



# Department of Fish and Wildlife Resources

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

Department of Fish and Wildlife Resources 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 Department of Fish and Wildlife Resources.

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 Department of Fish and Wildlife Resources, 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.

## **Department of Fish and Wildlife Resources**

The functions of the four-member Game and Fish Commission created in 1912 were placed in the Department of Conservation when it was created in 1936. The Department of Fish and Wildlife was created by the 1944 General Assembly, when the Division of Game and Fish was removed from the Department of Conservation. The Department of Fish and Wildlife received its current name in 1952. The Department, as established by KRS 150.021, is responsible for the protection and improvement of fish and wildlife resources throughout Kentucky. It is under the general supervision of the Fish and Wildlife Resources Commission. The Commission, established by KRS 150.022, is a bipartisan body of nine members, one from each of the nine districts, appointed by the Governor from a list of five provided by sportsmen in each district. The Commission is responsible for developing Department policy by promulgating administrative regulations. The Department of Fish and Wildlife is headed by a Commissioner appointed, pursuant KRS 150.061, by the Fish and Wildlife Commission. The Commissioner is responsible for staffing, expending funds and administering programs of the Department. Financial support of the Department is derived from its sale of hunting and fishing licenses, miscellaneous licenses, federal grants and fines and penalties assessed by the courts for violation of game and fish laws. The Department has seven divisions: Law Enforcement Division, Administrative Services Division, Engineering Division, Fisheries Division, Information and Education Division, Wildlife Division and Public Affairs and Policy Division.

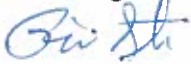
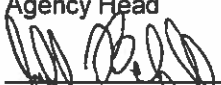
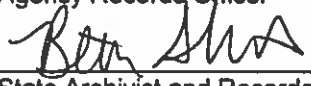
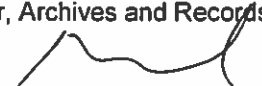
RECORDS RETENTION SCHEDULE

Signature Page


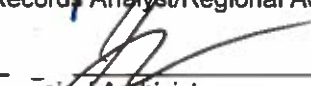

Department of Fish and Wildlife Resou	March 12, 2009
Agency	Schedule Date
Division of Information and Education	March 14, 2019
Unit	Change Date
	March 14, 2019
	Date Approved By Commission

APPROVALS

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

 Agency Head	3-14-19 Date of Approval
 Agency Records Officer	3-14-19 Date of Approval
 State Archivist and Records Administrator Director, Archives and Records Management Division	3/19/19 Date of Approval
 Chairman, State Libraries, Archives, and Records Commission	3/15/19 Date of Approval

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

 Records Analyst/Regional Administrator	March 1, 2019 Date of Approval
 Appraisal Archivist	3/20/19 Date of Approval
 State/Local Records Branch Manager	3-14-19 Date of Approval

The determination as set forth meets with my approval.

 Auditor of Public Accounts	3/14/19 Date of Approval
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**STATE LIBRARIES, 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  
Fish and Wildlife Resources  
Administrative Services, Division of  
Licensing

