



# Department of Agriculture

## 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 the Department for Agriculture. **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 Department for Agriculture personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for the Department for Agriculture to destroy the records listed, after the appropriate retention periods have passed.

Department for Agriculture 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 the Department for Agriculture.

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.**

This retention schedule covers the content of records created by the Department for Agriculture, including records created or stored using computers and computer systems. The *General Schedule for Electronic and Related Records* applies to records related to computers or a computer system. Examples of these include system documentation and use records, backup files, or website format and control records.

### **Audits and Legal Action**

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

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings or open records matters. These records must be retained at least until all legal or

investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

### **Vital Records**

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

### **Confidential Records**

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

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

### **Copies of Records**

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

### **Updating the Retention Schedule**

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

## **Department of Agriculture**

The Department of Agriculture was created to promote the interests of agriculture and horticulture in the Commonwealth of Kentucky and is governed by Kentucky Revised Statutes 246 – 263.

The first agricultural government unit in Kentucky was established in 1817 in Fayette County and has evolved through the years. The Department of Agriculture was established in 1942 as part of Agriculture, Labor and Statistics. In 1962, the Department of Agriculture was created as its own entity and is under the direction of an elected Commissioner.

The Department of Agriculture consists of the Office of the Commissioner, Office of the Chief Executive Officer, Office for Agricultural Marketing and Product Promotion, Office for Consumer and Environmental Protection, Office of State Veterinarian, Office for Strategic Planning and Administration, State Board of Agriculture, and the Board of Veterinary Examiners.

### RECORDS RETENTION SCHEDULE

#### Signature Page

Department of Agriculture	December 8, 2011
Agency	Schedule Date
Unit	December 10, 2020
	Change Date
	December 10, 2020
	Date Approved By Commission

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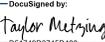
#### APPROVALS

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

DocuSigned by:  BD9660F8B58D473...	12/1/2020
Agency Head	Date of Approval
DocuSigned by:  A942B2B578B74A2...	11/25/2020
Agency Records Officer	Date of Approval
DocuSigned by:  7FD4DBCBB1FE4DC...	12/11/2020
State Archivist and Records Administrator	Date of Approval
Director, Archives and Records Management Division	
DocuSigned by:  7FD4DBCBB1FE4DC...	12/11/2020
Chairman, State Libraries, Archives, and Records Commission	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:

DocuSigned by:  982020946602410...	11/20/2020
Records Analyst/Regional Administrator	Date of Approval
DocuSigned by:  092020946602410...	11/20/2020
Appraisal Archivist	Date of Approval
DocuSigned by:  0102020946602410...	11/20/2020
State/Local Records Branch Manager	Date of Approval

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The determination as set forth meets with my approval.

DocuSigned by:  59DF6508B1254F8...	12/10/2020
Auditor of Public Accounts	Date of Approval

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06192</b>	<b>Egg Retail License File</b>	This series documents licenses issued to persons in the retail egg business in the Commonwealth pursuant to the requirements of KRS 260.600. Licenses are renewed annually and expire on April 1 of each year. Egg retailers may engage in more than one type of activity.
	<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, address, phone numbers, and Social Security number of licensee; fee assessed; business location.
	<b>Retention and Disposition</b>	Retain in agency and destroy one (1) year from date license is issued.
<b>06204</b>	<b>Grain Warehouse/Dealer License File</b>	This series documents licenses issued to any person, firm or corporation who purchases or stores grain from producers in the Commonwealth pursuant to provisions of KRS 251.430. Licenses are renewed annually. This series further documents all inspections conducted by Department of Agriculture personnel.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, address, location of storage facility; name and address of purchaser and date of purchase; type and amount of grain; inspection dates, name of inspector, reports; correspondence
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.
<b>06480</b>	<b>Department of Agriculture's Website</b>	This series is a snapshot of the Department of Agriculture's website. The website functions as a central communication, outreach, and documentation tool for the Office. The website provides online public access to information about the Office's activities and allows the public to contact the Office by email, use online forms to apply for and submit material, and search records held by the Office. It makes multiple records available in a central location. Some of these records may be listed on the Office's records retention schedule, or the General Schedule for State Agencies, and may be transferred to the State Archives in different formats than those found online the website. The website may contain the original version of these records series or duplicate copies.
		The website also connects to the social media sites of the Office, allowing wider public notification of its activities.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Commissioner's biography, organizational information and structure of the Department of Agriculture; speeches; press releases; photos; annual and summary reports; publications; and audio and video recordings. The website also contains a variety of files and scripts that allow for the website to function. These are covered by the series, Website Format and Control Records (E0058).
	<b>Retention and Disposition</b>	Through arrangement with the Department of Agriculture, KDLA will take periodic snapshots of the website at various times during the term of each Commissioner of Agriculture, including the beginning and ending of each four-year term and any significant changes made to the overall website. Snapshots will be retained permanently.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Aerial Recreational Devices

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06922</b>	<b>General Inspection File (Aerial Recreational Devices)</b>	This series documents Department of Agriculture employees' inspections regarding aerial recreational devices in Kentucky. Pursuant to KRS 247.238, department staff complete an administrative review of applications submitted to the department by device operators. Annual safety inspections are conducted by certified third-party inspectors. Department inspectors may also perform random checks of devices. Devices and operations are issued annually.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Operator or Company Information, Registration Information, Certified Third-Party Inspectors' Reports, Stop Operation Orders, Certificate of Proof of Financial Responsibility, Accident and Fatality Report Form.
	<b>Retention and Disposition</b>	Retain four (4) years, then destroy.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Animal Health

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01901</b>	<b>Herd Health Files (excluding horses) (V)</b>	This series documents the testing and movement of animals, other than horses, into and out of a herd within the state. As required in KRS Chapter 257, each farm must have animals tested for diseases before buying, selling, importing, exporting, or moving them across the state. The tests are sent to the Division, and a folder is established on each herd. Once a file is created, herds can be followed until all of the animals have been slaughtered. If an animal has tested positive for any disease, the entire herd is quarantined until treated. The series enables the Division to trace herds suspected of carrying diseases so that treatment can be continued, as required by procedures. The series also provides information on animals purchased from other states, as well as herds moving within the state. Information from the series is of value to the U.S. Department of Agriculture and Animal and Plant Health Inspection, in cooperation with the Department of Agriculture.
	<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: Brucellosis test record, vaccine certification, in-state and out-of-state health certificates, tuberculosis test record, suspect record, order of quarantine, appraisal and indemnity claim, field investigation of brucellosis market test reactors, official quarantine release, related correspondence, yearly test report, pseudo-rabies surveillance card request, import swine herd file.
	<b>Retention and Disposition</b>	Retain in agency. Destroy non-infected herd records after ten (10) years. Destroy infected herd records after fifteen (15) years.
<b>03712</b>	<b>Swine Herd Owner File</b>	This series documents all activities of swine herd owners within the state, including information on the movement, selling and testing of swine herds throughout the State. All swine must be tested and treated to control infectious swine diseases. These tests are done by a licensed veterinarian and sent to a state/federal lab for processing. The tests and the results are then sent to the Division of Animal Health. The records are used in tracking swine herds to prevent the spread of diseases.
	<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: Initial Qualification and Maintenance of Qualified Pseudo rabies (Negative Swine Herds), Initial Validation and Maintenance of Validated Brucellosis, Brucellosis Test Record, Correspondence, Official Quarantine Release, Quarantine for Retest, Pseudo rabies Test Record, Tuberculosis Test Record, Certificate of Veterinary Examination.
	<b>Retention and Disposition</b>	Retain in agency. Destroy non-infected herd records after ten (10) years. Destroy infected herd records after fifteen (15) years.
<b>03718</b>	<b>Contagious Equine Metritis Complement Fixation Test</b>	This series documents the blood test required for horses being tested for Contagious Equine Metritis (CEM). CEM is a venereal disease common in horses that is highly contagious, but can be successfully treated. Mares and fillies are required to have the test prior to entering the breeding shed. Imported mares, mares bred to imported stallions, or mares that follow an imported mare at the shed are required to have the test fifteen (15) to forty (40) days post-breeding.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Accession number (determined by the testing lab); owner name and address; referring veterinarian, code number, address; breeding history; date sample drawn; test conducted by, date, signature; animal information (name, age, sex, breed, color); lab results; reason for test; signature of veterinarian.
	<b>Retention and Disposition</b>	Retain in agency five (5) years, then destroy.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
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Agriculture, Department of  
Animal Health

