



County Jailer

Records Retention Schedule

Prepared by the Local Records Branch
Archives and Records Management Division

Approved by the State Libraries, Archives, and Records Commission



Kentucky Department for Libraries and Archives

County Jailer Records Retention Schedule

This retention schedule is to be used by all County Jailer offices in the Commonwealth. It lists records that are legally required for them to create and/or specific to the County Jailer's Office. The County Jailer Records Retention Schedule should be used along with the Local Government General Records Retention Schedule, which lists those records that are common to all local government agencies, i.e. financial, personnel, payroll etc. The records retention schedule is the foundation of an effective records management program and must be used on regular basis. All retention schedules have been approved by the State Archives and Records Commission in accordance with KRS 171.410 – 740. This approval provides the legal basis for all local agencies to apply the appropriate schedule to their records management needs.

GLOSSARY OF TERMS For Records Retention Schedules

- Permanent (P)** Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
- Confidential (C)** Records deemed unavailable for review by the public after applying the state’s Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. **It is important to note that the local government head has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.** Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
- Vital Record (V)** Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
- Duplicates** Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the “copy of record”, it must be retained according to the retention period on the schedule.
- Destruction Certificate** A destruction certificate should be used to document the destruction of public records and may be found, along with the instructions at the Kentucky Department for Libraries and Archives website (www.kdla.ky.gov). It should be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government agency may be destroyed unless it is listed on the retention schedule and a destruction certificate completed and the original copy sent to the Department for Libraries and Archives (Department).
- After Audit** A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed. Example: 3 years and audit: This means that the record series must be kept for 3 years after last activity or date in a file. The record must have gone through the annual audit before it can be destroyed.

RECORDS RETENTION SCHEDULE

Signature Page

County Jailer
Agency

June 9, 2016
Schedule Date

Unit

Change Date

June 9, 2016
Date Approved By Commission

APPROVALS

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

Agency Head

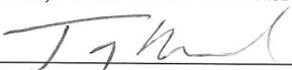
Date of Approval

Agency Records Officer

Date of Approval

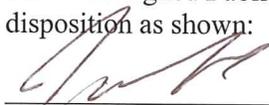
State Archivist and Records Administrator
Director, Public Records Division

Date of Approval

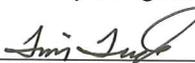

Chairman, State Archives and Records Commission

6/2/16
Date of Approval

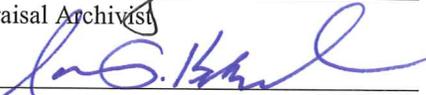
The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

6-21-2016
Date of Approval

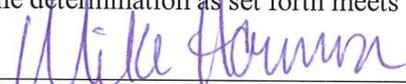

Appraisal Archivist

6/9/2016
Date of Approval


State/Local Records Branch Manager

06.09.2016
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

6/9/16
Date of Approval



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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Jailer
Administration

Record Group
Number

Series	Records Title and Description	Function and Use
L2647	Jail Inspection	This record series documents the copy of the biannual inspections of jails by the Department of Corrections (DOC) as prescribed by KRS 441.064. This report is used by DOC to report on the condition of the jail facility, as well as the administration of the jail. Copies of inspection reports are given to the Jail administration and the county/metro area authority with recommendations for the correction of problem areas if applicable.
	Access Restrictions	None
	Contents	This record series may contain: Name of the facility, address, type of facility, person in charge, date of inspection, inspector, inspector's signature, date and the body of the report which details compliance with 186 items relating to administration, booking, information systems, training, etc.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2648	Periodic Reports	This record series documents a monthly report sent to the Department of Corrections (DOC) containing specific information regarding local unit of government and inmate information as prescribed in KRS 441.105(2).
	Access Restrictions	None
	Contents	This record series may contain: Unit of government whose law the prisoner is charged with violating, statute or ordinance, whether a felony or misdemeanor, prisoner status, Name, age and sex of prisoner, county responsible for incarceration.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2674	Jail Register (Inmate Register) Book	CLOSED: This record series documented the jail registers (inmate registers). The jail register contains inmate information at the time of booking.
	Access Restrictions	None
	Contents	This record series may contain: Name of prisoner, when committed, term of sentence, by whom committed, offense, color and sex, officer committing, age, nativity, when discharged, by whose order discharged, number of days in jail, remarks, and related information.
	Retention and Disposition	Destroy five (5) years after the release of inmate.
L6914	Inmate Transport File	This record series documents the transport of inmates from one detention center to another and verifies the expense reimbursement to the detention center detailing the transport.
	Access Restrictions	None
	Contents	This record series may contain: Claim for conveying inmate to penitentiary, claim for conveying inmate from one county to another, invoice for travel expenses, inmate name and identification number, name of officer conducting the transport.
	Retention and Disposition	Retain for three (3) years. Destroy after audit

