



Fair Board

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

Fair Board 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 Fair Board.

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 Fair Board, 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 Fair Board

The General Assembly established the Kentucky State Fair in 1902 for exhibition of agricultural, mechanical, horticultural, dairy, forestry, poultry, and livestock (Acts, ch. 112). The Fair was placed under management and control of the board of directors of the Kentucky Livestock Breeders Association. In 1906 it was placed under control of the State Board of Agriculture, Forestry, and Immigration. In 1908, an appropriation of \$40,000.00 was made to the state fair for the construction of buildings on land acquired by the state for the fair (Acts, ch. 74). The State Fair Board was established by the 1938 General Assembly as a corporate body. The State Fair Board, established by KRS 247.090, is composed of fifteen members. The members include the Governor, the Commissioner of Agriculture, the Dean of the College of Agriculture at the University of Kentucky, and twelve members appointed by the Governor. The Board, pursuant to KRS 247.140, is responsible for the control and custody of the funds, buildings, grounds, and equipment of the Kentucky Fair and Exposition Center and the Commonwealth Convention Center. The Board is divided into divisions, which are authorized by KRS 247.130 and Executive Order 96-930.

RECORDS RETENTION SCHEDULE

Signature Page

Kentucky Fair Board
Agency

December 9, 2010
Schedule Date

Unit

Change Date

December 9, 2010
Date Approved By Commission

APPROVALS

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

[Signature]
Agency Head

12-17-2010
Date of Approval

[Signature]
Agency Records Officer

12/17/2010
Date of Approval

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

12/19/2010
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

12/9/2010
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

12/9/10
Date of Approval

[Signature]
Appraisal Archivist

12/9/10
Date of Approval

[Signature]
State/Local Records Branch Manager

12/9/10
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

12/9/10
Date of Approval

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Fair Board
 Access Control

Record Group
Number
1040

| Series | Records Title and Description | Function and Use |
|---------------|--------------------------------------|---|
| 03313 | Parking Tickets | This series documents parking tickets received by patrons upon entering a parking area/structure. Parking tickets are taken from the customer as they leave the parking facilities whereby the cashier checks for validation. At the end of the shift, the cashier has a balance sheet (shift summary) that notes parking ticket transactions which are then balanced. Tickets are deposited with the transaction sheet and the cash received into the safe. The next day, the tickets are separated for billing purposes (stores that use the parking facility get discounts, and are billed at the end of each month). The computer calculates the charge and type of validation of ticket. Note: This series documents the parking ticket only. The fiscal documentation for these transactions are contained in series 01093. |
| | Access Restrictions | None |
| | Contents | Series contains: Date, In-Time, Out-Time, Charge. |
| | Retention and Disposition | Retain for three (3) months. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Fair Board
 Administrative Services & Information Technology

Record Group
Number
1040

| Series | Records Title and Description | Function and Use |
|---------------|--|--|
| 01092 | Sales Tax Reports Files | This series documents monthly agency sales tax remittance to the Kentucky Department of Revenue. |
| | Access Restrictions | None |
| | Contents | Series contains: Sales tax return, payment documents and related supporting documents. |
| | Retention and Disposition | Retain for eight (8) years. Destroy after audit. |
| 01093 | Parking Report File | This series documents fees collected for each vehicle that enters a parking area/facility for events at the Kentucky Fair and Exposition Center, ticket validation, cashier remittance and bank deposits. Tickets are tallied for all vehicles entering, parking, and leaving. Tickets are audited following each parking event. |
| | Access Restrictions | None |
| | Contents | Series contains: Treadle count; Parking money recap sheet; Credit tickets; Verification report. |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. |
| 01095 | Box Office Statements and other Statements | This series documents total sales per agreements and respective transfers of funds between agency and promoters. |
| | Access Restrictions | None |
| | Contents | Series contains: Ticketing reports, Bills paid at settlement with promoter. |
| | Retention and Disposition | Retain for eight (8) years. Destroy after audit. |
| 01096 | Monthly Report of Commissions Earned (Concessions, Catering, Other) | This series documents sales by providers and commissions earned by the agency per agreements between the Fair Board and providers of concessions, catering, etc. Examples of commissions would include: Concessions, catering, novelty sales and Ticketmaster sales. |
| | Access Restrictions | None |
| | Contents | Series contains: Sales receipts and commissions paid. |
| | Retention and Disposition | Retain for eight (8) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Fair Board
 Administrative Services & Information Technology

