



Kentucky Educational Television

Records Retention Schedule

Prepared by the State Records Branch
Archives and Records Management Division
Approved by the State Archives and Records Commission



This records retention schedule governs retention and disposal of records created, used and maintained by the Educational Television 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 Educational Television Authority personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for the Educational Television Authority to destroy the records listed, after the appropriate retention periods have passed.

Educational Television 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 Educational Television 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 Educational Television 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.

Kentucky Educational Television

The Kentucky Educational Television Network (KET) was established by the 1962 General Assembly. It operates under KRS Chapter 168. KET is separated into three program areas. General Administration and Support ensures the operations and programs of KET meet the statutory mandates. Broadcasting and Education selects instructional and public programming for distribution by KET. Engineering operates and maintains the broadcast network and delivery system.

The governing body for KET is the Kentucky Authority for Educational Television, an agency of the Commonwealth of Kentucky. KET is in the Education & Workforce Development Cabinet. Two independent nonprofit foundations, the KET Foundation and the Commonwealth Fund for KET, manage and solicit the corporate, institutional, and individual contributions that support local productions as well as the acquisition of PBS and other national programs.

RECORDS RETENTION SCHEDULE

Signature Page

Kentucky Educational Television
Agency

December 8, 2011
Schedule Date

Unit

Change Date

December 8, 2011
Date Approved By Commission

APPROVALS

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

[Signature]
Agency Head

12-12-11
Date of Approval

[Signature]
Agency Records Officer

12/12/11
Date of Approval

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

12/18/11
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

12/8/11
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

12/8/11
Date of Approval

[Signature]
Appraisal Archivist

12/8/11
Date of Approval

[Signature]
State/Local Records Branch Manager

12/8/11
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

12/8/11
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
 Kentucky Educational Television
 Education, Division of

Record Group
Number
0940

Series	Records Title and Description	Function and Use
00988	Education Utilization Survey File	This series documents the production, distribution, and use of KET educational resources and services in Kentucky educational institutions, including public schools, early childhood learning centers, and adult education centers/postsecondary institutions. It is compiled from several sources, including reports completed by KET's Education Consultants, who work with schools in each region of the state; monthly/annual data on educator usage of KET EncycloMedia, KET's primary distribution platform for digital instructional content; and surveys. Through information from the series, KET can better understand the needs of schools, teachers, and students and can then develop instructional services and resources that better meet these needs.
	Access Restrictions	None
	Contents	Series contains: Total number of instructional series and programs broadcast or streamed online via KET ED On Demand; KET EncycloMedia usage data (teachers/students using online resources); number of direct services and educators reached (KET education consultant school visits and presentations with contact information; early childhood and adult education workshops and trainings); information about production of education digital resources; and summary of survey results.
	Retention and Disposition	Retain for eight (8) years then, destroy.
04532	KET Credit Courses File	This series documents the development and delivery of KET credit-bearing courses such as high school distance learning courses, professional development courses, early childcare training courses, GED preparation courses, and other courses, modules, or workshops delivered electronically via KET (e.g., via CD-ROM, DVD, and/or online) and for which participants can earn credit.
	Access Restrictions	KRS 61.878(1)(a) Student personal information.
	Contents	Series contains: Project information, statistical reports (compiled annually into the KET Education Division Annual Report), and student/participant records.
	Retention and Disposition	Retain in agency permanently.

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
 Kentucky Educational Television
 Production, Division of

Record Group
Number
0940

Records Title Series and Description	Function and Use
00994 Program Files	This series documents the development and creation of programs produced by Kentucky Educational Television. It contains specific information on the descriptions of, and the supporting documents required in the process of producing, KET programs. It also provides historical data which are used by the agency in planning for future programs.
Access Restrictions	None
Contents	Series may contain: program descriptions and objectives, production budgets including Individual Production Data, releases for on-air and online appearances, photographic rights and sample photographs, rights for the use of motion video clips and segments, personnel contracts, talent contract, transcripts when available, scripts when applicable, and related documents and correspondence.
Retention and Disposition	Retain in agency permanently.

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
Kentucky Educational Television
Programming, Division of

Record Group
Number
0940

Series	Records Title and Description	Function and Use
00991	Reaction Line Comments File	This series documents viewer responses to programs broadcast on Kentucky Educational Television's (KET) open broadcast channel. The reaction line is set up on an 800 telephone number so that viewers can call into KET at any time. The reaction line provides viewers with the opportunity to ask questions, offer suggestions and make comments on programs aired. The programming division reviews each viewer response and addresses each issue individually.
	Access Restrictions	None
	Contents	Series contains: Viewer comments and related correspondence.
	Retention and Disposition	Retain for three (3) years, then destroy.

