides for fingerprint images and personal data of all individuals arrested, inclusive of all subsequent arrests. Also included are fingerprint cards (ink and paper and electronically produced cards taken prior to 2006) filed by State Identification Number on each offender. Fingerprint cards are maintained for each arrest or criminal charges of an offender from the first apprehension and documents any and all offenses following each arrest. The fingerprints are used to identify offenders in the event the individual changes his/her name to avoid stiffer penalties due to prior arrests and also to compare latent prints from crime scenes and/or submitted evidence.
	<b>Access Restrictions</b>	KRS 17.150(4), CFR 28. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, Social Security Number, date of birth, address, fingerprint classes, digital mug shot, fingerprint/palm print cards and images; and arrest information
	<b>Retention and Disposition</b>	Retain permanently in Agency. Destroy the ink and paper prints after being scanned into AFIS.
05865	<b>Criminal History Information Challenge</b>	This series identifies an individual's request to challenge the contents of a criminal history record after reviewing the criminal history (series 00043) pursuant to KRS 17.150 and 502 KAR 30:070 Sections 4 - 6. The individual completes the "Challenge of Record" form with a duplicate copy of the record marked "Challenge of Record" and any documents submitted by the individual in support of the challenge is forwarded to the Criminal ID and Records Branch in Frankfort, Kentucky. The Branch conducts a comparison of the information under challenge as well as an expeditious search by other agencies at the request of the Branch. If an error or omission is discovered in the repository files, the record is corrected. The Branch notifies the individual or individuals legal counsel of the status of said challenge within thirty (30) working days of the challenge date. Status of challenge includes, but is not limited to: notice of clarification of record, expungement of erroneous data, substantiating record or ongoing process. If the record subject is dissatisfied with the action taken by the Branch, the individual may request an Administrative Review. This request is submitted in writing to the Commander of the Branch and the Commander then notifies the Administrative Review Officer in writing. The Administrative Review Officer conducts a review of the record in the same manner as the Criminal ID and Records Branch and notifies the individual within thirty (30) days of the request for Administrative Review date. Any further appeal by the individual is directed to the court for judicial review.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) as pertaining to individual's personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, Social Security number, details of challenge to criminal history record, correspondence.
	<b>Retention and Disposition</b>	Retain until six (6) months after review process has been completed, then destroy.
07007	<b>FBI Incident Based Reporting (IBR) File</b>	This series documents statistical information gathered and submitted to the FBI's National Incident Based Reporting program as part of the State's federal crime reporting requirements. Pursuant to KRS 17.120, statistical information is received through the Kentucky Open Portal Solutions (KyOPS) system as well as from private Incident Based Reporting systems (IBR) via non-KyOPS agencies and are combined to generate a .txt flat file, which is submitted to the FBI as an encrypted file.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Offense type(s), victim/offender demographics, location type(s), arson statistics, hate/bias statistics, homicide statistics, value of property stolen.
	<b>Retention and Disposition</b>	Retain until one (1) year after report is sent to the FBI, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
07017	<b>Centralized Criminal History Records</b>	<p>This series documents criminal history records in the Centralized Criminal History information system. KRS 17.140 established the creation of a central repository for criminal records that Kentucky State Police (KSP) utilizes for criminal background checks. Although centralized criminal history records are not subject to public inspection, per KRS 17.150(4), Kentuckys centralized criminal history information system feeds other systems where access is granted by federal or state statute. This series identifies a comprehensive account of criminal justice actions involving individual offenders throughout their offense history. Low-level offender records include; traffic infractions and violations for which a sentence to a fine only can be imposed. Mid-level offender records include; misdemeanors, other than a traffic infraction, for which a sentence to a term of imprisonment of not more than twelve (12) months can be imposed. Serious level offender records include; felonies for which a sentence to a term of imprisonment of at least one (1) year in the custody of the Department of Corrections may be imposed.</p>
	<b>Access Restrictions</b>	KRS 17.150 (4) Centralized criminal history records are not subject to public inspection.
	<b>Contents</b>	Series may contain: Contents are identified by statutes KRS 27A.310-440, which states "the centralized criminal history record information system shall consist of a minimum of seven (7) levels of information including" information relating to the offender, arrest, prosecution and action by the grand jury, court disposition, sentencing, handling of the offender, and programs designed by the General Assembly or other aspects of the operation of the criminal justice system.
	<b>Retention and Disposition</b>	Retain low-level offender records until ten (10) years after date of arrest and mid-level offender records until thirty (30) years after date of arrest, then destroy; Retain serious-level offender records permanently.
07036	<b>Mobile Device Recordings - Evidential</b>	<p>This series documents records created from mobile devices used by law enforcement in an official capacity that are known to have captured evidence, incidents, or unusual actions that may be used in investigations. These records may be created manually or automatically by the device and contain information that may be used as evidence in civil, criminal, or internal investigation(s), reviewed administratively for compliance with departmental policies, used as a tool in trainings, utilized as a reference in incident documentation, to improve evidence collection, to strengthen performance and accountability, to enhance agency transparency, to document encounters between agency and the public, and/or to investigate and resolve complaints. This series includes records created by any mobile recording device, regardless of where the device is mounted, such as (but not limited to) body-worn cameras, dash-cams, cell phones, drones, audio devices, and helmet-cams. Once the record becomes part of an investigation, it may be absorbed by a different record series including, but not limited to series 00011, Litigation File or series 00145, Criminal Case Report File.</p>