**Record Group  
Number  
1100**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>02153</b>	<b>Commercial Licenses File (V)</b>	This series documents the application process and license, or permit approval for certain commercial licenses pursuant to KRS 150.010 – 150.999. Specifically, this series documents licenses and permits in the following industries: Live Bait Dealers, Musselling, Mussel Buyers, Taxidermy, Commercial Guide, Fur Processor, Fur Buyer, Pay Lake, Shoot To Retrieve Field Trails and Commercial Fishing.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Application, receipt of payment, applicant's name, social security number, FEIN, company name, applicant's address, contact number, fees paid, license type and related correspondence.
	<b>Retention and Disposition</b>	Retain for five (5) years. Destroy after audit.
<b>05735</b>	<b>Voided License File (V)</b>	This series documents voided fishing/hunting licenses issued per KRS 150.175 by the Department of Fish and Wildlife sold via the Kentucky Direct Sales System (KDSS). It validates and confirms that the KDSS issuing agent has voided the license issuing transaction at the point of sale.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: License number, KDSS agent number, licensee DOB and total amount paid.
	<b>Retention and Disposition</b>	Retain for one (1) year.
<b>05736</b>	<b>Replacement License Request File (V)</b>	This series documents the request for replacement of a lost hunting/fishing license issued by Kentucky Direct Sales System (KDSS) agent. Once issuance of the prior license has been verified, a new license is issued per KRS 150.175.
	<b>Access Restrictions</b>	KRS 61.878(1)(a) Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Licensee name, address, SSN and DOB.
	<b>Retention and Disposition</b>	Retain for one (1) year.
<b>05737</b>	<b>Refund Request File (V)</b>	This series documents the request for refund by a licensee who has lost a fishing/hunting license and has since purchased a new license. A licensee may receive a refund if he or she has paid for more than one license in a given license year.
	<b>Access Restrictions</b>	KRS 61.878(1)(a) Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Licensee name, address, DOB and SSN.
	<b>Retention and Disposition</b>	Retain for one (1) year.
<b>05738</b>	<b>Disability Authorization Card Request File (V)</b>	This series documents the authentication of disability claims entitling individuals to reduced-cost fishing/hunting license per KRS 150.175 (26). The vast majority of claims are based on claimants' status as being Social Security eligible. Authentication is therefore primarily provided by affirming an individual's disability via Federal Social Security Administration documentation. Claimants must reverify their disability every three years.
	<b>Access Restrictions</b>	KRS 61.878(1)(a) Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Individual name, address, DOB, SSN and proof of disability.
	<b>Retention and Disposition</b>	Retain in Agency. Destroy after (3) three years or when superseded.

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**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet  
Fish and Wildlife Resources  
Fisheries, Division of

**Record Group  
Number  
1100**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>02133</b>	<b>Report on Pollution or Fish Kill Files</b>	This series documents pollution incidents and fish kill incidents, actions and evidence in relation to KRS 150.460 and KRS 150.990 which may have related to litigation, monetary exchange to pay for fish killed, or criminal citation.
	<b>Access Restrictions</b>	KRS 61.878 (1)(h) - Ongoing Investigation. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series may contain: Pollution reports, investigation notes, losses in fisheries valuation, litigation documents and copies of checks received that were paid per KRS 150.990. Files contain the name of the stream or body of water affected, length of incident, responsible party, water quality data, fish kill enumeration, fish kill valuation, investigators to the incident, and a response summary. If the incident was litigated, the files may contain copies of court documents.
	<b>Retention and Disposition</b>	Retain Permanently.
<b>02134</b>	<b>Farm Pond Stocking Card File</b>	This series documents the application process for the Kentucky Farm Pond Stocking Program. Farm ponds are one of Kentucky's most valuable aquatic resources. A pond can provide extra income, serve as a water source for livestock, help with fire protection and attract numerous species of wildlife. Many pond owners may try to stock their ponds with locally caught or purchased fish. This practice is highly inadvisable because it usually results in an unbalanced or undesirable fish population. KDFWR offers help to those wanting pond management advice and pond stocking service. KDFWR will supply small fish for new or renovated ponds. The only cost to the pond owner is a small fee to cover transportation costs. Ponds with existing fish populations are not eligible for this program.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Applicant card with applicant's name, address, phone number, number of ponds, acres, list of stock fish provided and related correspondence.
	<b>Retention and Disposition</b>	Destroy when no longer useful.
<b>02135</b>	<b>Public Water Stocking Cards File</b>	This series documents fish stockings carried out by KDFWR and the U.S. Fish and Wildlife Service in public waters of the Commonwealth. The series records the source, date, stocking location and biological parameters of fish stocked. It documents quality control of fish stocked, including fish sizes and stocking conditions.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Stocking cards completed by stocking agency. body of water, date, site name, species stocked, source, number of fish, size of fish, drivers name, stocking conditions and related comments.
	<b>Retention and Disposition</b>	Retain Permanently.
<b>02136</b>	<b>Lake Management Plans File</b>	This series documents lake-specific management plans for fish populations. Specific lake and species management history are provided, along with measurable objectives for achievement of the fisheries' management goals. Data within the document are updated every year and objectives are reviewed every three years. Standardized field sampling data is documented and fishing regulation changes may be made based on success or failure in meeting objectives.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Lake description, species specific management histories, species specific management objectives and sampling data pertaining to these objectives. Fish sampling data includes catch rates of different size classes, growth rates, and density of age-0 and age-1 fish. Sampling data comes from yearly electrofishing and netting collections.
	<b>Retention and Disposition</b>	Retain Permanently.