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 Public Records Division
 Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Administration

Record Group
 Number

Series	Records Title and Description	Function and Use
L6920	Daily Jail Logs and Special Reports	This record series documents daily jail logs, ad hoc reports and special reports. Pursuant to 501 KAR 3:060(2)(4), daily logs must be kept current and must reflect prisoner supervision and significant occurrences within the jail. Daily Logs and Special reports routinely document: Use of force, disciplinary actions, medical or mental health treatment, feeding schedule and menus, fire, assault, suicide or attempted suicide, escape or attempted escape, inmate vandalism, flooding of plumbing fixtures, jail personnel roster for each shift, visitor's log, etc.
	Access Restrictions	None
	Contents	This record series may contain: Date, time, location, inmate information, actions taken, description of incident or occurrence, witness information, officer/staff information and related information.
	Retention and Disposition	Retain for five (5) years, then destroy.
L6922	Policy and Procedures and Organization File	This record series documents jail policy, procedures and organization. Pursuant to 501 KAR 3:020(1), for jails that house state prisoners, jail administration must develop and maintain an organizational chart and a policy and procedures manual that has been adopted by the governing authority and filed with the State Department of Corrections (DOC). Policies and procedures must include certain aspects of the jail's operations including, but not limited to: Administration, fiscal management, personnel, security and control, sanitation and management, medical services, food services, emergency and safety procedures, classification, prisoner programs, prisoner services, admission and release and training. Policy and procedures must be reviewed, updated, and any changes approved by the governing authority at least annually. All revisions must be marked with the effective date and filed with DOC.
	Access Restrictions	None
	Contents	This record series may contain: Approved organizational chart and policy and procedures.
	Retention and Disposition	Retain one (1) copy of approved policy and procedures and organizational chart permanently.
L6924	Body-Worn Camera Recordings (Audio/Video)	This record series documents by body-worn audio/video incidents and happenings that occur while a person is acting in his/her official capacity as a jailer, deputy jailer, or other jail officer. Footage produced by body-worn cameras may be used as evidence in civil or criminal investigations, reviewed administratively for officer compliance with jail policies, used as a tool in officer training, or utilized as a reference in incident documentation, to improve evidence collection, to strengthen jail staff performance and accountability, to enhance jail transparency, to document encounters between jail staff and the public, and to investigate and resolve complaints.
	Access Restrictions	
	Contents	This record series may contain: Time, date, statement by officer and others (witness etc.), video of scene, audio of involved persons, and other incidental recordings.
	Retention and Disposition	Retain non-evidentiary recordings for thirty (30) days, then destroy. Evidentiary recordings used in any investigation, pending investigation, litigation or open records requests must be kept until all investigative or legal activity is completed. Then destroy the original and all copies of the recording.

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 Public Records Division
 Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Booking

