



# Office for the Blind

## 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 Office for the Blind. **Government records in Kentucky can only be disposed of with the approval of the State 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 Office for the Blind personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for the Office for the Blind to destroy the records listed, after the appropriate retention periods have passed.

Office for the Blind 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 Office for the Blind.

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 Office for the Blind, 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.

## **Office for the Blind**

The Kentucky Office for the Blind is a state government rehabilitation agency that offers assistance to persons who are blind or visually impaired. We also provide various services for employers interested in hiring or accommodating workers who have a vision loss. The Office operates under KRS 163.450 through 163.480.

In 1948, the Division of Vocational Rehabilitation in the Department of Education was authorized to establish a business enterprise program for the blind. In 1956, the State Rehabilitation Agency in the Department of Education took over this program. In 1958, a Division of the Blind was created in the State Rehabilitation Agency. These functions were placed in the Bureau for the Blind when it was created within the Education and Humanities Cabinet, in 1976, as a separate and specialized agency to provide rehabilitation services to the Commonwealth's blind and visually-impaired citizens. The Bureau was renamed the Department for the Blind in 1988 and in 1990 was transferred to the Cabinet for Workforce Development. By 2010, it was renamed the Office for the Blind within the Department for Workforce Investment.

RECORDS RETENTION SCHEDULE

Signature Page

Department for the Blind
Agency

June 26, 2003
Schedule Date

Unit

Change Date

6/24/03

Date Approved by Commission

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APPROVALS

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

[Signature]
Agency Head

6/13/03
Date of Approval

[Signature]
Agency Records Officer

6/13/03
Date of Approval

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

6/25/03
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

6/26/03
Date of Approval

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

[Signature]
Records Analyst/Regional Administrator

6/25/03
Date of Approval

[Signature]
Appraisal Archivist

6/25/03
Date of Approval

[Signature]
State/Local Records Branch Manager

6/25/03
Date of Approval

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The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

6/26/03
Date of Approval

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

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Education and Workforce Development Cabinet  
Workforce Investment, Department of  
Blind, Office for the  
Business Enterprises Program

Record Group  
Number  
0410

Series	Records Title and Description	Function and Use
01129	<b>Vendor Personnel File - (Licensed Vendors)</b>	This series documents the employment history of all Business Enterprises Program licensed vendors. The program administers the vending facility program for the blind, in accordance with the Randolph-Sheppard Act Amendment of 1974. Upon successful completion of required training, blind persons are provided with employment through the operation of vending facilities on federal and other property. The vendors are not state employees and must be trained and placed by program staff, according to federal guidelines.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Application; medical information; training documents; correspondence; placement information; agreements for operations of program facilities; resalable stock inventories of facility operated by vendor; earnings record (personal income statements); facility reviews
	<b>Retention and Disposition</b>	Retain for fifty (50) years.
03672	<b>Vending Facility File</b>	This series documents a history of all vending facilities operated by the Business Enterprises Program and maintained by the Department. The facilities are located in some state government buildings. The file contains all pertinent information on buildings, stock inventory, equipment, contracts with building management, and documents where the buildings are located. The vending stands are operated by clients of the Department and provide snacks, drinks, and other miscellaneous items.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Contracts; copy of documents showing purchase of equipment; stock inventories; individual appointed to manage the facility; agreements with owners - private, state, federal; bid process; and equipment inventories
	<b>Retention and Disposition</b>	Destroy three (3) years after facility is closed, and audit.
03673	<b>Equipment Maintenance Record</b>	This series documents the maintenance and repair, installation, and/or removal of vending equipment used by the Business Enterprises Program vending facilities. It is sent weekly to program staff and is used to verify each piece of equipment's repair, cost, and age. Information from the series is useful in determining when to replace equipment.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Location; machine type; serial and property number; description of problem; parts used for repair; date; name of facility and facility number; condition of machine; inspection information; comments
	<b>Retention and Disposition</b>	Destroy after equipment is sold or designated as surplus, and audit.
03675	<b>Business Enterprise Program Operator's Monthly Reporting System - (Electronic)</b>	This system was designed to track legally blind operator's income from vending facilities established by the Business Enterprises Program. It is used to evaluate the facilities and determine the operator's income potential. If the operators show a small profit margin, staff would work with them to determine possible solutions to increase sales. The information is also used to determine if stands should remain open.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Operator name; social security number; profits; losses
	<b>Retention and Disposition</b>	Retain for ten (10) years.