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

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Tourism, Arts and Heritage Cabinet  
Fish and Wildlife Resources  
Fisheries, Division of

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1100

Series	Records Title and Description	Function and Use
02137	<b>Commercial Fishing Harvest Records</b>	This series documents annual commercial fishing harvest data in water bodies throughout the Commonwealth. This data is used to determine and evaluate trends in individual bodies of water and the species found within for wildlife management purposes.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Name of angler, commercial fishing permit number, dates of harvest, body of water name, type of gear used, species caught and weight.  If paddlefish and/or sturgeon are harvested series will contain number harvested, pounds of flesh and eggs.
	<b>Retention and Disposition</b>	Retain for five (5) years.
02138	<b>Permits for Boat Dock Construction</b>	This series documents the application and approval process of permits for constructing boat docks and the related information therein on nine (9) department-owned lakes: Beaver, Boltz, Carpenter, Corinth, Elmer Davis, Guis Creek, Kincaid, Kingfisher and Malone Lakes.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Application, applicant's name and contact information, name of lake, location of proposed construction, county in which lake is located, if the location is lake front, if the location is adjacent to KDFWR owned property. Series may contain whether construction is new or if ownership change, previous owner name, date of purchase, deed book information and related correspondence.
	<b>Retention and Disposition</b>	Destroy when no longer useful.
02139	<b>Fish Population, Age and Growth Studies Field Data</b>	This series documents fish population, age and growth data collected each year for specific sport fish species on lakes, streams and rivers across the state. This data is monitored in order to track trends in sport fish populations. Historical data is housed at the Kentucky Department of Fish and Wildlife Resources Fisheries Headquarters in Frankfort, KY. Data is presented each year in Federal annual reports. Data is derived from fisheries field sampling using methods such as electrofishing, trap netting, gill netting and hoop netting. Trend data is used to make management decisions such as regulation changes at statewide fisheries.  Data is recorded on field forms and transferred to Excel and SAS (Statistical Analysis System) electronic files.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Data pertaining to age, growth, density and recruitment of sport fish populations. Specific data includes catch-per-unit-effort by size class and also age-1 and age-0 density, length-at-age, species composition, size frequency (proportional stock density) and condition (relative weight).
	<b>Retention and Disposition</b>	Retain Permanently.



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<b>02140</b>	<b>Federal Aid Grants Files (V)</b>	<p>This series documents the Federal Assistance and granting documentation between the Kentucky Department of Fish and Wildlife Resources and the Department of the Interior, U.S. Fish and Wildlife Service. 95% of these documents are used to participate in the Sport Fish Restoration Act Federal Assistance Program. This program provides federal funds to state fish and wildlife agencies to manage, conduct research, purchase, and improve recreational sport fishing opportunities within their respective state borders. This series also includes documentation relating to the Clean Vessel Act Grant Program, Boating Infrastructure Grant Program, and State Wildlife Grant Program.</p> <p>NOTE: Deleted series 02141, 02142 and 02143 have been incorporated into this series.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> This series contains: Annual performance reports, final performance reports, Applications for Federal Assistance (AFA), grant agreements, NEPA compliance documents, Section 7 documentation, annual workplan and project proposals, budget information and maps.</p> <p><b>Retention and Disposition</b> Retain Permanently.</p>
<b>02146</b>	<b>Corps of Engineer Permit Files - (Duplicate) - (Includes public notices for permits and state review and response forms)</b>	<p>This series documents comments and responses by KDFWR to applications for permits issued by the U.S. Army Corps of Engineers. KDFWR comments on proposed projects and permit applications involving Kentucky waterways. Specifically, any projects that impact Kentucky's fish and wildlife habitat and/or provide mitigation of habitat loss.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> This series contains: Permits, applicant name, project description, quantitative data on impacts to wetlands and streams or other waters, mitigation required to offset the impacts, requirements for regulatory compliance and all related responses/comments and correspondence.</p> <p><b>Retention and Disposition</b> Destroy when no longer useful.</p>
<b>02148</b>	<b>Annual Performance Reports-Federal Aid Files</b>	<p>This series documents the activities that were executed and accomplished during each grant award period by the Kentucky Department of Fish and Wildlife Resources participation in the Sport Fish Restoration Grant Program. These annual reports are a mandatory reporting requirement for participation in the Sport Fish Restoration Grant Program.</p> <p>NOTE: Series 02148 incorporates deleted series 02147, Federal Aid Activity Logs File.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> This series contains annual performance reports for the various Sport Fish Restoration, Clean Vessel Act, Boating Infrastructure, and State Wildlife Grants. These include interim, annual, and final performance reports. Activity logs are also maintained in this series which contain employee name, federal project code and dates and time worked.</p> <p><b>Retention and Disposition</b> Retain for three (3) years following grant closure. Destroy after audit.</p>