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03719</b>	<b>Contagious Equine Metritis Culture - Accession Sheet</b>	This series documents the treatment each horse imported into Kentucky is required to have in addition to the Contagious Equine Metritis (CEM) CF (complement fixation) test. The accession sheet documents the results of culture sites and comes from the testing laboratory, along with the CEM CF test. Any horse imported into the State from another country must be treated by or under the direct supervision of a veterinarian licensed to practice in Kentucky before being used for breeding.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of lab; case number; date sampled; breed; sex; age; animal name/number; veterinarian name, address, city, phone number, signature; owner/farm name, address, city, phone number; animal's breeding history; clinical signs; anatomical area sampled; culture results; comments; laboratory personnel signature/initial, call, date reported.
	<b>Retention and Disposition</b>	Retain in agency five (5) years, then destroy.
<b>03720</b>	<b>Contagious Equine Metritis Imported Horse File</b>	This series documents the testing for and treatment of Contagious Equine Metritis (CEM). It also documents the worksheet kept on all mares and stallions under quarantine that have been imported into Kentucky from countries whose animals are known to be infected with CEM. Once a horse is imported into the state under quarantine, a licensed veterinarian must administer the CEM test and cultures.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Notice from broker regarding importation of animal (name, sex, breed, destination, estimated date of arrival), contract signed by farm personnel that all testing and treatment requirements will be met, order of quarantine, copies of accession sheets documenting sites cultured and results, letter from attending veterinarian determining whether imported mare is in foal or barren, worksheet from testing veterinarian documenting that all testing and treatments have been completed and are negative, copy of quarantine release, USDA 127 forms.
	<b>Retention and Disposition</b>	Retain in Agency five (5) years, then destroy.
<b>03721</b>	<b>Equine Infectious Anemia Test Record</b>	This series reflects the testing for equine infectious anemia (EIA) required for all horses six (6) months old and older before being sold, raced, showed, and/or exported. This test is completed by a licensed veterinarian and sent to a state or federal laboratory for processing. Results are sent to the Division of Animal Health. If the test is negative, it is kept for one (1) year. If the test is positive, the results are transferred into the Equine Infectious Anemia Positive Case History Report (03722). This disease is very contagious and is often spread by biting insects in summer. All horses must be tested before entering 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 contain: Owner, Address, County, Date samples drawn, Total number of samples, Case number, Tube number, Name of horse, Age, Sex, Breed, Tag, Tattoo, Color markings, Lab results, Ref. Vet., Address, Code number, Test conducted by (Sale, Show, Racing, Export), Date, Signature of Veterinarian, Racetrack surveillance.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>03722</b>	<b>Equine Infectious Anemia Positive Case History Report</b>	This series represents case histories of all horses that tested positive on the equine infectious anemia (EIA) test. All horses six (6) months old and older must be tested before they are sold, raced, showed, or exported. The records provide a method of tracking diseased horses or herds. These horses must be quarantined until they are destroyed or they die and must be tracked because owners may try to sell a diseased animal in another state.
	<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: Present owner/agent: Street/Route City, State, Zip; Breed, Name/Age, Sex/Markings; General Information regarding owner and animal - Where purchased, Health history, Date purchased, Signature of owner, Date, Inspector, Additional comments, Reviewer, Signature, Date.
	<b>Retention and Disposition</b>	Retain in agency fifteen (15) years, then destroy.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

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**STATE AGENCY RECORDS  
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Agriculture, Department of  
Animal Health

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0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03723</b>	<b>Equine Viral Arteritis Test Record File</b>	This series documents the diagnostic test used to determine if an animal has been exposed to Equine Viral Arteritis (EVA). Thoroughbred stallions standing stud in Kentucky are required to test negative prior to their initial EVA vaccination.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Accession number; owner name, address; referring veterinarian, address, vet code; breeding history (bred to, date, farm); date sample drawn; testing laboratory, date, signature; vaccination (yes/no, date); animal data (name, age, sex, breed, markings) lab results; reason for test; and signature of veterinarian.
	<b>Retention and Disposition</b>	Retain in agency five (5) years, then destroy.
<b>03724</b>	<b>Equine Viral Arteritis Vaccination Record File</b>	This series documents the vaccination given to horses to protect against Equine Viral Arteritis (EVA). The vaccinations are required for all thoroughbred stallions standing stud in Kentucky.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: name of horse/identification; location (farm); date vaccinated; vaccine used, date of expiration; signature of veterinarian.
	<b>Retention and Disposition</b>	Retain in agency five (5) years, then destroy.
<b>03726</b>	<b>Rendering Plant License File</b>	This series documents licenses issued to persons engaged in the business of disposing of, picking up, collecting, or operating a loading platform in connection with bodies or parts of bodies of dead or slaughtered animals, poultry, fish, scrap, offal, hides, bones, fat, grease or other raw rendering materials, or by-products thereof per KRS 263.020. Licenses are issued annually.
	<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: Application includes name, address, date of application, method(s) of disposal; License; Inedible permit; Correspondence.
	<b>Retention and Disposition</b>	Retain in Agency until five (5) years after last renewal.
<b>03727</b>	<b>Livestock Dealer License File</b>	This series documents the process by which a person becomes a livestock dealer in Kentucky. Pursuant to KRS 261.375, any person wanting to engage in the business of being a livestock dealer must first obtain a license from the Division of Animal Health. An application is filed with the Division along with a fee and the license must be renewed annually. The livestock dealer must keep records of all transactions conducted by him for the next two (2) years and make the records available to inspectors upon request. A livestock dealer is a person who buys, sells or offers to buy, sell, exchange, barter, or negotiate the sale of livestock in Kentucky whether the livestock were raised in this State or imported from another state. A farmer is a person who buys or sells livestock in connection with the operation of a business of breeding, growing and feeding livestock as a part of an established farming enterprise and who does not follow a definite pattern in disposing of livestock.
	<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: Application; Renewal Letters; Certificate information such as, license number, name, address, county, date issued; Correspondence.
	<b>Retention and Disposition</b>	Retain in Agency until three (3) years after last renewal, then destroy.

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Animal Health

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>04866</b>	<b>Certificate of Veterinary Inspection (CVI) File</b>	This series is used to track the movement of large animals, such as horses, swine, and cattle, but not cervid, from county to county or state to state. The certificate is completed by the veterinarian in the state or county of origin and documents the health status of the animal.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Certificate which documents the health status of the animal, veterinarian's name and address, date of examination, unapproved CVI, owner/shipper statements, equine interstate and movement permit.
	<b>Retention and Disposition</b>	Retain in Agency ten (10) years, then destroy.
<b>04871</b>	<b>Health Certificates for Small Animals File</b>	This series is used to track the movement of small animals, such as dogs, cats, rabbits, etc., from state to state. The certificate is created by the veterinarian in the state of origin and documents the health status of the animal. One (1) copy of the certificate is given to the owner and must accompany the animal as it travels from place to place and two (2) copies are forwarded to the Division of Animal Health. The Division retains one (1) copy and forwards one (1) copy to the state of destination.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Copy of the certificate which provides information regarding the health of the animal, date of examination, veterinarian's name and address.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>06886</b>	<b>Stockyards License File</b>	This series documents the licensing of stockyards as required per KRS 261. The owner or operator of each stockyard or buying station shall pay a \$25 license fee plus \$10 for each scale. Each stockyard is subject to random inspections. Each stockyard shall annually identify all dealers that conduct business within the stockyard and must verify that the dealers are properly licensed and bonded. At the beginning of each month, the owner or operator of each stockyard or buying station shall file a sworn statement showing the exact number of livestock received and sold during the preceding month.
	<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: application, market vet agreement, horse sale application, list of licensed dealers, bond/security information, monthly report on sales, correspondence, inspection reports, scale inspection reports.
	<b>Retention and Disposition</b>	Retain the initial application and surety information in Agency until five (5) years after inactivity, then destroy. Retain renewals and supplemental documents/reports in Agency five (5) years, then destroy.
<b>06887</b>	<b>Chronic Wasting Disease (CWD) Program File</b>	This series documents the movement testing of farmed cervids for CWD into and out of the state and between herds within the state. CWD is a deadly disease in cervids and requires testing of the Obex and Retropharyngeal Lymph Nodes.
	<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: the application for participation in the CWD program, inventory of animals in herd, Certificate of Veterinary Inspection, US 127 form, vet of record inspections and lab test done to test for CWD, in and out of state health certificates and correspondence, report of dead animal, CWD test accession.
	<b>Retention and Disposition</b>	Retain in Agency for ten (10) years, then destroy.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Animal Health