	<b>Access Restrictions</b>	61.878 (1)(a) - Personal Information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Digital image or video, time, date, statement by official and/or others (witness, etc.), record of scene or location, other incidental information, and associated metadata (both automatically and manually generated).
	<b>Retention and Disposition</b>	Retain recordings that capture a collision or the issuance of a citation until one (1) year after date of incident, then destroy. Records used in any investigation, current or pending legal activity, exhaustion of appeals process, or internal action must be kept until one (1) year after all investigative or legal activity is completed with the following exceptions: 07038, Commercial Motor Vehicle Inspection; 07039, Mobile Device Records - DUI Related Records.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
07037	<b>Mobile Device Recordings - Nonevidence</b>	This series documents records created from mobile devices used by law enforcement in an official capacity that are not known to have captured evidence, incidents, or unusual actions from which investigations, litigation, or criminal prosecution is expected or likely to result. These records may be created manually or automatically by the device and contain information that may be reviewed administratively for compliance with departmental policies, used as a tool in training, to strengthen performance and accountability, to enhance agency transparency, and to document encounters between agency and the public. This series includes records created by any mobile recording device, regardless of where the device is mounted, such as (but not limited to) body-worn cameras, dash-cams, cell phones, drones, audio devices, and helmet-cams.
	<b>Access Restrictions</b>	61.878 (1)(a) - Personal Information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Digital image or video, time, date, statement by official and/or others (witness, etc.), record of scene or location, other incidental information, and associated metadata (both automatically and manually generated).
	<b>Retention and Disposition</b>	Retain test recordings and recordings of non-enforcement actions until thirty (30) days after creation, then destroy.
07038	<b>Commercial Motor Vehicle Inspections</b>	This series documents commercial motor vehicle inspections carried out by Kentucky State Police (KSP) in compliance with the Commercial Vehicle Safety Alliance (CVSA). The Commercial Vehicle Enforcement (CVE) troop consists of qualified CVE inspectors who will complete a standard Level I or Level V inspection on commercial motor vehicles driving through the Commonwealth. A Level I inspection includes, but is not limited to checking the vehicle operator's credentials, hours-of-services records, seat belt usage, as well as a complete vehicle inspection to find any critical vehicle inspection item violations, which are outlined in the North America Standard Out-of-Service Criteria (OOSC). A Level V inspection is a vehicle inspection only, which can occur if the driver is not present. If a violation is found, the vehicle or operator will be placed out of service and will not be able to operate on the road until the identified issue is corrected. Vehicles that successfully pass inspection should receive a CVSA decal proving the vehicle passed inspection. The CVSA decal is valid for a three-month period, in which the vehicle should not be subject to an additional inspection.
	<b>Access Restrictions</b>	61.878 (1)(a) - Personal Information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date of inspection, name of inspector, vehicle driver name and license number, checklist of OOSC critical vehicle item violations, issues, and recommendations for preventing out of service placement, related correspondence.
	<b>Retention and Disposition</b>	Retain commercial motor vehicle inspection recordings until three (3) years after date of inspection, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
07039	<b>Mobile Device Records - DUI Related Records</b>	This series consists of records created by Kentucky State Police (KSP) using mobile devices that document pursuits, traffic stops, and field sobriety tests under KRS. 189A.010 for alcohol or controlled substances. These records may be created manually or automatically by the device. This series includes records from any mobile device, regardless of where the device is mounted, such as (but not limited to) body-worn cameras, dash-cams, cell phones, drones, audio devices, and helmet-cams.
	<b>Access Restrictions</b>	61.878 (1)(a) - Personal Information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Digital image or video, time, date, statement by official and/or others (witness, etc.), record of scene or location, other incidental information, and associated metadata (both automatically and manually generated).
	<b>Retention and Disposition</b>	Retain controlled substance related incident records as follows: "The videotape or film [mobile record] taken in accordance with this section shall, upon order of the sentencing court, be destroyed after the later of the following: 1. Fourteen (14) months, if there is no appeal of any criminal or traffic case filed as a result of the videotape or film, or if the videotape or film does not record the actual happening of an accident involving a motor vehicle; 2. Fourteen (14) months after a decision has been made not to prosecute any case upon which an arrest has been made or a citation issued as a result of the videotape or film, if the videotape does not record the actual happening of an accident involving a motor vehicle; 3. Twenty-six (26) months, if there is no appeal of any criminal or traffic case filed as a result of the videotape or film, if the videotape or film records the actual happening of an accident involving a motor vehicle; 4. After all appeals have been exhausted arising from any criminal or traffic case filed as a result of the videotape; 5. At the conclusion of any civil case arising from events depicted on the videotape or film; or 6. At the conclusion of the exhaustion of all appeals arising from any law enforcement agency administrative proceedings arising from events depicted on the videotape or film." (KRS 189A.100 (2)(b) 6)