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>02150</b>	<b>Scientific and Education Collection Permits Files</b>	This series documents the application process for scientific and educational collection permits. The permits are used to control and monitor collecting activities of individuals, businesses and educational institutions who desire to take, or possess fish and/or wildlife within the Commonwealth. Year-end reports are required from permit holders detailing the specimens they collect. This data is used for state-wide fish and wildlife population research and analysis.
	<b>Access Restrictions</b>	KRS61.878(1)(a) - May contain SSN/FEIN. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series may contain: Applicant's name, social security number, driver's license number, title, company or agency, address, email address, purpose of collection, species to be collected, collecting methods and equipment, collection location and watersheds. May also contain social security numbers of others listed on the permit as collectors, federal employer identification number and related correspondence.
	<b>Retention and Disposition</b>	Retain for two (2) years.
<b>02152</b>	<b>Propagation Permits</b>	This series documents the application and approval process for propagation of fish species for resale. This series provides a record of persons who are legally rearing fish species within the Commonwealth. This information aids in the prevention of non-native species being introduced into the waters of the Commonwealth.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Name of company, or individual, address, type of species being reared, type of facilities being used, location of facility, water supply, specific location information on discharge and related correspondence.
	<b>Retention and Disposition</b>	Retain for one (1) year and/or after permit expires.
<b>03053</b>	<b>Creel Survey Form - (Input Document for Series 03054) (Electronic)</b>	This series documents a survey instrument to collect information on game-fish which have been harvested by the public. Data is gathered periodically during the fishing season by Department of Fish and Wildlife Law Enforcement Officers, or by seasonal surveyors hired for that purpose.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of lake; date; departmental officer; seasonal surveyor; survey information
	<b>Retention and Disposition</b>	Retain for two (2) years.
<b>03054</b>	<b>FIN.FW.DATA - Fish Creel Survey Data - (Computer Tapes - (Electronic); tapes will be retrieved and re-wound yearly) (V)</b>	This series documents survey data on the catch of game-fish by the public. The information is collected throughout the fishing season (April-October), and input in batch mode. It is then used to provide anglers with current information on fishing conditions, and Department biologists with data on which to base short and long term management decisions. It also makes available a historical record of the fishing program statewide and by impoundment. The software program used to operate this data base is called FW. Creel.Sas Pgms . MOD1, DOD2, MOD3. It was developed by the Commonwealth Office of Technology and runs on their IBM 34/80 computer mainframe. Plans are being made to migrate the information to cartridges of hard disks. The department is currently using the grandfather-father-son, yearly backup method on current data.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Name of lake; area of lake; date; total angler hours; whether angler fished from boat, bank, or dock; angler's sex; number of trips angler has made; residence of angler; species fished for; fishing method; species code, number, length, and status of each fish caught
	<b>Retention and Disposition</b>	Retain for one (1) year. Transfer to the State Archives Center for Permanent retention.