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06888</b>	<b>Animal Brand Registration File</b>	This series documents the registration of brands in Kentucky per KRS 253. Registration of brands is voluntary and not considered an official form of identification within the state. Methods include hot iron, freeze, tattoo, chemical, etc. Brands shall be registered every five (5) years thereafter initial registration. Brand owners shall execute and report a written transfer of livestock sold to purchasers. Duplication of a registered brand is subject to misdemeanor.
	<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: applications, certificate, cover letter, cancellation notice, correspondence.
	<b>Retention and Disposition</b>	Retain in Agency permanently.
<b>06889</b>	<b>Avian National Poultry Improvement Plan (NPIP) Program Files</b>	This series documents the information included in the NPIP program and the participants in the program. The NPIP program is a federal program in which participating premises are inspected and poultry in the participating flocks are tested for Pullorum-Typhoid and Avian Influenza. The tests and inspections are used as a basis for poultry commerce recognized throughout the poultry industry. The regulations relate to KRS 257 and CFR 9-145. These records provide information on certification of poultry flocks and poultry movement between states.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: 9-3 forms used for shipping hatching eggs, chicks and poults; 9-2 form (Flock Selecting & Testing Report) used to report tests administered and the number of birds tested on the premises; 9-8 form (Flock inspection & check testing report) used as a template to verify the inspection done on the premises and to document the number of birds which were Pollorum tested and the results; and the AI (Avian Influenza) test accessions which are part of the surveillance performed to meet the requirements of the NPIP program.
	<b>Retention and Disposition</b>	Retain in Agency until three (3) years from testing date, then destroy.
<b>06890</b>	<b>Avian Non-National Poultry Improvement Plan (NPIP) Program Files</b>	This series documents the information included in the poultry records which are not NPIP related. These records are used to collect data on non-auction barn sales in the case of the swap meets/flea markets. The non-NPIP forms are used for the Pollorum testing needed for shows and non-NPIP entry into other states as they relate to KRS 257.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: AI (Avian Influenza) test accessions for the surveillance at swap meets and any other sources; permits for swap meets; poultry record of sales collected from the swap meets; and non-NPIP Pollorum test forms used at shows and fairs for Pollorum testing as well as an entry certificate for entry into other states.
	<b>Retention and Disposition</b>	Retain in Agency for one (1) year, then destroy.
<b>06891</b>	<b>Animal Disease Traceability File</b>	This series documents official identification for livestock in Kentucky pursuant to 9 CFR Part 86 and KRS 257.497. Marketed animals shall be officially identified for the purpose of Animal Disease Traceability. Officials shall document the distribution of official identification devices among veterinarians and licensed livestock markets as well as approved tagging sites.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: approved tagging site applications, official tags applied form, multi-purpose test chart, vet fee basis, premise request forms, correspondence, shipping request forms.
	<b>Retention and Disposition</b>	Retain in Agency for ten (10) years, then destroy.

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Animal Health

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06892</b>	<b>Equine Breeding Shed File</b>	This series documents the breeding history of import mares that were bred to a Kentucky stallion.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: breeding shed reports, test charts, correspondence.
	<b>Retention and Disposition</b>	Retain in Agency five (5) years, then destroy.

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RETENTION SCHEDULE**

Agriculture, Department of  
Commissioner's Office

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01863</b>	<b>Farm Name Registration</b>	This series documents certificates issued to farm owners requesting registration of the names of farms in the Commonwealth of Kentucky pursuant to KRS 247.380. Applications are sent to the Department of Agriculture for processing and when a farm name has been recorded in the state, that name shall not be recorded as the name of any other farm.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, address of farm; County; three (3) choices of names; acreage; mailing address of owner; correspondence.
	<b>Retention and Disposition</b>	Retain in agency permanently.

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Commissioner's Office  
Fiscal and Personnel Section

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01866</b>	<b>Budget Request Prior to 1968</b>	This series documents budget requests prior to 1968, which the agency submitted annually, and which were included in the State Budget.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date; fiscal year; administrative unit; total amount requested for agency for each year; funding sources.
	<b>Retention and Disposition</b>	Retain in agency permanently.
<b>01867</b>	<b>Operating Budget Prior to 1968</b>	This series documents the operating budget for the agency prior to 1968 as set forth in the State Budget.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Organization units, salary equity allotments, General Fund, regular appropriations; personnel costs, operating expenses, grants, total expenditures, expenditures by unit, grand totals of finances.
	<b>Retention and Disposition</b>	Retain in agency permanently.

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Food Distribution

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01884</b>	<b>Emergency and Disaster Food Distribution File</b>	This series documents United States Department of Agriculture (USDA) foods that are utilized when an emergency or disaster situation occurs and further documents records submitted by donating party or parties for reimbursement of any USDA foods given in an emergency and/or disaster.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Detailed specific listing of any and all USDA foods given during an emergency or disaster situation, location and nature of disaster; dates; authorizing official making request; approval; correspondence.
	<b>Retention and Disposition</b>	Retain in agency four (4) years, then destroy.
<b>01886</b>	<b>United States Department of Agriculture Allocated Foods Tracking Log</b>	This series documents all United States Department of Agriculture foods donated to schools, institutions, camps and agencies, including all points of the supply chain for use in the event of a dispute, hold or recall of the product(s).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: commodities on order; allocation records; school and institution inventory; delivery orders on food and monthly summaries from schools, institutions, camps and agencies that receive or utilize USDA foods; dates; correspondence.
	<b>Retention and Disposition</b>	Retain in agency four (4) years, then destroy.
<b>01888</b>	<b>Warehouse Reports of Stored Food</b>	This series documents monthly inventory reports by the United States Department of Agriculture (USDA) of foods stored at approved warehouses and distributors servicing the Commonwealth of Kentucky. This allows the Kentucky Department of Agriculture to better assist schools, institutions, camps and agencies in managing their inventory of USDA donated foods.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Monthly Inventory Reports from approved distributors and warehouses servicing the Commonwealth of Kentucky; listings of amount of food, types, and length of storage; recipient agency USDA Foods are allocated to; dates; correspondence.
	<b>Retention and Disposition</b>	Retain in agency four (4) years, then destroy.
<b>01889</b>	<b>Accountability Ledgers of Food Received, Shipped and/or Transferred</b>	This series documents the monthly reports per 7 CFR, 247, 250 and 251 and Commonwealth of Kentucky Agreements of all United States Department of Agriculture (USDA-) Donated Foods received, shipped, and transferred by a food manufacturer or distributor under the National School Lunch Program for USDA foods. This series further provides accountability for the state donating agency, manufacturer, distributor and recipient agency of USDA-Donated Foods to ensure verification by USDA that all parties involved are in compliance with federal regulations regarding USDA foods. This information may be useful in the event of a dispute regarding USDA foods.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Accountability Ledgers of Food received, shipped and transferred; Name of entity submitting report, month reported, date report was generated, USDA Food being utilized, monthly beginning balance of food, food received, food shipped, food transferred, food lost (if applicable), and signature of authorized entity representative verifying the information contained within the report.
	<b>Retention and Disposition</b>	Retain in agency four (4) years, then destroy.