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

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

Education and Workforce Development Cabinet  
 Workforce Investment, Department of  
 Blind, Office for the  
 Center for Independent Living

**Record Group**  
**Number**  
**0410**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03677</b>	<b>Consumer Case File</b>	This series documents information on each consumer served by the Center for Independent Living. Independent Living Services provides rehabilitation to the functional blind, whether or not they have vocational interests, which enables them to live independently within the home and community. The file tracks the consumer from referral to closure, indicating the services the consumers have received, how the services have benefited them, the types of disabilities served, as well as demographic information about the consumers.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Referral form; name, address; medical release; tracking of visit; proof of visual impairment; closure; visual report; hearing and/or medical reports; correspondence
	<b>Retention and Disposition</b>	Destroy five (5) years after case closure.

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

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

Education and Workforce Development Cabinet  
 Workforce Investment, Department of  
 Blind, Office for the  
 Consumer Services

**Record Group**  
**Number**  
**0410**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01135</b>	<b>Client Case Record File - (District Offices)</b>	This series documents the counseling activities of visually impaired persons at the Department's district offices. Any person who is visually impaired can receive counseling at the offices to determine the kind of treatment needed. From the district offices, clients are referred to the Charles H. McDowell Rehabilitation Center, in Louisville, for treatment, if necessary.
	<b>Access Restrictions</b>	34 CFR 361.49; 720 KAR 1:050
	<b>Contents</b>	Series contains: Application; receipt of items; notification of agency change; notification of severely handicapped status; comparable services schedule; release of personal information; release of personal information in possession of the Department; program amendment or closure; statement of financial need; contract for services; medical report of visual disability; health questionnaire and medical examination; employment progress report; notification of eligibility status; certification of eligibility; certification of ineligibility; certification of eligibility for extended evaluation; survey information; case progress record; individualized written rehabilitation program
	<b>Retention and Disposition</b>	Destroy five (5) years after case closure, and audit.
<b>01173</b>	<b>Client Case Record File - (Central Office)</b>	This series documents the activities and training consumers at the McDowell Rehabilitation Center, located in Louisville. The consumer must first receive counseling at one of the district offices located within the state and if qualified, are referred to the Center. The Center does not accept anyone who does not meet the required criteria. The consumers may stay at the Center or may commute.
	<b>Access Restrictions</b>	720 KAR 1:050; 34 CFR 361.49
	<b>Contents</b>	Series contains: Release of information; evaluation release; case progress record; audio equipment; request for services; recreation report; typing report; counseling report; Braille report; orientation and mobility report; arithmetic computation report; basic communications reports; intake profile; client related equipment and software specifications and purchases; evaluation and needs assessment; comprehensive evaluation and training report; assisted technology invoice; client expenditures by status; discharge authorization and summary; vocational evaluation report; vocational evaluation intake questionnaire; vocational assessment techniques; individualized vocational evaluation plan; local intake letter; intake letter; activities of daily living
	<b>Retention and Disposition</b>	Destroy five (5) years after case closure, and audit.
<b>01174</b>	<b>Service Utilization Report File - (Document services provided by the Rehabilitation Center)</b>	This series consists of nine different forms which document statistical information regarding services provided by the Charles H. McDowell Rehabilitation Center. It includes monthly and yearly counts of the number of new consumers served in the Federal fiscal year and the number of hours of service provided.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Services utilization report - Consumer name, referral source, absences, dormitory days, days of service, entry date, discharge date; current case enrollment - intake date, referral number, consumer name, residential status, program status, date posted; cases accepted for evaluation - date posted, referral number, client name, projected intake date; explanatory notes; master referral guide - referral date, referral number, client name, program of services, counselor/location, posted date; cases deferred by admissions - date posted, referral number, consumer name, explanatory notes; terminated cases - date terminated, referral number, consumer name, reason for termination, posted date; cases accepted for training - date posted, referral number, consumer name, projected intake date; explanatory notes
	<b>Retention and Disposition</b>	Retain for ten (10) years.