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Series	Records Title and Description	Function and Use
03055	<b>FW.CREEL - Creel Survey Annual Report - (Electronic) (Hardcopy Output of Series 03054. May be paper or microfiche)</b>	This series documents an annual computer generated report which summarizes specific Creel information collected during the fishing season (April-October). It provides departmental biologists with the necessary information to manage the fish populations in the major Kentucky impoundments. It also makes available a historical record of the development of the fishing program in the Commonwealth.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Summary tables for fish caught by; sex of angler; whether a resident or non-resident; fishing from boat or bank; type of fishing (still, casting, fly, troll or other); type of fish of fish caught when fishing for (specific species); type of fish caught when fishing for anything; totals by month, man hours (fish time), weight; number of fish; percentage of successful fishermen, grand totals, expanded survey totals
	<b>Retention and Disposition</b>	Retain Permanently. Copies may be destroyed when no longer needed.
05725	<b>Trophy Fish Awards</b>	This series documents trophy fish awards presented by KDFWR. Anglers who catch, by pole and line, in Kentucky waters, any one (1) fish meeting the length requirements may qualify for the Trophy Fish/Master Angler Awards Program. Anglers who catch three (3) different species of trophy status are eligible for the Master Angler Award plaque. There is no time limit in which the three different species must be caught, but each catch must be documented and registered as a trophy fish. Species counted toward a Master Angler Award may not be duplicated.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) - May contain SSN. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Angler's, name, age, address, phone number, KY fishing license number (if license exempt, social security number is obtained), species, date caught, waters and county where caught, length and size of fish, weight of fish, signature of angler and angler's witness and a photograph of the fish that was caught.
	<b>Retention and Disposition</b>	Destroy when no longer useful.
05741	<b>Site Technical Guidance File</b>	This series documents a record of fish sampling (electrofishing by biologist and/or technician), and inspection results. Historic recommendations can be examined and analyzed, as repeat visits are not uncommon. Site Technical Guidance is done by request of the pond/lake owner to help private pond/lake owners solve perceived problems and improve fish management and aquatic habitat. This is a free service and recommendations are provided after an on-site inspection and analysis. Fishing may be improved through these recommendations, as well as promotion and utilization of other fishery resources in the state.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Private pond & lake owner name, address, contact information, county, location, body of water size, perceived problem occurring, fish stocking and management history, fish inventory (species and sizes), aquatic vegetation species and amount present, depth, nuisance species present, general findings and any recommendations for improvement or preservation.
	<b>Retention and Disposition</b>	Retain Permanently.