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**Archives and Records Management Division**

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Food Distribution

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01893</b>	<b>Field Representatives Reports</b>	This series documents the Kentucky Department of Agriculture field representatives' annual on-site investigation/review and verification that all recipient agencies of United States Department of Agriculture (USDA) Foods under the National School Lunch Program (7 CFR 250) are in compliance with federal and state guidelines for ordering, delivery, and use of USDA donated foods.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of field representative; documents and procedures reviewed; whether compliance requirements have been met; date of review; correspondence.
	<b>Retention and Disposition</b>	Retain in agency four (4) years, then destroy.
<b>04277</b>	<b>Frozen Poultry Inspection File</b>	This series documents the inspections and reports conducted by Department of Agriculture personnel of all frozen poultry sold in bulk to schools, prisons, etc. Inspections are conducted of frozen poultry to ensure that trucks are at the right temperature and that the condition of the poultry meets standard requirements. Inspectors also check the weight of the products pursuant to KRS 363.510-.850 and incorporated by reference into the National Institute of Standards and Technology Handbook. Once a new inspection is completed, the previous inspection would no longer be useful.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Poultry Products Grading Memorandum - Applicant, Name and Address of Shipper or Seller, Certificate Number, Place Issued, Place Examined, Product graded, Total Number of Containers, Total Marked Weight, Lot Number, Number Packages Per Lot, Number Packages Examined, Product Type and Class, Marked Weight of Lot, Test - Shortage/Overage, Total Net, Official U.S. Grade, Type and Condition of Containers, Warehouse Number and Car Number, Where Held and Temperature, Sample, All, Containers Were Stamped With, Remarks, Subcenter Number, Rate Code, Amount, Expense, Total, Signature of Official Grader, Date.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>06898</b>	<b>Senior Farmers' Market Nutrition</b>	This series documents the authorized markets and farmers for Senior Farmers' Market Nutrition Program (SFMNP). This purpose of this program is to improve the nutrition of low income senior participants by providing them better access to fresh fruits and vegetables. Low-income seniors are provided checks to purchase locally grown fruits, vegetables, and herbs at State-approved farmers' markets. Participating seniors must be age 60+ at day of issuance and meet the income criteria. Participating markets must be organized, established with at least one year of experience in operation, registered with the Kentucky Department of Agriculture and approved as a Kentucky Proud member, and have fresh Kentucky-grown produce. Participating farmers must be a member of an approved farmers' market, be a Kentucky grower, attend a training session each year, accept checks for only fruits and vegetables the farmers have produced in Kentucky, and sign an agreement that they understand and agree to follow all the rules for participation in the program.
	<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: market coordinator and distribution agents' contact information, issuance logs of check numbers (includes seniors' names, dates of birth), signed agreements between KDA and farmers, distribution agencies, rules and responsibilities between KDA and each partner, copies of banking contracts and redemption rates from previous years.
	<b>Retention and Disposition</b>	Retain in Agency for four (4) years, then destroy.

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Market Services

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01925</b>	<b>Agreements with United States Department of Agriculture</b>	This series documents the co-operative agreement between the United States Department of Agriculture (USDA) and the Kentucky Department of Agriculture to report livestock and grain market information. The information is gathered by field staff of the Department of Agriculture and shared with other states through the co-operative agreement. The USDA provides funds to offset the cost of producing these reports and sharing them with other states.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Information for audit of federal accounts; Pay-in-voucher; Confirmation of agreement; Amendments to agreement; Journal voucher; Request for advancement or re-imbusement; Correspondence.
	<b>Retention and Disposition</b>	Retain in agency and destroy five (5) years after expiration date.
<b>03532</b>	<b>Kentucky Ginseng Marketing Program Files</b>	This series documents the licenses and activities of ginseng dealers pursuant to KRS 246.650-.660 and 302 KAR 45:010. Licenses are valid from September 1 until August 31 of the following calendar year. The American Ginseng Program was established in 1982 by 50 CFR Part 23.52, and Department of Agriculture has the responsibility of maintaining this program for Kentucky. The American ginseng ( <i>panax quinquefolius</i> ) is native to Kentucky and added to Appendix II of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) in 1975. The federal government established programs for states to ensure the sustainable harvest of species to safeguard their existence for the future.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Correspondence, Application Form, Ginseng Purchase Record, Ginseng Dealer Purchase Record, Dealer Transaction Sales Log, American Export Certificate, unsold ginseng, suspended or revocation of license.
	<b>Retention and Disposition</b>	Retain seven (7) years, then destroy.
<b>04068</b>	<b>Kentucky Proud Application File</b>	This series documents the application submitted to the Department of Agriculture by persons or businesses who want to use the Kentucky Proud logo on their products. Pursuant to KRS 260.015, a person shall not use the logo without prior approval from the Department of Agriculture. In order to qualify to use the logo, the product must be an agricultural product and must be born, grown, raised, or processed in the State of Kentucky.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Company name; physical address and mailing address; contact person; telephone, Kentucky agricultural product to which logo is to be affixed, source of products, where processed, where packaged, verification of proper health and other permits, signature.
	<b>Retention and Disposition</b>	Retain in agency and destroy five (5) years after date of approval.
<b>04069</b>	<b>Organic Certification File</b>	This series documents the certification of producers, processors, and handlers of organic products in Kentucky pursuant to 302 KAR 40:010 and 7 CFR 205. Upon receipt of an application, a Department of Agriculture certified inspector completes a field inspection report and applicants are notified in writing regarding approval. Field inspections are conducted annually and certifications must be renewed annually.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of owner, business name and address, telephone number(s), type of operation (Grain, Fruits, Specialty crops, Nuts, Vegetables, General market, Specialty, Ethnic, Beans/peas, Honey, Other), Total acres, Total acres irrigated, Total acres organic, Soil types, Irrigation - System type, Water Source, Sole source, Applicant's signature and date, inspection reports, annual fees.
	<b>Retention and Disposition</b>	Retain until ten (10) years after date of renewal, submission, or creation, then destroy.

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STATE AGENCY RECORDS  
RETENTION SCHEDULE

Agriculture, Department of  
Market Services

Record Group  
Number  
0080

Series	Records Title and Description	Function and Use
04085	<b>Weekly Livestock and Grain Market Report</b>	This series documents a weekly listing of livestock and grain prices throughout Kentucky. This information is gathered by field staff of the Department of Agriculture and sent to the Division of Market Services each week. The Division then compiles the statistics and produces the weekly report. It is created to assist individuals in making informed buying or selling decisions regarding livestock and the grain markets. The report is available to the public and is used by economists, livestock dealers, and others interested in predicting future market prices and trends in livestock and grain prices.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Department of Agriculture address and phone number; Volume number; Issue number; Date released; Kentucky hog prices; Kentucky grain prices; Kentucky cattle prices; Kentucky dairy cattle prices; Louisville Area; Green River Area; Purchase Area; Pennyryle Area; Mammoth Cave Area; Lake Cumberland Area; Lincoln Trail Area; Bluegrass Area.
	<b>Retention and Disposition</b>	Retain in agency five (5) years, then transfer to the State Archives Center for permanent retention.
06205	<b>Specialty Crop Block Grant Program File</b>	This series documents the federal grants received by Kentucky Department of Agriculture for the co-operative agriculture programs involving state and federal governmental entities for inspection of vegetables, statistical reports and any similar programs regarding agriculture pursuant to 7 CFR 3016.42.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date, amount, and purpose of grant received; inspection reports, statistical reports, and audit reports.
	<b>Retention and Disposition</b>	Retain in agency three (3) years after final expenditure made from specific grant and audit, then destroy.
06983	<b>Accepted Purchase of Agricultural Conservation Easement (PACE) Program File (V)</b>	This record documents the acceptance of farmland in to the PACE Program. The Purchase of Agricultural Conservation Easement Corporation (PACE) was established by the Kentucky General Assembly in 1994. The General Assembly authorized the Commonwealth of Kentucky to protect valuable farmland. Farmland in the PACE program is protected by an agricultural conservation easement that protects the land in perpetuity.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Application, maps, deeds, conservation plan, appraisal, easement monitoring, photos, correspondence, modification documents, title opinions.
	<b>Retention and Disposition</b>	Retain permanently.
06984	<b>Inactive Purchase of Agricultural Conservation Easement (PACE) Program File</b>	This record documents inactive applications to the PACE Program. Land in the PACE program is protected by an agricultural conservation easement that protects the land in perpetuity.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Application, maps, deeds, conservation plan, appraisal.
	<b>Retention and Disposition</b>	Retain until files have been inactive for three (3) years, then destroy.