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records/carry Concealed Unit

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
04650	<b>CCDW/LEOSA License Application System</b>	<p>This series documents the issuance and renewal of licenses to carry concealed deadly weapon. Law Enforcement Officers Safety Act (LEOSA) licenses are issued to retired peace officers, as provided for in KRS 237.138. Carry Concealed Deadly Weapon (CCDW) licenses are issued to private citizens, as provided for in KRS 237. To initiate the licensing process, an applicant must obtain an application from the Sheriff of their county of residence. The Sheriff forwards the completed application and supporting documents to the Kentucky State Police, which scans them into its imaging system. Extracted data from the system is downloaded to an Agency's mainframe system to generate criminal history and domestic violence records searches. A CCDW license is denied to an individual who is prohibited from the purchase, receipt or possession of firearms, ammunition or both or an individual that has been convicted within the past three years of certain misdemeanor offenses and drug and alcohol-related violations. LEOSA licenses are valid for a period of one year from the date of the range qualification. If a licensee wishes to renew a LEOSA license, he/she must complete the same process described for first time applicants. CCDW licenses are valid for a period of five years. A license is suspended or revoked if the licensee becomes ineligible to be issued a license under the criteria set forth in KRS 237.100. If the licensee fails to renew their CCDW license, the license shall permanently expire six months after the expiration date and is purged from the system. The applicant must re-apply for another license.</p>
	<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: Name of applicant; date of birth; Social Security Number; gender; address; whether retired police officer; date of application; application number; applicant certification; photograph of applicant, copy of training certificate; citizenship affidavit. The Law Enforcement Officers Safety Act packet also contains: peace officer range qualification and certification of law enforcement retirement.
	<b>Retention and Disposition</b>	Retain in Agency. Maintain imaging system and update as needed. Destroy hard copy of application/renewal packet and supporting documents in file after input and verification. Destroy electronic record one (1) year after date of denial, revocation, or recall. Purge all records concerning applicant six (6) months after permanent expiration of license.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Criminal Id And Records/sex Offender Registry Section

**Record Group  
Number  
1550S**

Series	Records Title and Description	Function and Use
05451	<b>Sex Offender Files (V)</b>	<p>This series documents registered sex offenders. The Sex Offender Registration Act was enacted in 1994 pursuant to KRS 17.500 through 17.580 and 42 USC 14071 and required the Justice and Public Safety Cabinet to implement a Sex Offender Registration System. The registrant is more specifically defined in KRS 17.500 but is a person who is eighteen (18) years or older and has been convicted in a court of any state or territory, a court of the United States or a court martial of the Armed Forces, of a sex crime or criminal offense against a minor, or who has been committed as a sexually violent predator. The registrant is required to complete forms at the Probation and Parole Office and be fingerprinted, photographed and provide the required sample for DNA analysis which are submitted to KSP. Pursuant to KRS 17.580, KSP are to maintain and update a web site containing information regarding the registrant. Registrants are required to register for twenty (20) years or for life depending on the nature of the offense and whether the offender has previous or multiple convictions of certain offenses as set forth in KRS 17.520.</p>
	<b>Access Restrictions</b>	KRS 17.574 - Confidential Information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, age, race, sex, date of birth, height, weight, hair and eye color, photograph, aliases used, residence, a brief description of the crime or crimes committed, fingerprints, Social Security number, date of release from custody, maximum date of sentence or supervision, whichever is longer; name of person completing form (if registrant is assisted), office phone of the releasing entity, signatures, SOR identification number, registration type, offender status, additional remarks, date form is completed.
	<b>Retention and Disposition</b>	Retain until eighty (80) years after required registration period has expired or after confirmation of death, then destroy.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Electronic Crimes