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Series	Records Title and Description	Function and Use
05748	<b>Mussel Harvest Reports</b>	This series documents commercial mussel harvest from Kentucky waters open to commercial mussel harvesting. The data obtained is used to track trends and legal sales of mussels throughout the Commonwealth.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Name of musseler, permit number, date of harvest, body of water, type of mussel, weight of mussel, price per pound, total value of all mussels and the name and license number of the mussel purchaser.
	<b>Retention and Disposition</b>	Destroy when no longer useful.
05752	<b>Pond Harvest Data (Hatcheries)</b>	This series documents over time, pond harvest and survival data to gauge productivity of each pond. Records are separated by fish and species annually. Data collected and analyzed include: Fish harvested by species per pond, species weight, species length, species number, species survival percentages and amount of remaining forage.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Hatchery name, fertilizer rates, water flow rates, fill times, stocking rates, survival rates, stocking dates, fry source, length, weight, number harvested and stocking locations.
	<b>Retention and Disposition</b>	Retain Permanently.
05778	<b>Transportation Permits</b>	This series documents the legal transporting of fish species into and/or through the Commonwealth by individuals and/or companies. This series records the type of fish in order to prevent non-native species from entering the waters of this state.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Name and address of individual and/or company, type of species, an estimated transport weight and number of vehicles used in transportation of species.
	<b>Retention and Disposition</b>	Retain for three (3) years.
05779	<b>Special Net Fish Permits</b>	This series documents annual commercial harvest data from Kentucky and Barkley Lakes. Special net permits are only valid November 1st through March 31st. During valid periods commercial fisherman may use gill nets on Kentucky and Barkley Lakes. During the remainder of the commercial fishing season gill nets are not authorized on these two bodies of water. The harvest data is used to determine and evaluate trends in these bodies of water and fish species for management purposes.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Angler name, dates of harvest, net size, body of water, species caught, number caught, weight, price per pound, iced or frozen, consumed or given free of charge, kept alive or buried and number of sport fish released.
	<b>Retention and Disposition</b>	Destroy when no longer useful.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>05780</b>	<b>Fisheries Management Permit</b>	This series documents Fisheries Management Permits used to change regulations in private waters pursuant to KRS 150.025 and 150.470 and inform KDFWR personnel that regulations for a particular private lake are different from statewide regulations. Statewide creel and size limits are used to manage fish in private waters. Occasionally, there is a need in private waters to have size and/or creel limits that differ from statewide regulations in order to more effectively manage fish populations, or to correct population imbalances.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Date issued, termination date, name of lake, size of lake, location and county of lake, lake owner's name and type of management program (species, size limit, creel limit, possession limit) and other special regulations.
	<b>Retention and Disposition</b>	Retain Permanently.
<b>05800</b>	<b>Master Project Files (V)</b>	This series documents KDFWR engineering projects from conception to completion. A project file is created with the introduction of a potential project. Typical projects include: Boat ramp construction, fishing piers, canoe access sites, courtesy docks, dam sites, wildlife management areas and agency owned lakes and facilities.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Engineering drawings, plats, land appraisals, maps, engineering field notes, photographs of projects and dam sites, deeds, weekly reports, permits, blueprints, topo maps, engineering specifications and calculations, surveys, bid schedules, invitations to bid, work orders, change orders, periodical project estimates, laboratory records of soil test data, geological reports on proposed dam sites and related materials and correspondence.
	<b>Retention and Disposition</b>	Retain Permanently.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>05844</b>	<b>Hunter Education: Student Certification &amp; Hunter Education Instructor Certification Files</b>	<p>This series documents Kentucky's Hunter Education Program. This program includes Hunter Education Student Certification and Hunter Education Instructor Certification as mandated by 301 KAR 2:185. In the interest of curbing hunting related incidents, hunter education classes were developed. The scope of hunter education has broadened to include a variety of aspects besides firearm safety such as hunter ethics/responsibility, wildlife identification, and conservation. Hunter education is currently offered in each state and since it's implementation, there has been a tremendous decline in hunting related incidents across the country. Effective July 1, 1991, all hunters born on or after January 1, 1975, are required, while hunting, to carry a valid hunter education course completion card in addition to the appropriate Kentucky hunting license. The Hunter Education Course includes classroom instruction and range instruction. Hunter Education must meet the standards approved by the International Hunter Education Association and the Department. Instructors are required to take a Hunter Education Instructor Course in addition to the Hunter Education Student Course. A hunter education instructor who fails to instruct or assist in the instruction of at least one (1) hunter education course per year shall be purged from active instructor status. Each year KDFWR offers over 300 hunter education courses throughout the state free to the public.</p> <p><b>Access Restrictions</b> KRS 61.878(1)(a) Personal information. Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series may contain: Name, SSN, DOB, contact information, test data, class reports, instructor hours, instructor certification information, related documents and related correspondence.</p> <p><b>Retention and Disposition</b> Destroy hardcopies as information is uploaded to database or when hardcopies cease to have administrative value. Purge database as information is superseded, updated and/or when information ceases to have administrative value.</p>
<b>06209</b>	<b>Summer Camps Registration Files</b>	<p>This series documents applications and registrations to attend conservation summer camps operated by the Kentucky Department of Fish and Wildlife Resources (KDFWR). KDFWR operates three conservation camps in the Commonwealth: Camp John Currie on Kentucky Lake, Camp Earl Wallace on Lake Cumberland and Camp Robert C. Webb on Grayson Lake. Camps are open to Kentucky students in grades 4 - 6 and priority is given to students who attend conservation education classes. Camps are coeducational and run one week long. KDFWR has been involved in conservation education youth camping since 1946. Camp John Currie, located on Kentucky Lake outside of Benton, Kentucky opened in 1949.</p> <p><b>Access Restrictions</b> KRS 61.878(1)(a) Personal Information: Health/SSN information.. Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series contains: Application and registration form: County, male/female, Camper name, camper's SSN, Camper's school name and grade, Parent/Guardian name and contact information, Emergency contact information, Health history information completed by parent/guardian.</p> <p><b>Retention and Disposition</b> Retain for fourteen (14) months, then destroy.</p>
<b>06926</b>	<b>Waiver for Education Event</b>	<p>This series documents liability agreements between the Department of Fish and Wildlife Resources (F&amp;W) and individuals volunteering as instructors or attending as participants at education events hosted by the agency. The courses are elective educational events covering hunting, outdoor activities, and other related skills. Classes are taught by staff and volunteers and are attended by anyone interested in the subject matter.</p> <p><b>Access Restrictions</b> Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series may contain: Name of volunteer instructor, name of attendee, name of event, date of event, location, signed wavier form.</p> <p><b>Retention and Disposition</b> Retain for five (5) years after date of event, then destroy.</p>