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STATE AGENCY RECORDS  
RETENTION SCHEDULE

Agriculture, Department of  
Motor Fuels

Record Group  
Number  
0080

Series	Records Title and Description	Function and Use
06920	<b>General Inspection File (Motor Fuels)</b>	This series documents Department of Agriculture employees' routine inspections regarding motor fuel quality inspections, pursuant to KRS 363.900-908. The inspections are conducted to ensure the quality of fuel meets all required standards and specifications.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Company Information, Test Results, Amount in Storage Records, Fuel Receipts, Passing Samples, Non-Violations and Violations, Reconsiderations and Mitigations, Fines and Related Information, Fuel Analysis, Complaint and Sample Reports, Sample Disposal Records, Transfer Sheets, Policy and Procedural Documents.
	<b>Retention and Disposition</b>	Retain five (5) years, then destroy.
06921	<b>Citations and Violations</b>	This series documents citations and other such notices given to violators of motor fuel quality standards and specifications, pursuant to KRS 363.900-363.908. Once the citation is issued and the problem is corrected, the citation and related information is no longer used. A new citation would be issued at the next inspection if a problem still exists.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Company Information, Registration Information, Summaries, Score Sheets, Notices and Scheduling, Violations and Follow-Ups, Motor Fuel Licensing Violations, Final Agency Actions and Notices of Settlements.
	<b>Retention and Disposition</b>	Retain five (5) years after case closure or all appeals have been exhausted, whichever is longer, then destroy.

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Agriculture, Department of  
Pesticides

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01936</b>	<b>Investigations and General Information on Licensed Pest Control Companies File (V)</b>	This series documents that pesticide commercial and non-commercial applicators' licenses have been properly issued and certified per 302 KAR 29:020, Section 5. It also documents that pesticides have been properly applied according to label directions, that applicator records have been properly recorded and maintained, and that the required notification for pesticide applications in schools and daycare facilities have been distributed pursuant to 302 KAR 29:050, Section 12.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, address, location of company; owner and address; State registered as corporation (if applicable); phone numbers; inspection dates and name of inspector; narrative reports and any corrective action needed; names, addresses, date pesticide applied in schools and daycare centers
	<b>Retention and Disposition</b>	Retain in agency three (3) years after case closure or all appeals have been exhausted, whichever is longer, then destroy.
<b>01937</b>	<b>Application for Pest Control License, Examination Material, and Result of Examination (V)</b>	This series documents the licensing and certification of pest control operators pursuant to KRS 217B.515 and the regulations promulgated thereto, including whether the applicant passed or failed the examination.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) - personal information; KRS 61.878 (1)(g) test questions and answers. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: name, address, phone number, date of birth, and social security number of applicant; verification of work history; state background check; Pest Control Advisory Board application approval; date of test; score of test and answers
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.
<b>03936</b>	<b>Pesticide Operator Application File (V)</b>	This series documents information on pesticide operator applicants pursuant to KRS 217B.080. A pesticide operator is any person employed by a pesticide applicator who operates equipment for the application of pesticides or applies pesticides manually and the applicator is defined as an individual directly in charge of any pesticide equipment. An application must be submitted to the Division of Pesticides on or before January 1 of each year and the applicant must pass an examination before being licensed. The license is renewed annually. If the license is not renewed within one (1) year, the applicant must retake the test.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) - Social Security Number. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: applicant name, mailing address, physical location, city, county, home address, business phone, home phone, social security number, company information, categories currently held, application type, certification, number of pieces of equipment, FAA Agricultural Operator's Certification Number, fees and total enclosed, examination, receipts, violations, certification training hours
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Pesticides

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03937</b>	<b>Pesticide Applicator Certification File</b>	This series documents training and certification for commercial and private pesticide applicators attending the Kentucky Pesticide Applicator Training Program. The University of Kentucky and county extension offices in each county hold training sessions on the proper use and purchasing of pesticides. For certification, commercial applicators must attend twelve (12) hours training in three (3) years. Private applicators must attend one (1) training session every three (3) years. The private applicator certification is issued by the University of Kentucky. Upon completion of the training, documentation is sent to the Division of Pesticides and certificates are issued to the trainees. Each applicator must attend the training program and be certified before operating pesticide equipment.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) - Social Security Number. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: application, continuing education units, form, training location, category tested in, name, address, correspondence, branch registration, proof of insurance.
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.
<b>03938</b>	<b>Pesticide Registration File</b>	This series documents the registration of every pesticide company doing business in Kentucky pursuant to KRS 217B.105, 302 KAR 27:020 and 49 USC 51. Each company must pay a fee for each brand or grade of pesticide offered for sale in this State and must renew the registration prior to January 1 of each year. The registrations and labels are filed with the EPA and a copy can be obtained by the Department of Agriculture after the two (2) year retention period, if needed.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of company; Address; Name of Registration Manager; Telephone Number; Registration Fee; Late Penalty Fee; Total Fee Remitted; Item Number; Complete Brand Name of Pesticide; EPA Reg. Number; New; Renewal; Restricted-use Pesticide; General-use Pesticide; Beginning date and ending date; Receipt Number; Check Number; Number of Products.
	<b>Retention and Disposition</b>	Retain in agency two (2) years, then destroy.
<b>03939</b>	<b>Pesticide Equipment Registration File</b>	This series documents the registration of equipment used in applying pesticides in Kentucky pursuant to KRS 217B.170. Pest control, lawn care companies, and any companies applying pesticides must register their equipment with the Division of Pesticides annually.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: business name, mailing address, location, city, state, zip code, county, business phone, number of equipment pieces, FAA Agricultural Operator's Certification number, license fees, motorized equipment, signature, date, check number, money order number, county number, company number, assigned inspector, categories.
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.
<b>03940</b>	<b>Insurance Verification File</b>	This series documents the financial responsibility, pursuant to KRS 217B.130, of pesticide applicators who are applying pesticides to the lands of others, by providing evidence of a surety bond or liability insurance policy, or certification of the bond or a liability insurance policy, to protect persons who may suffer legal damages as a result of the applicant. The amount of the surety bond or liability insurance shall be not less than one million dollars (\$1,000,000).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Verification of Insurance; company name; address; Underwriter; policy number; date effective; anniversary date and signatures; Insurance Agent; date; firm name and address.
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Pesticides

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03941</b>	<b>General Inspection File</b>	This series documents Department of Agriculture employees' routine inspections regarding: pesticide dealers, market places, commercial and non-commercial operators, pest control operators, producer establishments under the proper conditions; dealers licensed for sale of restricted products; pesticide applicators for proper licensing, certification, record keeping and applications according to the label. Inspections are conducted to ensure compliance with provisions of KRS 217B, including seeing that pesticides are correctly labeled with warnings and stored under the proper conditions.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: narrative report; violations; investigation identification; dealer affidavit; uniform investigation report; use affidavit; marketplace label review; dealer inspection report; producer establishment inspection report; official statement form; violation notice; and custody transfer.
	<b>Retention and Disposition</b>	Retain in agency five (5) years, then destroy.
<b>03942</b>	<b>Public Complaints/Inspection File</b>	This series documents complaints and inspections that result from complaints filed with the Department of Agriculture. Complaints are generally made regarding homeowners, farmers, tree companies, gas and electric companies, golf courses and lawn care companies with regard to pesticide treatments. Upon receipt of the complaint, an inspector conducts a site visit to determine whether the pesticide application was made in accordance with the label of the product. The inspector then files a report noting observations, including any corrective action to be taken. If warranted, follow-up inspections are conducted to ensure that proper corrective action was taken.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, address, phone number, and nature of complaint; Narrative reports; violation suspected; samples collected; investigation identification; uniform investigation report; use affidavit; deal inspection report; producer establishment inspection report; official statement; violation notice; custody transfer and related correspondence.
	<b>Retention and Disposition</b>	Retain in agency five (5) years, then destroy.
<b>04867</b>	<b>Wood-Destroying Organism Services Report File - (Monthly)</b>	This series provides information on all licensed pest control companies performing pest control or wood-destroying organism services as required in 302 KAR 29:020 Section 2 (3). All persons holding a pest control applicator's license are required to submit monthly reports detailing all work completed for control or prevention of wood-destroying organisms. Wood-destroying organisms include termites, powderpost beetles, and wood borers.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: company name, address, city, state; license number; treatment code; contract number; property owner; complete address of property treated; phone number and treatment.
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.