Record Group
 Number

Series	Records Title and Description	Function and Use
L2728	Community Service Center Work Schedule	This record series documents the special control procedures for jails with community service or work release programs and work schedules. The work schedule is used as a control mechanism and provides information on work location, times in and out, and the names of those on community service duty.
	Access Restrictions	None
	Contents	This record series may contain: Name of inmate, work location, time in and time out and other related information.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2750	Inmate Medical Folder (V)	This record series documents the medical history and medical treatment record of each inmate. This file is cumulative and will transfer with the inmate if/when applicable.
	Access Restrictions	KRS 197.025, KRS 61.878(1)(a)
	Contents	This record series may contain: Inmate name, classification, medical history, treatment history, medication log, test results, prescription information, evaluations, request forms, release forms, physician and/or hospital treating memorandum and related information.
	Retention and Disposition	Destroy five (5) years after release of inmate.
L2751	Inmate Record File (V)	This record series documents the cumulative record for each inmate. Pursuant to 501 KAR 3:020(6), information required by 501 KAR 3:120 and 3:130 for admission and release must be retained for each prisoner. Additionally, jail administration must, at a minimum, document and retain for each inmate: court orders, personal property receipts, infraction reports, reports of disciplinary actions, work record and program involvement, unusual occurrences and if a prisoner dies, disposition of the prisoner's property and remains. The jailer or jail administrator may not release information, other than public information, to individuals other than law enforcement or court officials unless the prisoner has signed a form authorizing release of information. A copy of the signed form must be maintained in the prisoner's record. All jail records maintained on mental inquest detainees held under KRS Chapter 202A must be kept separate from any other jail records. Mental inquest records are confidential and must be made available for examination only as provided in KRS 202A.091.
	Access Restrictions	KRS 197.025, 610.320, 610.340
	Contents	This record series may contain: Photographs, incident reports, court proceedings, body receipt, property slip, leave slips, observations, letters to staff, inmate hearings, telephone calls, mental petitions and related information.
	Retention and Disposition	Destroy five (5) years after release of inmate.
L5220	Video/Audio Recordings	This record series documents any incident that may cause conflict between an inmate and an employee of the jail. Some jails/detention centers record the booking of all inmates while others record only the bookings in which they think there may be conflict. Also recorded are disciplinary hearings, incident reports, cell removals and the time an inmate is in the restraint chair. This recording may be used as evidence in hearings in which an inmate has filed a complaint alleging abuse, unfair treatment, etc., by jail staff.
	Access Restrictions	
	Contents	This record series may contain: Date, time, location of recordings, related information and video index/log sheet.
	Retention and Disposition	Retain non-evidentiary recordings for thirty (30) days, then destroy. Evidentiary recordings used in any investigation, pending investigation, litigation or open records requests must be kept until all investigative or legal activity is completed. Then destroy the original and all copies of the recording.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Jailer
Booking

Record Group
Number

Series	Records Title and Description	Function and Use
L6921	Daily Jail Logs and Special Reports	This record series documents daily jail logs, ad hoc reports and special reports. Pursuant to 501 KAR 3:060(2)(4), daily logs must be kept current and must reflect prisoner supervision and significant occurrences within the jail. Daily Logs and Special reports routinely document: Use of force, disciplinary actions, medical or mental health treatment, feeding schedule and menus, fire, assault, suicide or attempted suicide, escape or attempted escape, inmate vandalism, flooding of plumbing fixtures, jail personnel roster for each shift, visitor's log, etc.
	Access Restrictions	None
	Contents	This record series may contain: Date, time, location, inmate information, actions taken, description of incident or occurrence, witness information, officer/staff information and related information.
	Retention and Disposition	Retain for five (5) years, then destroy.

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Canteen

Record Group
 Number

Series	Records Title and Description	Function and Use
L2687	Inmate Account	This record series documents inmate commissary/canteen accounts. Pursuant to KRS 441.135 and 501 KAR 3:030, a jailer may operate a canteen for the benefit of the prisoners. Jail canteens are to be audited annually.
	Access Restrictions	None
	Contents	This record series may contain: Name of inmate, date, account balance, debit, or credit, initials of inmate for debit, deposits and receipts and related information.
	Retention and Disposition	Destroy two (2) years after the release of inmate and audit.
L6913	Commissary Request Form	This record series documents inmate requests from the canteen via an electronic ordering system.
	Access Restrictions	None
	Contents	This record series may contain: Inmate name, identification number, signature, items requested.
	Retention and Disposition	Retain for one (1) year then, destroy.