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>02026</b>	<b>Special and Internal Investigations File</b>	This series documents all actions taken during an investigation of complaints filed by the public against conservation officers employed by the Department of Fish and Wildlife. Citizens may file a complaint with the Department if they feel they were not treated properly by a conservation officer. An internal investigation will then be initiated to see if personnel action is needed.
	<b>Access Restrictions</b>	KRS 61.878 (1)(h) Investigations. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Complaint; Investigation report; Findings; Recommendation of action; Memo; Decision; Evidence; Disciplinary actions.
	<b>Retention and Disposition</b>	Retain two (2) years after termination of employment or all legal and investigative actions are complete, whichever is longer.
<b>02028</b>	<b>Conservation Officer's Report of Seizure and Court Order</b>	This series documents the information required by all conservation officers who seize guns, boats, etc., during an investigation of game law violations or an arrest. Pursuant to KRS 150.120, conservation officers are permitted to seize furs, fish, wild animals, wild birds, guns, dogs, instruments, boats, or devices which have been taken, used, transported or possessed contrary to the law or regulation. The seized material is taken to the court trying the person arrested. If convicted, the court shall have the discretion of determining whether or not any of the things seized shall be declared contraband. When any item is declared contraband, the court shall enter an order accordingly. A copy of the order shall be forwarded to the commissioner and the contraband shall be placed in the custody of the arresting officer, to be delivered to the commissioner. The commissioner may sell to the residents of this state all contraband which comes to his possession under the order of any court, or which has been seized and declared to be contraband under any law relating to fish or wildlife. The conservation officer completes the report at the time of seizure. After appearing in court and a judgment is rendered, the report is then given to the Division of Law Enforcement.
	<b>Access Restrictions</b>	KRS 61.878 (1)(h) Investigations. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Report number, Officer, Date seized, Time seized, Type of seizure (evidence, contraband), Seized from, Address, County of seizure, Location, Reason for seizure, Location where item is stored, Item number, Quantity, Item description, Make or model, Model number, Vehicle Identification Number or serial number, Evidence or seizure tag number, Officer's signature, Date submitted, Commonwealth vs. name of party, District court, Action number, Judge's signature, Date
	<b>Retention and Disposition</b>	Retain for fifty (50) years.
<b>02031</b>	<b>Circuit Clerk's Monthly Report of Fines Collected</b>	This series documents the moneys collected by the circuit clerk of each county, when violators of fish and game laws are fined pursuant KRS 150.140. All moneys collected as fines or penalties for the violation of any law or regulation which, according to law, goes to the game and fish fund, shall be paid to the State Treasurer within ten (10) days after the end of each month and the same shall be paid by the State Treasurer into the game and fish fund within thirty (30) days thereafter.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Memorandum; Date; To; From; Circuit clerk; County; Subject; Month of and year; Number of citations attached; Total of fines assessed per citations attached, Total fines collected per receipts attached, Total due Game and Fish Fund; Signature of circuit clerk
	<b>Retention and Disposition</b>	Retain for three (3) years. Destroy after audit.
<b>02039</b>	<b>District Monthly Summary Report</b>	This series documents the activities of conservation officers located in each of the nine district offices in Kentucky. It is used to establish trends on the activities of each district. The summary report is compiled from the Law Enforcement Weekly Report (02040).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Date; Reporting supervisor; Month; District; Officer; Law Enforcement activities; Assisted Fisheries Division; Assisted Public Relations; Assisted Conservation Education; Reviewed by
	<b>Retention and Disposition</b>	Retain for three (3) years.