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Agriculture, Department of  
Pesticides

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0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>04868</b>	<b>Pesticide Control Operator Examination File - Failed</b>	This series documents information on applicants who failed the operator license examination. Per KRS 217B.530 (2), an applicant is allowed to take two (2) consecutive licensing examinations. If the applicant has not passed the examination after two (2) attempts, he shall wait one (1) year and complete and pass a training course approved by the Department before reapplying to take the examination. If the applicant does not pass the test the third (3rd) or subsequent time, he must wait two (2) years and complete and pass an additional course approved by the Department before reapplying .
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) - Social Security Number; KRS 61.878(1)(g). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Application, which includes name, mailing address, physical location, city, county, home address, business phone, Social Security Number, type of application, experience history, education history, photograph, felony or misdemeanor history, and employment verification. The examination consists of questions and identification questions, applicant name and Social Security Number.
	<b>Retention and Disposition</b>	Retain in agency ten (10) years, then destroy.

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Veterinary Examiners, Board of

**Record Group  
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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>05559</b>	<b>License Folder - Veterinarians</b>	This series documents activities related to issuing and regulating licenses for veterinarians pursuant to KRS 321.193. As defined by KRS 321.181, veterinarian means a practitioner of veterinary medicine who is duly licensed in the Commonwealth of Kentucky.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Original application, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, letters of good standing, related documentation.
	<b>Retention and Disposition</b>	Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy.
<b>05560</b>	<b>License Folder - Registration of Veterinary Technicians and Technologists</b>	This series documents activities related to issuing and regulating registrations for veterinary technicians and technologists pursuant to KRS 321.441. As defined by KRS 321.181, veterinary technician means a person who has an associate degree related to veterinary sciences or its equivalent as approved by the Board and who is registered by the board. Veterinary technologist means a person who has successfully completed an accredited program of veterinary technology approved by the Board and who is registered by the Board.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Original application, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, letters of good standing, notarized letter from the employing veterinarian, related documentation.
	<b>Retention and Disposition</b>	Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy.
<b>05561</b>	<b>License Folder - Certification of Animal Control Agencies</b>	This series documents activities related to issuing and regulating licenses for certified animal control agencies pursuant to KRS 321.207 and 201 KAR 16:080. As defined by KRS 321.181, certified animal control agency means a county or municipal animal shelter or animal control agency, private humane society, state, county or municipal law enforcement agency or any combination of those entities that temporarily houses stray, unwanted, or injured animals and that is certified by the Board.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Original application, inspection report of the facility by a Board-authorized person, related documentation.
	<b>Retention and Disposition</b>	Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy.
<b>05562</b>	<b>License Folder - Certification of Animal Euthanasia Specialists</b>	This series documents activities related to issuing and regulating licenses for certified animal euthanasia specialists pursuant to KRS 321.207. As defined by KRS 321.181, certified animal euthanasia specialist means a person employed by a certified animal control agency who is authorized by the Board to humanely euthanize animals by administering drugs designated by the Board for euthanasia.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Original application, certificate of completion of a sixteen (16) hour Board-approved euthanasia specialist training course, copy of diplomas or GED, letters of verifications from other states, letters of good standing, related documentation.
	<b>Retention and Disposition</b>	Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy.

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05563	<b>Renewal Folder</b>	This series documents license and/or registration renewals pursuant to KRS 321.211.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Renewal application, continuing education verification, related documentation.
	<b>Retention and Disposition</b>	Retain for six (6) years, then destroy.
05565	<b>Continuing Education Provider Application Folder</b>	This series documents approval by the Board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Application, agenda, curriculum vitae, course outline, certificates, related documentation.
	<b>Retention and Disposition</b>	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05566	<b>Complaints Folder</b>	This series documents complaints against licensees and registrants and any subsequent investigations and actions taken by the Board pursuant to KRS 321.351.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits, related documentation.
	<b>Retention and Disposition</b>	Retain until twenty-five (25) years after board action and all appeals have been exhausted, then destroy.
05567	<b>Incomplete, Denied and Withdrawn Applications Folder</b>	This series documents incomplete, denied and/or withdrawn applications for licensure and registration.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, renewal notices, letters of good standing, related documentation.
	<b>Retention and Disposition</b>	Retain fifteen (15) years, then destroy.