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
 Kentucky Educational Television
 Programming/Production, Divisions of

Record Group
Number
0940

Series	Records Title and Description	Function and Use
01027	Films and Video Recordings - Original Programming (V)	This series documents the original programming produced and prepared by Kentucky Educational Television (KET), pursuant to its authority under KRS 168.100 (3). The programs are developed by KET for broadcast aid in education in Kentucky's public schools and state supported institutions of higher learning. Programs are also developed for use in other public functions related to the study of history, current events and current laws and government. KET also broadcasts the proceedings of all legislative sessions. Videotapes of the proceedings are retained by the Legislative Research Commission. Examples of original programming include Comment on Kentucky, Kentucky Afield, Governor's addresses, State of the Commonwealth addresses, and documentaries about important political figures.
	Access Restrictions	None
	Contents	Series contains: Film and videotape recordings of programs developed by KET.
	Retention and Disposition	Retain in agency permanently.

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
 Kentucky Educational Television
 Programming/Transmissions Systems, Divisions of

Record Group
Number
0940

Series	Records Title and Description	Function and Use
01019	Program and Station Log File	This series documents all programs scheduled for KET's open broadcast channels. It provides information on a daily basis about time schedules, length of programs, and whether broadcasts are KET programs or direct feeds from Public Broadcasting systems. The series is used by master control engineers as a working schedule. It also documents announcements by the National Weather Service when weather conditions are severe. These announcements are required by the Federal Communications Commission (FCC) to alert viewers of possible damaging weather. In addition, the series documents the testing of emergency weather signals throughout the state. It also documents the inspection of tower lights, which must be inspected every 24 hours, per requirement of the FCC.
	Access Restrictions	None
	Contents	Series contains: airing times, length of programs, type of program (e.g., direct feed, etc.); emergency alert system information and tower light inspection information.
	Retention and Disposition	Retain two (2) years, then destroy. NOTE: Logs containing relevant communications of a disaster or investigation by the FCC or logs involved in a claim or complaint must be retained until FCC releases the file.

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
Kentucky Educational Television
Transmissions Systems, Division of

Record Group
Number
0940

Records Title Series and Description	Function and Use
01017 Construction Files	This series documents the construction and location of transmitter and translator sites, which are located within and outside of Kentucky. Currently, there are fifteen (15) transmitter sites and three (3) translator sites. One (1) transmitter site is located in Indiana. Additionally, series documents property ownership, terms of easements and leases for transmitter sites, etc.
Access Restrictions	None
Contents	Series may contain: maps, terms of easements, correspondence, deeds, permits, agreements, and description of towers.
Retention and Disposition	Retain in agency permanently.

Electronic System With Included Records Series

Education & Workforce Development Cabinet

Kentucky Educational Television

System Description: ESL is an online professional development system for adult education English as a Second Language teachers. Developed by adult educators for adult educators and tested in the field, this web-based product is managed by KET and prepares teachers to do the following: teach English to speakers of other languages, enhance cross-cultural awareness, and integrate English literacy instruction and civics education.

System Contents: The ESL online professional development system covers core issues in teaching ESL and civics; encourages active engagement through project-based learning; works for small group study with peer mentoring, and with both facilitated and non-facilitated models; provides customized portfolios in which teachers save journal entries, lesson plans, project work and resources; provides teachers with a collaboration tool via threaded discussions, and includes relevant online and offline resources.

General Schedule Items:

<i>System Title:</i> ESL	<i>Alternate Title:</i> ESL/CivicsLink
<i>Series #:</i> 00988	<i>Series Title:</i> Education Utilization Survey File
	<i>Disposition Instructions:</i> Retain for eight (8) years then, destroy.

Electronic System With Included Records Series

Education & Workforce Development Cabinet

Kentucky Educational Television

System Description: Project CONNECT is a web interface which allows adults enrolled in adult education classes can practice their English skills and learn about working, studying and living in the United States-all online using a computer with reading, writing, audio, video, Internet and email activities. Teachers can set up online class groups, send and receive email with their classes and review student work.

System Contents: Project CONNECT's flexible design facilitates use in a language lab, a classroom, for distance learning or at home. Project CONNECT units include listening activities designed by ESL educators to provide structured practice. Other parts of the site will also include audio features. Project CONNECT users can participate in discussion groups and send and receive Project CONNECT email.
The system contains licenses, documents such as learning goals, objectives, classroom instruction, lesson plans, practice sheets, videos and resources.

General Schedule Items:

<i>System Title:</i>	Project CONNECT	<i>Alternate Title:</i>
<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
00988	Education Utilization Survey File	Retain for eight (8) years then, destroy.
