



Environmental Education Council

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

Environmental Education Council 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 Environmental Education Council.

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 Environmental Education Council, 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.

Environmental Education Council

The Kentucky Environmental Education Council (EEC) was established in 1990 to improve Kentuckians' understanding of their environment. Although its major focus is primary and secondary education, the Council also works with colleges and universities, businesses, local governments, private organizations and citizens; in fact, anyone who wishes to help themselves or their students better understand our relationship to the natural world. EEC's goal is to provide citizens with the knowledge they need to make their own informed decisions about their environment.

EEC coordinates environmental education in the Commonwealth in several ways:

- It helps maintain a searchable website and calendar for both teachers and the general public.
- It provides links to valuable state and national environmental education web sites.
- It creates instructional materials that are Kentucky specific and aligned to the state standards.
- It plans and help implement professional development for nonformal environmental educators, including a certification program.
- It oversees an interactive website (www.greenschools.ky.gov) that students and faculty can use to assess the health and sustainability of their school environments.
- It monitors the environmental knowledge and attitudes of Kentucky's citizens.

EEC operates under KRS 157.900 through 157.915. The nine Council members are appointed by the Governor to serve four-year terms. The Council meets quarterly. Members serve entirely as volunteers. By statute, membership on the Council must represent four constituencies: businesses and industry, the environment, education and government.

RECORDS RETENTION SCHEDULE

Signature Page

Environmental Education Council
Agency

September 11, 2014
Schedule Date

Unit

Change Date

September 11, 2014
Date Approved By Commission

APPROVALS

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

Elizabeth Schwitz
Agency Head

7/22/2014
Date of Approval

Michelle B.
Agency Records Officer

2014 July 22
Date of Approval

Barbara T.
State Archivist and Records Administrator
Director, Public Records Division

9/17/14
Date of Approval

Wayne Onkst
Chairman, State Archives and Records Commission

9/11/14
Date of Approval

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

[Signature]
Records Analyst/Regional Administrator

2/10/14
Date of Approval

[Signature]
Appraisal Archivist

9/11/2014
Date of Approval

[Signature]
State/Local Records Branch Manager

2/11/14
Date of Approval

The determination as set forth meets with my approval.

Boni by Kreis
Auditor of Public Accounts

9/11/14
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
Environmental Education Council

Record Group
Number
1023

Series	Records Title and Description	Function and Use
05512	Student Records - Environmental Educator Certification (V)	This series documents the certification process for individual Certified Environmental Educators in Kentucky. The Kentucky Environmental Education Council was authorized in 1993 by the legislature to improve Kentuckians' understanding of their environment. A classroom based certification training curriculum for environmental educators was implemented through the Council in 2004. The program content follows the guidelines of the North American Association for Environmental Education. The curriculum also helps environmental instruction align with the program goals of the 1990 Kentucky Educational Reform Act. The format of the training consists of four 3 day workshops - two in the Spring and two in the Fall - with an Independent Study project between the Spring and Fall sessions. Four levels of assessment must be passed for certification to be awarded: written exam; essays; debate of a current environmental issue; creation of an instructional unit. This training is open to state employees and members of the public. The one year certification program may qualify for college credit on a case by case basis.
	Access Restrictions	KRS 61.878(1)(a) - Personal information only
	Contents	This series contains: Application for Nonformal Certification Program; Signed Self Assessment; Completed Environmental Literacy Assessment; Reading Assignment Papers; Completed Debate Paper; Completed Unit of Study; copy of diploma; project certificates.
	Retention and Disposition	Retain until eight (8) years after class graduation, then destroy.
06518	Certification Status Verification File	This series represents an ongoing record of individuals who have received and maintained status as Certified Professional Environmental Educators. The Certification Status Verification folder stores summaries of assessments from the Professional Environmental Educator Certification course and summaries of recertification requirements met by course graduates.
	Access Restrictions	
	Contents	This series contains: Names of individual educators and summaries of assessments and continuing education submissions.
	Retention and Disposition	Retain permanently in agency.
06519	Continuing Education Submission File	This series documents the continuing education submissions of Certified Professional Environmental Educators. Once educators have completed KEEC's Professional Environmental Educator Certification course, to retain their certification, they are required to submit a Continuing Education Report, a Self-Assessment, and a signed Code of Ethics every year.
	Access Restrictions	
	Contents	Name of Certified Professional Environmental Educator; Continuing Education Reports, Self-Assessments, and signed Codes of Ethics submitted by the Educators.
	Retention and Disposition	Retain until eight (8) years after submission of form, then destroy.
06520	Accreditation File	This series documents the application for accreditation from the North American Association for Environmental Education for the KEEC's Professional Environmental Educator Certification course. The application was originally submitted in July 2014. Additional materials may be produced to answer any questions that come from the accrediting body or meet reaccreditation requirements. Accreditation is valid for five years.
	Access Restrictions	
	Contents	This Series contains the application narrative and appendices, drafts and working documents used to produce the application.
	Retention and Disposition	Retain for ten (10) years, then destroy.

Electronic System With Included Records Series

Education & Workforce Development Cabinet

Kentucky Environmental Education Council

System Description: This system is used to track school participation in the Kentucky Green & Healthy Schools (KGHS) program. The system creates reports on school projects and awards. It also creates reports on school enrollment statistics and program contacts. There are no mandates governing the system.

System Contents: The system contains school contact information, teacher contact information, program project submission dates, school award information for each year of the program. The data is entered into the system by KEEC staff.

General Schedule Items: M0022; M0029; M0042

System Title: Kentucky Green and Healthy Schools
Administrative System

Alternate Title: KGHS Admin System

Series #: Series Title:

Disposition Instructions:

M0022 Annual or Summary Reports

Retain one (1) official copy of all annual or summary reports permanently in agency. Forward three (3) copies of reports issued in paper to the Department for Libraries and Archives when issued; or forward one (1) copy of reports held in electronic format or issued for general public distribution on the agency's web site. Copies in addition to the official copy may be destroyed when no longer needed.

M0029 Activity Report

Retain two (2) years then destroy.

M0042 Special Studies and Reports

Retain one (1) official copy of all special studies and reports permanently in agency. Transfer one (1) copy to the State Archives Center after completion. Copies in addition to the official copy may be destroyed when no longer needed.