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Weights and Measures

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Number  
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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01871</b>	<b>Egg Wholesalers and Distributors File</b>	This series documents all licensed egg wholesalers and distributors doing business in the Commonwealth of Kentucky and includes inspections conducted by Department of Agriculture personnel pursuant to provisions specified in KRS 260.540 - .650. Licenses are issued annually and inspections are performed randomly to ensure businesses are meeting requirements determined by United States Department of Agriculture and Kentucky's egg marketing law .
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) - personal information, i.e. Social Security number Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name; Address; County; Date; Phone Number; License Number; applications; assessment fee reports; inspections and correspondence.
	<b>Retention and Disposition</b>	Retain in agency three (3) years, then destroy.
<b>01873</b>	<b>Egg Dealers License File</b>	This series documents the licensing of all egg dealers doing business in the State of Kentucky. KRS 260.550 and .600 requires that individuals who buy, sell, trade, traffic, or process eggs in Kentucky must have a license issued pursuant to the egg marketing law. An egg dealer license expires April 1 of each year.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) - Social Security number. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Application, including name, address, Social Security number, phone number(s) of applicant; Receipt for fees; Copy of License; Correspondence.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>01875</b>	<b>Egg Inspection File</b>	This series documents the inspection of eggs bought, sold, or processed in Kentucky. Pursuant to KRS 260.640, the Commissioner of Agriculture may employ inspectors for the purpose of enforcing the provisions of the egg marketing law. These inspectors may examine any eggs offered or exposed for sale for human consumption at such times and places and in such manner as the commissioner may direct. KRS 260.610 requires that all eggs bought or sold by or to retailers, consumers, and institutional users by licensees be identified according to grade and size using United States Department of Agriculture standards and weight classes for consumer grades. Each inspection is unique to each situation and therefore once a new inspection is completed, the old inspection would be of little value.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name; Address; County; Time; Date; Source of Supply; Address; How Represented for Sale; Plant Number; Brand; Package Date; Grade; Size; Candling and Grading Report; Size; Sample; Soil; Check; Under Wts.; Total Approved; Total Condemned; Remarks; Inspector's Signature; Owner/Manager's Signature.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>01951</b>	<b>Citations or Violations - Regulation and Inspection</b>	This series represents the citation given to violators of weights and measures laws. Pursuant to KRS 363.760, price shall not be misrepresented nor shall price be represented in any manner calculated or tending to mislead or deceive an actual or prospective purchaser. A citation is given to an owner/operator when errors are found during the inspection of scales or other measuring devices. The business owner must correct the problem within twenty-four (24) hours of the time of notice. A re-check is done at that time by the inspectors to determine if the problem has been corrected. If the problem(s) is not corrected to meet necessary standards, the incorrect scale or measuring device can be shut down or confiscated by the Division of Weights and Measures. Once the citation is issued and the problem is corrected, the citation is no longer used. A new citation would be issued at the next inspection if a problem still exists.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date, Name of Station, County, Address, Advertised Price, Selling Price, Error, Statement of KRS 363.760, Date Corrected, Inspector's Signature, Owner/Operator's Signature.
	<b>Retention and Disposition</b>	Retain three (3) years, then destroy.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01952</b>	<b>Small Scales Inspection File</b>	<p>This series documents the inspection of small scales used by businesses who sell products by weight. Grocery stores, hardware stores, etc., use small scales to weigh produce, nails and other items which are sold by weight and usually weigh less than fifty (50) pounds. Pursuant to KRS 363.510 - 363.850, the Department of Agriculture, Division of Weights and Measures, is charged with the responsibility of inspecting weights and measures of every kind with the exception of electricity, gas (natural gas or manufactured), or water when the same are operated in a public utility system. The Division of Weights and Measures has the power to issue stop-use orders, stop-removal orders, and removal orders when violations are found during inspections. The weights and measures are marked or tagged as rejected or approved once an inspection is completed. The Division may also condemn, seize and destroy any weights and measures devices that are not susceptible of satisfactory repair. The director of weights and measures has special police powers and is authorized to arrest, without formal warrant, any violator of weights and measures laws, and has the authority to enter any structure or premises to carry out his duties.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series may contain: Date; County Code; Name; Address; Phone Number; Inspector's Name; Type of Inspection; Routine; Request; Recheck; Complaint; Name of Scale; Use; Capacity; Serial Number; Balance; Level; Inspector; Scale Reading; Indication; Error; Test Load; Zero Load Balance; Decrease Test; Divisions; Number Scale Divisions; Customer Indication Visible Yes/No; Digital; Money Value; Remarks; Number of Scales Approved/Rejected; Condemned; Owner/Operator Signature.</p> <p><b>Retention and Disposition</b> Retain in agency one (1) year, then destroy.</p>
<b>01953</b>	<b>Stockyard Scales Inspection File</b>	<p>This series documents inspection information for all scales used to weigh livestock at stockyards in Kentucky. Pursuant to KRS 261.270, the Department of Agriculture or a scale agency approved by the Department, must test the scales at all stockyards every six (6) months. Certification of such scales must be exhibited before issuance or renewal of any stockyard license. Additional inspections are done within the year if complaints are filed with the Department. Once an inspection is completed, the previous inspection would no longer be useful.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series may contain: Page Number; County; Test Agency; Scale Manufacturer; Model Number; Serial Number; Type Indicator; Scale Owner/Operator Name, Address, Phone Number; Balance Indicator; Pit Depth; Type Levers; Scale Capacity; Scale Division; Class of Scale; Platform Size; Platform Capacity; Species Weighed; Accessories; Access to Scale for Testing; Test Date; Date Last Tested; Condition; Test Results; Test Data; Zero Load; Maximum Load; Range; Balance; Test Weights; Decreasing Load Test; Approved; Condemned; Repairs, Adjustments, or Changes Made At This Time; Recommendations Made; Remarks; Receipt of Report (Signature); Scale Inspector (Signature).</p> <p><b>Retention and Disposition</b> Retain in agency one (1) year, then destroy.</p>
<b>01954</b>	<b>Tobacco Warehouse Scales Inspection File</b>	<p>This series documents the inspection of scales used to weigh tobacco at tobacco warehouses throughout Kentucky. Pursuant to KRS 248.300, the Department of Agriculture has general supervision over the sale of tobacco in warehouses throughout the state. Once a new inspection is completed, previous inspections are no longer useful.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series may contain: Date; Name of Tobacco Warehouse; City; Crop Number; Basket Number; Indication Weight; Inspection Weight; Error; Balance; Total Tare; Commission; Percent of Gross; Per CWT; Basket; Other; Signature of Weighman; Bond Number; Signature of Inspector.</p> <p><b>Retention and Disposition</b> Retain in agency one (1) year, then destroy.</p>

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01956</b>	<b>Service Agency License File</b>	This series documents registration information on all service agencies doing business in Kentucky. A registered service agency means any agency, firm, company, or corporation which for hire, award, commission, or any other payment of any kind, installs, services, repairs, or reconditions a commercial weighing or measuring device. These agencies must register with the Division of Weights and Measures. Under agency registration, identification of individual servicemen is not required. Service agency registrations are renewed in January of each year.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Service Agency Registration Application - Company Name, Address, Telephone Number, Equipment Qualified to Service, Scales Small/Large, Meters Pump/Petroleum, Testing Equipment Possessed, Date Equipment Last Calibrated, By Whom, Signature, Date, Agency Registration Number, Application Approved, Certificate Mailed.
	<b>Retention and Disposition</b>	Retain until three (3) years after date of last registration, then destroy after audit.
<b>04273</b>	<b>Service Agency Inspection File</b>	This series documents the inspection of all service agencies doing business in Kentucky. All service agencies registered with the Department of Agriculture must submit to the Division of Weights and Measures, for examination and certification, any standards and testing equipment that are used, or are to be used, in the performance of the service and testing functions with respect to weighing and measuring devices for which competence is registered. A registered service agency cannot use its servicing commercial weighing and measuring devices or standards of testing equipment that have not been certified by the Division of Weights and Measures. Inspectors employed by the Division check the equipment to ensure compliance with the testing standards. After careful investigation and consideration, the Division may suspend or revoke a service agency's certificate of registration. Once a new inspection is completed, the previous inspection is no longer referenced.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Report of Test, Calibration Certificate, Tagged Device Report Form, Serviceman's Placed-In-Service Report (Measuring Devices), Serviceman's Placed-In-Service Report (Weighing Devices).
	<b>Retention and Disposition</b>	Retain two (2) years, then destroy.
<b>04274</b>	<b>Serviceman Registration File</b>	This series documents registration information received by the Department of Agriculture, Division of Weights and Measures on all servicemen doing business in Kentucky. A registered serviceman means any individual who for hire, award, commission, or any other payment of any kind, installs, services, repairs, or reconditions a commercial weighing or measuring device, and must register as such. Registration is required annually.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Serviceman Registration Application - Type of Equipment Serviced - Scales, Meters; Name; Address; Age; Company Represented; Company Address; Telephone Number; Fax Number; Testing Equipment to be used; Last Date Equipment Calibrated and By Whom; Training Schools Attended; Years of Field Experience; Give at least three references other than present employer; Applicant Signature; Date; License Fee; Registration Number; Application Approved By; Date Certificate of Registration Issued. Renewal Application - Name; Registration Number; Address; Company Name and Address; Serviceman's Signature; Date; Application Received and Approved By; Date Certificate of Registration Mailed; Remarks.
	<b>Retention and Disposition</b>	Retain three (3) years after date of last registration, then destroy after audit.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>04275</b>	<b>Scanners Inspection File</b>	This series documents the inspections of all barcode scanners used by businesses in the state. Pursuant to KRS 363.610 and 302 KAR 80:010, any business using barcode scanners for totaling merchandise must comply with National Institute of Standards and Technology Handbook 130, Examination for Procedure for Price Verification. Routine inspections are conducted by Department of Agriculture, Division of Weights and Measures personnel to ensure the scanned price reflects the advertised or shelf price. Once a new inspection is completed, the previous inspection would no longer be useful.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: UPC Scanner System Inspection Report - Business Name, Address, Phone Number, Date, County, Commodity, Describe Item, Units, Shelf Price, Scan Price, Error +/-, Money Error, Remarks, Total Money Error, Acknowledgement of Receipt of Report (Signature), Inspector's Signature.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>04293</b>	<b>Tobacco Warehouse License File</b>	This series documents the licensing information on all tobacco warehouses in the state. Pursuant to KRS 248.290, each tobacco warehouse shall pay to the Department of Agriculture an annual license fee. The license fee is paid on July 1 of each year. Also, each weigh man employed by the tobacco warehouse must pay a bond to the Department of Agriculture for the faithful performance of his duty.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Application for Tobacco Warehouse License - Name of Business, Address, County, Phone Number, Bond Issued By, Amount of Bond, Expiration Date, Number of Scales in Warehouse, Name of Owner(s), Signature of Owner/Manager, Address of Manager, Date, Correspondence, Copy of License.
	<b>Retention and Disposition</b>	Retain one (1) year after expiration of license, then destroy.
<b>04294</b>	<b>Tobacco Check-Weight and Tare File</b>	This series documents the inspections and reports conducted by Department of Agriculture personnel of tobacco already weighed by the tobacco warehouse employees and inspections of equipment used to weigh the tobacco. Per KRS 248.310, inspectors employed by the Department of Agriculture perform a general inspection service of all tobacco warehouses. The inspector may re-weigh any reasonable amount of tobacco that has been received by the tobacco warehouse; determine the weight of all containers and devices used in the transport for the purpose of weighing tobacco on the warehouse floor; and establish a weight tare for each warehouse. The tobacco weigh personnel must use the same tare as that set by Division of Weights and Measures. Once a new inspection is completed, the previous inspection is no longer useful.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date; Name of Tobacco Warehouse; City; Crop Number; Basket Number; Indication Weight; Inspection Weight; Error; Balance; Total Tare; Commission; Percent; Gross; Per CWT; Basket; Other; Signature of Weigh man; Bond Number; Signature of Inspector; Tobacco Basket Tickets.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.