Record Group
Number
1040

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| 04329 | Admission Books/Tickets, Coupons, Drop Count and Deadwood Tickets | This series documents and validates the ticket count, sales and attendance to events held at the Kentucky Fair and Exposition Center. Coupons may be circulated for discounts on admission fees, and are usually displayed with the advertising and promoting of events. They may be found in the newspapers or on McDonald's drinking cups. Drop count tickets are those torn in half with the patron keeping half of the ticket and the ticket counter keeping the other half. Deadwood tickets are those not sold. Admission books and tickets are purchased for State Fair events, horse shows, etc. The tickets and ticket groups are internally audited following the State Fair. Tickets are dated with the dollar value printed on them. They are void after the fair. The circus has their own auditors, as with many events on the Ticket Master computer system and leased events, such as concerts. Fair Board auditors verify ticket count with attendance before signing settlement sheets. |
| | Access Restrictions | None |
| | Contents | Series contains: State Fair events--Ticket Number, Date of event, Dollar Value, Name of event |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Fair Board
Executive Director

Record Group
Number
1040

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| 01090 | Critique Report of Fairs, Shows and Events | This series documents the President's summary critique report of departmental critiques for specific shows and events. This report is maintained by the President and CEO and is used by next generation leadership. |
| | Access Restrictions | None |
| | Contents | Series contains: Report results of departmental directors and agency leadership. |
| | Retention and Disposition | Retain Permanently. |
| 01110 | Litigation Files - Board of Claims Cases | This series documents claims against the Kentucky Fair Board such as personal injury, property claims and lost item claims. |
| | Access Restrictions | None |
| | Contents | Series contains: |
| | Retention and Disposition | Destroy five (5) years after close of case. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Fair Board
 Expositions

Record Group
Number
1040

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| 06104 | Entry Files (Judging Books/Judging Results) | This series documents the entries to exhibits sponsored by the Kentucky State Fair, North American International Livestock Exposition (NAILE), and the National Farm Machinery Show and Tractor Pull. Items/animals may be entered into 27 competitive department events to be judged. This series documents the process of entry, identification and judging of items/animals. |
| | Access Restrictions | None |
| | Contents | Series contains: Department, Section, Class, Entry Number, Name of entrant and contact information, Judges scores and comments, fees paid, type of competition, type of livestock and correspondence. |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. Destroy entry tags after event. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
 Fair Board
 Operations

Record Group
Number
1040

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| 01104 | Construction Files | This series documents all construction activities for the Kentucky Exposition Center and the Kentucky International Convention Center. Facilities include: South Wing, North Wing, West Wing, Freedom Hall, Broadbent Arena, New Market Hall and the Old Cardinal Stadium. |
| | Access Restrictions | None |
| | Contents | Series contains: Blueprints, copies of contracts and related documents and correspondence. |
| | Retention and Disposition | Retain Permanently. |
| 01105 | Commitment Books | CLOSED: This series documented tentative event bookings. Commitment books were used as a desk reference/organizational tool to track when an event was tentatively booked. Currently, calendars and event booking software is used to track and monitor event bookings. |
| | Access Restrictions | None |
| | Contents | Series contains: Date of event, facility to be booked, name of event and other related information. |
| | Retention and Disposition | Retain Permanently. |
| 01106 | Lease Agreement with Facility User (V) | This series documents general agreements between the Fair Board and lessees for events on the Fair Grounds or in the Kentucky Fair and Exposition Center. It documents the terms of agreements, dates of events and special needs or special equipment needed for events. Agreements may be for a one-year period of time or may be multi-year, such as concerts or circuses. |
| | Access Restrictions | None |
| | Contents | Series contains: Agreements, event work orders, occupation reports, settlement statements and related correspondence. |
| | Retention and Disposition | Retain for eight (8) years after completion of terms. Destroy after audit. |
| 01107 | Maintenance Work Schedules and Inspection Reports | This series documents routine scheduled maintenance of facility operations equipment and associated inspection reports. |
| | Access Restrictions | None |
| | Contents | Series contains: Maintenance schedules and inspection reports. |
| | Retention and Disposition | Destroy when no longer useful. |
| 01108 | Electrical Order Form | This series primarily documents fiscal transactions of service requests by lessees, vendors and others for electric services. Generally, service requests are made at the time of agreement, but service requests are also made post agreement with subsequent higher fees charged. |
| | Access Restrictions | None |
| | Contents | Series contains: Service type and description, fees, location and related correspondence. |
| | Retention and Disposition | Retain for eight (8) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Fair Board
Operations

Record Group
Number
1040

| Series | Records Title and Description | Function and Use |
|--------|----------------------------------|---|
| 01109 | Equipment Order Form | This series primarily documents fiscal transactions of service requests by lessees, vendors and others for equipment. Generally, service requests are made at the time of agreement, but service requests are also made post agreement with subsequent higher fees charged. |
| | Access Restrictions | None |
| | Contents | Series contains: Service request, type of equipment, fees, location and related correspondence. |
| | Retention and Disposition | Retain for eight (8) years. Destroy after audit. |