



# Boxing and Wrestling Authority

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

Boxing and Wrestling Authority 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 Boxing and Wrestling Authority.

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 Boxing and Wrestling Authority, 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.

## **Boxing and Wrestling Authority**

The Boxing and Wrestling Authority is authorized by KRS 229 and operates under 201 KAR 27.

The Kentucky Boxing and Wrestling Authority (KBWA) oversees all professional boxing, wrestling and full contact competitive bouts and exhibitions held in Kentucky. The KBWA licenses contestants, officials and promoters. The authority is attached to the Public Protection Cabinet for administrative purposes. Its members are appointed by the governor for three-year terms.

The Board's mission is to encourage the growth of professional boxing and wrestling in the commonwealth, while protecting participants and spectators of the sports. We strive to improve the sports by thoughtful, reasonable and fair regulation and monitoring.

RECORDS RETENTION SCHEDULE

Signature Page

Boxing and Wrestling Authority
Agency

September 13, 2007
Schedule Date

Unit

Change Date

September 13, 2007
Date Approved By Commission

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APPROVALS

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

[Signature]
Agency Head

2-11-09
Date of Approval

[Signature]
Agency Records Officer

2/10/09
Date of Approval

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

9/13/07
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

9/13/07
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

09/13/2007
Date of Approval

[Signature]
Appraisal/Archivist

9/13/07
Date of Approval

[Signature]
State/Local Records Branch Manager

12 SEP 07
Date of Approval

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The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

9-13-07
Date of Approval

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

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Public Protection  
Boxing and Wrestling Authority

Record Group  
Number  
0195

Series	Records Title and Description	Function and Use
05636	<b>Promoter File (V)</b>	The Kentucky Boxing and Wrestling Authority (KBWA) is a five-member authority that oversees all professional boxing and wrestling matches or exhibitions held in the Commonwealth. It is attached to the Department of Public Protection for administrative purposes. This series documents the licensing of event promoters. Each promoter license is valid for one year from the date issued. The promoter pays 5% of ticket sales to the KBWA, which reconciles the events against the payments monthly. If a discrepancy is found, it is brought before the Board.
	<b>Access Restrictions</b>	KRS 61.878(1)(a)
	<b>Contents</b>	PROMOTER APPLICATION - which sport involved, name of promotion, promoter's name, address, phone number, SSN, emergency phone number, email address, date of birth, height, weight, occupation, employer, qualifying experience, history of promoting, any felony convictions, signature; LICENSE ISSUED FORM - date, license number; SHOW NOTICE - show type, place and date, due 5-7 days before wrestling event and 30 days before boxing and mixed martial arts; SHOW REPORT - Promoter name, show type, show date, location, license number, who is on card, tickets sold, amount owed to KBWA, Promoter signature; Promoter Bond Form; any Complaint Forms or Disciplinary Actions
	<b>Retention and Disposition</b>	Retain in Agency two (2) years after inactivation of license; transfer to State Records Center for three (3) years; destroy. Total retention is five (5) years.
05637	<b>Boxer / Mixed Martial Artist File (V)</b>	This series documents the licensing of participants in the sports of boxing and mixed martial arts. Mixed martial arts is a full contact competition bout. Participants in each sport must submit a fee along with an application and must re-apply yearly as the license expires on December 31. Boxers must submit proof of their Federal Identification Number, which is used by the Federal Government for tracking purposes. Each participant receives a medical examination before and after each event; the Physician's application is also in this series.
	<b>Access Restrictions</b>	KRS 61.878(1)(a), HIPPA
	<b>Contents</b>	BOXING/MMA APPLICATION - name, address, SSN, telephone number, emergency phone number, email address, occupation, employer, age, date of birth, height, weight, eye color, hair color, Federal ID # (Boxer only), any previous licenses in KY or another state, any felony convictions, medical history, Boxing/MMA record, any aliases, signature; pre-bout and post-bout exams for each match, signed by a Dr. Any pictures submitted. Any complaint forms and/or disciplinary actions. BOXING/MMA OFFICIAL APPLICATION (Judge, Trainer, Manager, Referee, Timekeeper, Second) - same personal info as Boxer/MMA, qualifying officiating experience; any previous Boxing/MMA Official licenses in KY or another state, any felony convictions, signature. PHYSICIAN APPLICATION - same personal info as Boxer/MMA, Physician License #, expiration date, any qualifying experience, any previous Physician licenses in KY or another state, any felony convictions, signature.
	<b>Retention and Disposition</b>	Retain in Agency two (2) years after inactivation of license; transfer to State Records Center for three (3) years; destroy. Total retention is five (5) years.
05638	<b>Wrestler File (V)</b>	This series documents the licensing of wrestlers and wrestling officials. Participants must submit a fee along with an application and must re-apply yearly as the license expires on December 31.
	<b>Access Restrictions</b>	KRS 61.878(1)(a)
	<b>Contents</b>	WRESTLING APPLICATION - name, address, SSN, telephone number, emergency phone number, email address, occupation, employer, age, date of birth, height, weight, qualifying wrestling experience, any aliases, any previous wrestler licenses in Ky or another state, any felony convictions, signature. WRESTLING OFFICIAL APPLICATION - same personal info as wrestler application, any qualifying officiating experience, any aliases, any previous wrestling official licenses in Ky or another state, any felony convictions, signature. Any pictures submitted. Any complaint forms or disciplinary actions.
	<b>Retention and Disposition</b>	Retain in Agency two (2) years after inactivation of license; transfer to State Records Center for three (3) years; destroy. Total retention is five (5) years.