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Records Title Series and Description	Function and Use
<b>04298 Scales Inspection File</b>	This series documents the inspections and reports by Department of Agriculture personnel of all scales used in businesses pursuant to KRS 363.510 - .850 and incorporated by reference the National Institute of Standards and Technology Handbook. The inspections are conducted to ensure the scales are weighing correctly. In the event there is a discrepancy with the weight, the scales are shut down until the necessary corrections are made. Once a new inspection is completed, the previous inspection is no longer useful.
<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
<b>Contents</b>	Series may contain: Scale Owner; Address; County; State; Date; Scale Manufacturer; Model Number; Serial Number; Type Indicator; Balance Indicator; Pit Depth; Type Levers; Scale Capacity; Scale Division; Class of Scale; Platform Size; Platform Capacity; Products/Species Weighed; Access to Scale for Testing; Test Date; Date Last Tested; Condition of Gates and Racks; Test Results; Approved; Rejected; Condemned; Other; Test Data; Balance; Range; Decreasing Load Test; Remarks; Receipt of Report (Signature); Scale Inspector's Signature.
<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>04299 Rack Meter Inspection File</b>	This series documents the inspections and reports completed by Department of Agriculture personnel of rack meters used to measure large volumes of fuel put into tank trucks at the distributor. Inspections are conducted to ensure the meters register the correct amount of fuel to be delivered. Once a new inspection is completed, the previous inspection is no longer useful.
<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
<b>Contents</b>	Series may contain: Name; Date; Address; Product I.D.; Make of Meter; Serial Number; Security Seals; Meter Number; Top Loading; Bottom Loading; Beginning Totalizer; Ending Totalizer; Printing Type; Computing Type; Line Temperature; Run #1,2,3; 450, 900, Average; Prover Temperature; Gross Meter Reading; Prover Volume Reading; Corrected Gross Meter; Corrected Prover Volume; Net Computer Reading; Corrected Computer Reading; Gross Meter Variation; Net Computer Variation; Gross Meter Approved/Rejected; Net Computer Approved/Rejected; Inspector's Name; Company Representative; Remarks.
<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>04300 Tank/Meter Inspections File</b>	This series documents the inspections and reports by Department of Agriculture personnel of all tanks and meters regulated in the Commonwealth. Inspections are conducted of tanks to ensure the weight is accurate, condition of tank is in compliance and meters are accurate pursuant to KRS 363.510 - .850 and incorporated by reference the National Institute of Standards and Technology Handbook. Once a new inspection is completed, the previous inspection is no longer useful.
<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
<b>Contents</b>	Series may contain: Name; Address; Date; Make of Meter; Serial Number; Security Seals; Bottom Loading; Top Loading; Meter Number; Beginning Totalizer; Ending Totalizer; Printing Type; Run #1,2,3; Computing Type; Line Temperature; Prover Temperature; Gross Meter Reading; Prover Volume Reading; Corrected Gross Meter; Corrected Prover Volume; Net Computer Reading; Gross Meter Variation; Net Computer Variation; Gross Meter Approved/Rejected; Net Computer Approved/Rejected; Inspector's Name; Company Representative; Weight and Condition of Tanks; Remarks.
<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.

**STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION**

**Archives and Records Management Division**

**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Agriculture, Department of  
Weights and Measures

**Record Group  
Number  
0080**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>04302</b>	<b>Livestock Check-Weighing Report File</b>	This series documents the periodic re-checking of livestock weights at stockyards throughout the Commonwealth pursuant to KRS 363.510 -.850 and incorporated by reference the National Institute of Standards and Technology Handbook. Department of Agriculture personnel periodically send groups of livestock back through the sale ring to re-check the scales and weight of the animals. This is done without prior notice to the stockyards. Once a re-check is completed, the previous re-check is no longer useful.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of Market; Location; Date of Inspection; Weighmaster; Manager; Serial Number of Scale; Scale Capacity; Minimum Graduation; Condition of Scale, Weighbeam, or Dial; Balance Indicator (Make); Balance Condition on Arrival; Last Date Tested; Platform Size; Time of balance shown on tickets; Time of Arrival; Time of Check Weight; Begin/End; Weather Conditions; Feed and Water Availability in Pens; SR at zero load; Results of Check-Weighing; Number of Head; Kind; Mark; Pen Number; Buyer; Seller; Sales Weight (lbs.); Check Weight (lbs.); Gain/Loss; Witness to Weighing; Inspector's Name.
	<b>Retention and Disposition</b>	Retain in agency one (1) year, then destroy.
<b>04303</b>	<b>Amusement Rides Inspection and License File</b>	This series documents the licenses, inspections and reports completed by Department of Agriculture personnel for amusement rides and amusement ride companies operating in the Commonwealth. Pursuant to KRS 247.232 - .236 and 302 KAR 16.010 - .080, the owner or operator must provide the Commissioner of Agriculture a written itinerary showing the location of the first setup as well as the balance of the Kentucky itinerary as known on the date of notification. On or before the date of the initial inspection, the applicant must provide proof of liability insurance on each ride or attraction. Each owner or operator of an amusement ride or attraction must submit an application to the Commissioner to obtain a permit before operating the rides or attractions. Once the permit has been issued, a seal will be affixed to a permanent and accessible section of the ride or attraction for which the permit was issued. The amusement inspector determines the nature and severity of safety violations and such determinations are based upon accepted industry standards. Amusement rides and attractions are inspected and permits are issued annually.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Amusement Law Permit; Amusement Rides and Attractions Inspection Report and Continuation Sheet; KART Inspection Check List; Tramways-Aerial Lifts-Surface Lifts-Tows Inspection Report; Stop Operation Order; Certificate of Proof of Financial Responsibility; Itinerary - Mobile Rides/Attractions; Application for Mobile Rides and Attractions; Accident and Fatality Report Form; Amusement Law License.
	<b>Retention and Disposition</b>	Retain in agency one (1) year after expiration of license, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years.
<b>04304</b>	<b>Agricultural Limestone Inspection and License File</b>	This series documents the licensing of all agricultural limestone quarries in Kentucky, and includes the inspections and reports completed by Department of Agriculture personnel. Pursuant to KRS 250.660 - .720, any person operating a business for the purpose of offering or exposing for sale agricultural limestone must register with the Department of Agriculture before selling. A license renewal is issued annually by the Department of Agriculture. After a new inspection is completed, the previous inspection is no longer useful.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Limestone Analysis Report - Source of Material; Plant Location; County; State; Sampled By; Date; Sample Taken; Chemical Analysis; CaCo3; Passing #10 Sieve; Passing #50 Sieve; Signature of Analyst; Date Chemical Analysis Completed; Remarks; Owner/Operator's Signature; Application for License; Copy of License; Correspondence
	<b>Retention and Disposition</b>	Retain in agency and destroy one (1) year after expiration of license.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06919</b>	<b>Package Inspection File</b>	This series documents the inspection of packages or packages of commodities at all wholesale distributors in the state of Kentucky. This series also documents the periodic checking of feed, seed, fertilizer, and consumer packages sold at the retail level by businesses in Kentucky.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date, County, Business Name, Business Address, Name of Scale, Serial Number, Balance, Level, Inspector's Name, Test Weights, Remarks, Owner/Operator Signature, Commodity Brand, Packer or Distributor, Location of Test, Acknowledged Receipt of Report, Inspection Lot Size, Sample Size.
	<b>Retention and Disposition</b>	Retain one (1) year, then destroy.