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STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Classification and Treatment

Record Group
 Number

Series	Records Title and Description	Function and Use
L2677	Inmate Classification Sheet	This record series documents the inmate classification sheet. Pursuant to 501 KAR 3:110(1) each jail must develop a prisoner classification system. The prisoner classification system provides for separation of categories of prisoners. For example, the separation of male and female, mentally ill, incapacitated, levels of offenses, etc. Upon admittance to the jail facility, a prisoner is interviewed and as a result of the information obtained and observed, the prisoner is classified.
	Access Restrictions	None
	Contents	This record series may contain: Arrest information/details, booking information/details, Prisoner name, SSN, address, prisoner physical details, employer, medical information, current charge details, court dates, bond information, disposition, cell location and related information both collected and observed.
	Retention and Disposition	Destroy five (5) years after the release of inmate.
L2678	Inmate Phone Calls	This record series documents prisoner phone calls/usage. Pursuant to 501 KAR 3:140(3) Jail policy and procedures must permit each prisoner to complete at least one (1) telephone call each week, a minimum of five (5) minutes must be allotted for each call and if the call is monitored, the prisoner must be notified.
	Access Restrictions	None
	Contents	This record series may contain: Name of inmate, cell location, approved by, date, number called, person called, time, date, signature of inmate and recorded conversation if applicable.
	Retention and Disposition	Retain for six (6) months, then destroy.

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STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Food Services

Record Group
 Number

Series	Records Title and Description	Function and Use
L2699	Food Service Operation Inspection Record	This record series documents jail food service operations inspection reports. Pursuant to 501 KAR 3:100, jail food services must comply with KRS 217.280 through 217.390 and 902 KAR 45:005, relating to safe food handling. The record is the inspection by the local health department of the jail food service operation for compliance with the health codes and regulations and makes recommendations where appropriate for improvement.
	Access Restrictions	None
	Contents	This record series may contain: Food service operation name, date inspected, violations found in structural cleanliness, ventilation, lighting, toilet facilities, water supply, waste disposal, serving and display, and cleanliness of staff with inspector's specific recommendations for correction or improvement in any of these areas.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2700	Menu	This record series documents food service menus. Pursuant to 501 KAR 3:100, jail food services must comply with KRS 217.280 through 217.390 and 902 KAR 45:005, relating to safe food handling. This series documents that adequate and appropriate meals are being prepared for inmates.
	Access Restrictions	None
	Contents	This record series may contain: Daily/weekly facility menus, special diet menus and related information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2702	Refrigerator and Freezer Temperature Control Record	This record series documents cold food storage temperature checks and monitoring. Pursuant to 501 KAR 3:100, jail food services must comply with KRS 217.280 through 217.390 and 902 KAR 45:005, relating to safe food handling.
	Access Restrictions	None
	Contents	This record series may contain: Date, time, location, refrigerator/freezer identification, name of person checking and related information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2703	Perpetual Inventory	This record series documents food service inventories.
	Access Restrictions	None
	Contents	This series may contain: Lists of food items, unit size, date, record of action, with quantity of food received, withdrawn and remaining on balance.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2704	Special Diet Order	This record series documents special diet requests. Pursuant to 501 KAR 3:100, the jailer or jail administrator must provide for religious diets in accordance with 501 KAR 3:130 after review and approval of religious authority. Additionally, the jailer or jail administrator must provide for medical diets if prescribed by a medical authority.
	Access Restrictions	None
	Contents	This series may contain: Name of inmate, date of birth, issue date, module, booking number, expiration date, type of diet, initials of approving physician or chaplain and related information.
	Retention and Disposition	Retain superseded and obsolete requests for one (1) year, then destroy.

STATE ARCHIVES AND RECORDS COMMISSION
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STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Food Services