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
05434	<b>Electronic Crimes Forensic Analysis File</b>	<p>This series documents a written report concerning the examination and findings on completion of forensic analyses by the Kentucky State Police Electronic Crimes Branch (ECB) on cases involving electronic crimes as requested by the Kentucky State Police and other law enforcement agencies. The requesting law enforcement agency provides the physical evidence, including but not limited to computers, computer disks, visual images and photographic material, to ECB and a digital copy is produced of the media and any other applicable data as deemed necessary by the analyst. The analyst then conducts the analysis using the copy for the analysis so as to not potentially affect the original evidence. The original is then returned to the requesting agency and the copy remains with ECB. The requesting agency maintains the physical evidence and analytical report as part of the criminal investigation case file which must be maintained through trials and appeals while its ultimate disposition is determined by the appropriate judge. Copies of electronic evidence retained by ECB may be replicated for the courts if requested. Prior to destruction, Kentucky State Police shall notify the submitting agency of its intent to destroy this data. If the submitting agency no longer has data, a copy will be submitted to the agency prior to destruction.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1)(a)(h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Copies of Forensic Analysis Reports, Requests for Examination that has the corresponding series number, warrants/consent to search forms; forms authorizing disk to be wiped/erased; Examiners notes; electronic copies with the appropriate series number of examined material on disk/tape.
	<b>Retention and Disposition</b>	Retain in Agency and ECB will retain a digital copy of the computer hard drive, associated images, and/or associated or equivalent data or information for 5 years upon receipt by requesting agency, then destroy. Prior to destruction, Kentucky State Police shall notify the submitting agency of its intent to destroy this data. If the submitting agency no longer has data, a copy will be submitted to the agency prior to destruction. Digital images no longer having evidentiary value may be destroy immediately at the discretion of the analyst. The ECB copy of the analytical report is retained for five (5) years then destroyed.

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Intelligence

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00113	<b>Informant Card</b>	This series documents confidential information from informants utilized by Kentucky State Police that may lead to the discovery of criminal operations and/or violations regarding law enforcement purposes. Included are informant identifiers and records of fiscal transactions between the informants and the Kentucky State Police.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h) and KRS 17.150(2)(a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date of contact; names of informants; location of operations; funds transacted; informant photo; informant identification information.
	<b>Retention and Disposition</b>	Retain in Agency two (2) years after information is no longer active.
00115	<b>Consent to Use Surveillance Equipment on Person or Telephone</b>	This series documents consent signed by individuals for Kentucky State Police to use surveillance equipment on their person or telephone in criminal investigations and similar situations. It provides for a court-sanctioned gathering of information and evidence for the investigation of criminal and other similar activities.
	<b>Access Restrictions</b>	KRS 61.878 (1) (h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Names and signatures of persons giving consent; address of provider; date; phone number; type of surveillance used
	<b>Retention and Disposition</b>	Retain in Agency and destroy when no longer useful.



# STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety Cabinet  
Kentucky State Police  
Technical Services  
Laboratories

Record Group  
Number  
**1550S**

Series	Records Title and Description	Function and Use
00037	<b>Latent Case Files</b>	This series documents supplemental reports produced by the Automated Fingerprint Information System (AFIS) of criminal cases and non-criminal law enforcement investigations. It may include lists of the evidence received, exam information, photographs (both film and digital images) and final disposition of all evidence. The files are used to testify in courts of law.
	<b>Access Restrictions</b>	KRS 17.150 (4) Centralized criminal history records; CFR 28 Department of Justice records. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: List of evidence received in case, exams conducted, results of all examinations, photographs, final disposition of all evidence.
	<b>Retention and Disposition</b>	Retain eighty (80) years, then destroy.
00086	<b>Forensic Laboratory Case File (V)</b>	This series documents all analytical, investigative work from the forensic laboratories in Kentucky. The central laboratory is located in Frankfort with regional laboratories throughout the State. The laboratories become involved when a criminal investigation is initiated and take submissions from all police agencies. The data is used to support conclusions of the analyst and to support conclusions in the event of a court case.
	<b>Access Restrictions</b>	KRS 17.150 (2). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Examination notes; control sheet; request form (from police officer); worksheet; charts; graphs; photographs; drawings; analytical data; release form (supports chain of custody); court order; subpoena; final report, dates or request and completion of data
	<b>Retention and Disposition</b>	Retain in Agency for eighty (80) years.
00087	<b>Forensic Laboratory Monthly Activity Report</b>	This series documents the monthly work activities of the crime detection laboratories utilized in the Commonwealth. The central laboratory is located in Frankfort with regional offices throughout the State.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of laboratories; monthly activities; name of staff and backlog
	<b>Retention and Disposition</b>	Retain in Agency for three (3) years.
00092	<b>Photographic Card for Photography Laboratory</b>	This series documents an index to photographic negatives detailing crime circumstances, vehicular collisions and other agency-related photographs that are received by the Kentucky State Police Forensic Laboratory Unit, Central Laboratory Branch.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: List of negatives; date of receipt
	<b>Retention and Disposition</b>	Retain in Agency for five (5) years.