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

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Education and Workforce Development Cabinet  
Workforce Investment, Department of  
Blind, Office for the  
Consumer Services

Record Group  
Number  
0410

Series	Records Title and Description	Function and Use
01180	<b>Class Schedule - (Weekly)</b>	This series documents the classes each consumer is enrolled in during each week at the Rehabilitation Center. It provides the class name, the name of the instructor, and the time of each class.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Notes; subject - audio/math, typing, Braille, computer, counseling, vocational; name of instructor; class time; date
	<b>Retention and Disposition</b>	Retain for one (1) year.
01182	<b>Instructional Manual</b>	This series was created to provide a teaching guide in each skill area for instructors at the Rehabilitation Center to use. It is in book form and is used to justify each skill area.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Lists of skills taught in each area; lesson plans
	<b>Retention and Disposition</b>	Destroy when obsolete.
01183	<b>Federal Quota Account Record File - (With American Printing House for the Blind)</b>	This series documents orders for equipment, books, etc., filled by the American Printing House for the Blind, using federal funds allotted to the Rehabilitation Center. The order form, which was created by the American Printing House, is completed by staff and sent to it for processing. A copy is then returned to the Center.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Address; phone number; customer number; order number; order date; authorized signature; order approval; ship to; bill to; instructions; quantity; catalog number; description; unit price; net amount
	<b>Retention and Disposition</b>	Retain for three (3) years. Destroy after audit.
03674	<b>Case Management System (CMS) - (Electronic)</b>	This system was designed to track and report to the Department clients who have obtained vocational rehabilitation services, including evaluation, counseling, adjustment to blindness, training, physical restoration, technical services and job placement. The system also keeps track of total dollars spent on each client by category. It produces invoices which are used to obtain payment for service to vendors. The information is taken from district office files daily and downloaded to the Central Office and merged into the system. Since 1984, the information contained in the system has been generated in-house. Prior to 1984, information was obtained from the Department of Education.
	<b>Access Restrictions</b>	34 CFR 361.49; 720 KAR 1:050
	<b>Contents</b>	Series contains: Client name, social security number and demographic data; name of counselor; status; referral source; reported disability; type of institution; school identification; earnings information; source of support; hours worked; vocational goal; insurance information; reason for termination, if applicable
	<b>Retention and Disposition</b>	Delete information after ten (10) years, and audit.

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

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

Education and Workforce Development Cabinet  
 Workforce Investment, Department of  
 Blind, Office for the  
 Consumer Services - Rehabilitation Center

**Record Group**  
**Number**  
**0410**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
03676	<b>Evaluation File</b>	This series documents the evaluation of the staff and the Center by consumers, upon completion of the program. It is used to rate staff performance and to make necessary changes in programs.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Evaluation scale - 1/Poor, 2/Fair, 3/Average, 4/Good, 5/Very Good, (content, organization, instruction) for each area - activities of daily living, arithmetic computation, audio equipment, basic communication, Braille, orientation and mobility, recreation, typing, counseling, residential aides, food, accommodations; comments; suggestions
	<b>Retention and Disposition</b>	Retain for one (1) year.

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

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

Education and Workforce Development Cabinet  
 Workforce Investment, Department of  
 Blind, Office for the  
 Program Planning, Evaluation, Staff Development

**Record Group**  
**Number**  
**0410**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
01114	<b>Federal Grant File - (May include agency in-service training, innovation, expansion)</b>	This series documents the funds given by the federal government to the Department in the form of grants. The grants are used to generate funding for agency programs, to train employees, and to help outline plans for special funding. The three types of grants are Agency In-Service Training, Innovation, and Expansion.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Grants - Budget, Assessment, Evaluation, Section, Amount; Staff Development Plan
	<b>Retention and Disposition</b>	Retain for three (3) years. Destroy after audit.
01115	<b>Staff Development Training File</b>	This series documents employee training activities. It serves as an individual employee tracking record of attendance at Governmental Services Center training workshops, college classes taken, degrees earned, credit hours gained for training, and attendance at agency in-service training. Series 01117, Staff Development Training File, deals with the program itself, not individual employees as this series does.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Employee name; social security number; training attended; dates; contact hours; credit hours; vendor; degree program; degree earned
	<b>Retention and Disposition</b>	Destroy fifteen (15) years after termination of employment.
01117	<b>Staff Development Training File - (Program file)</b>	This series documents the activities of the various training programs attended by Department employees. It documents information on the training program, rather than individual employees that attended (see series 01115, Staff Development Training Records). Information from the series also is used to compile reports related to the type of training paid for with federal grant money.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Agendas; evaluations; list of participants; contact person
	<b>Retention and Disposition</b>	Retain for three (3) years. Destroy after audit.