Record Group
 Number

Series	Records Title and Description	Function and Use
L2705	Standard Kentucky Rebate Application-Food Processing Program	This record series documents the donated food rebate/refund application. As a government entity, jails are eligible to receive donated foods from the Federal Government. The KY Dept. of Agriculture is the state agency responsible for the administration of the donated foods program in the Commonwealth. The application is a request for a rebate/refund from the KY Dept. of Agriculture for use of government donated foods. Refunds received from that agency must be placed back into the food service program at the jail facility.
	Access Restrictions	None
	Contents	This record series may contain: Name of participant, identification code, address, city and state, purchased from, months when products purchased plus year, product code number, type of product, case size, number of cases purchased, donated food rebate value per case, net price per case after rebate, total rebate per line item, grand total, applicant signature, title and date and related information.
	Retention and Disposition	Retain for three (3) years, then destroy after audit.
L2706	U.S.D.A. Quarterly Food Inventory	This record series documents the USDA quarterly food inventory. As a government entity, the Jail is eligible to receive federal surplus foods to provide a nutritionally adequate diet for inmates. This record is used to document the quantity of federal surplus food on hand by the agency on a quarterly basis.
	Access Restrictions	None
	Contents	This record series may contain: Name of agency, county, county code, address, date of inventory, by commodity lists cases, bales or bags on hand in previous quarter, received this quarter, used this quarter, transferred out this quarter and damaged or destroyed this quarter, totals, inventory with overages and shortages this quarter, signature line and date and related information.
	Retention and Disposition	Retain for three (3) years, then destroy after audit.
L2707	Utensil Count Sheet (Daily)	This series documents the daily utensil count sheet. The record is used to document utensils on hand on a daily basis to protect against theft and to alert staff of the type of utensils if missing. This record is used for both fiscal management and for security management.
	Access Restrictions	None
	Contents	This record series may contain: Lists type of utensil and number on hand with signature line and date.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2708	Institution Requisition for USDA Foods Entitlement Purchases	This record series documents annual USDA food requisitions. As a government entity, jails are eligible to receive surplus foods from the US Dept. of Agriculture. The KY Dept. of Agriculture is the state agency responsible for administration of that program in the Commonwealth.
	Access Restrictions	None
	Contents	This record series may contain: Signature of authorized representative, county, phone number, average daily caseload, needy persons served everyday, lists USDA Foods, their sizes and price per case, case/bags requested with total dollar value and related information.
	Retention and Disposition	Retain three (3) years, then destroy after audit.

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Food Services

Record Group
 Number

Series	Records Title and Description	Function and Use
L2709	Cleaning Supplies Inventory	This record series documents the inventory of cleaning supplies. Inventories are updated on a regular schedule for usage and purchase information.
	Access Restrictions	None
	Contents	This record series may contain: Location and numbers of push brooms, sweep brooms, dust pans, mops, mop buckets and wringers, window cleaner, shower/toilet cleaner, scrub brush and floor cleaner on hand at each location with officer's initials and date.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2710	Delivery Notice for Donated Foods	This record series documents the delivery notice of donated foods. As a government entity, jails are eligible to receive government donated foods. This is the notice to the distributor for the delivery of donated foods to the jail facility.
	Access Restrictions	None
	Contents	This record series may contain: Name of institution, account number, arrival date, expiration date, deliver, year, pack size and price per case, route number, order number, total cases, signature line and date.
	Retention and Disposition	Retain for three (3) years, then destroy after audit.
L2711	Count Sheet of Meals Served	This record series documents the total daily meal count/meals served. This record may be required for reimbursements for donated food.
	Access Restrictions	None
	Contents	This record series may contain: Date, meal, new inmates, released inmates and those served at any other facility.
	Retention and Disposition	Retain for one (1) year, then destroy.

STATE ARCHIVES AND RECORDS COMMISSION
 Public Records Division
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STATE AGENCY RECORDS
 RETENTION SCHEDULE

Jailer
 Training

Record Group
 Number

Series	Records Title and Description	Function and Use
L2713	Training Checklist for Fire Emergency	This record series documents the training checklist for fire emergency. Pursuant to 501 KAR3:070, each jail must have a written policy and procedure that specifies fire prevention practices to provide for the safety of prisoners, visitors, and jail employees. This checklist is meant to acquaint staff members with those procedures as part of their in-service training and is used to document the fact that the employee has received training in the handling of a fire emergency.
	Access Restrictions	None
	Contents	This record series may contain: Date, employee name, SSN, checklist of six areas of responsibility, signature of instructor and trainee, date.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6923	Personnel Training Files	This record series documents jail personnel training files and training checklists. Pursuant to 501 KAR 3:160, training of jailers, jail personnel, and other employees is the responsibility of the local governing authority. The KY Department of Corrections (DOC) provides training assistance and archiving of electronic training records at no cost to the local body of government. Jail personnel must receive a minimum of twenty-four (24) hours annual in-service training.
	Access Restrictions	
	Contents	This record series may contain: Application for training, Request, Checklists, Training forms, Employee name, SSN, employee number, employee position title, training course titles, type of training, training site, training hours, instructor information, date/time of training, signatures, completion dates and related training information.
	Retention and Disposition	Destroy five (5) years after termination of employment.