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<b>02043</b>	<b>List of Federal Deputy Wardens</b>	This series represents a listing of all Kentucky Department of Fish and Wildlife Conservation Officers who have been commissioned by the federal government. These officers have the authority to cross state lines, if needed to enforce fish and game laws. Once conservation officers become full-time with the Kentucky Department of Fish and Wildlife and pass all qualifications, they are then commissioned as Federal Deputy Wardens.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Name of officer; Date of commission expiration
	<b>Retention and Disposition</b>	Retain Permanently.
<b>03992</b>	<b>Response to Resistance Files</b>	This series documents information on each situation in which a conservation officer employed by the Department of Fish and Wildlife discharges his firearm or is assaulted by anyone. The report is completed by the conservation officer after each incident and sent to the Division of Law Enforcement for review. The information may be used in court.
	<b>Access Restrictions</b>	KRS 61.878 (1)(h). Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Instructions; Officer involved; Badge number; Name; Date of incident; Time; Location; Indoors; Outdoors; County; Type of report (discharge of firearm or assault); Duty status; Type of assignment; Type of incident; Type of premises; Reason for discharging firearm; Were you shot by a sniper; Lighting conditions; Weather conditions; Prior knowledge of situation; Did you have your firearm drawn; Officer's weapon; Opponent's weapon; Number of opponents (male, female); Number arrested (male, female); Number of shots opponent fired at you; Number of shots you fired; Did you have time to aim; Did you have time to reload; Injuries - (Opponent, Officer) - Not wounded, Superficially wounded, Critical, Killed, Unknown; Distance between you and opponent; Position; Describe protective cover; Describe incident; Officer's signature; Supervisor's signature; Date forwarded
	<b>Retention and Disposition</b>	Retain Permanently.
<b>03994</b>	<b>Report of License/Privilege Revocation</b>	This series documents persons in Kentucky that have had their hunting/fishing license or privileges revoked by the court pursuant KRS 150.235. Should a person be caught breaking fish and game laws, the court may revoke their license or their fishing or hunting privileges as part of their punishment. No person who has had his privilege to perform an act authorized under this chapter revoked or suspended shall possess the kind of license or permit that would otherwise permit the act for the period of the suspension.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a). - Regarding Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Name; Address; Date of birth; Social Security number; Hunting; Fishing; Other; UORCODE; License suspended from (date) until (date); By (district court); submitted by (officer signature)
	<b>Retention and Disposition</b>	Retain for three (3) years.
<b>03996</b>	<b>Firearm Qualification Record</b>	This series documents the results of all conservation officers' firearm training, which is conducted four times a year by the Department of Fish and Wildlife. Each conservation officer must attend all four sessions during the year. It shows that they attended the training and whether they passed or failed.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Name; Whether passed or failed; Date; District number; Number or rounds fired; Type of course; Weather conditions; Night or day
	<b>Retention and Disposition</b>	Destroy five (5) years after termination of employment.



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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>05764</b>	<b>Boat Dealer File - (Card file) (V)</b>	This series documents registered boat dealers in Kentucky pursuant to KRS 320.220. If cancelled, contracts are periodically made. Every manufacturer of or dealer in motorboats in this state shall register with the cabinet and pay an annual registration fee as set by the department by administrative regulation. Upon receipt of this fee, the department shall issue to the manufacturer or dealer a certificate of number and a plate bearing the number assigned, which plate shall be so designed that it can be transferred from boat to boat.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This series contains: Dealers name and address, dealer number, date registered, amount paid, status whether current or cancelled.
	<b>Retention and Disposition</b>	Destroy five (5) years after last activity.
<b>06116</b>	<b>Boating Accident and Drowning Reports</b>	This series documents Kentucky boating accident reports and drowning reports. Pursuant to KRS 235. 250, in cases of collision, accident, or other casualties involving a vessel, the operator, if the collision, accident, or other casualty results in death or injury to a person or damage to property in excess of five hundred dollars (\$500), must report to the Department of Fish and Wildlife Resources a full description of the collision, accident, or other casualty.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Ky Boating Accident Report; Name, address, phone, age, DOB, boat registration number, make, model and hull ID, date of accident data, property damage estimate, environmental factors, officer information, vessel data sheet, accident narrative, injury synopsis, passenger and witness data sheet and related information.
	<b>Retention and Disposition</b>	Retain in agency permanently.
<b>06117</b>	<b>Safe Boating Certification Files</b>	This series documents Safe Boating certifications administered and issued by the Kentucky Department for Fish and Wildlife Resources. Pursuant to KRS 235.285(7)(b) and effective January 1, 1999, a person twelve (12) years of age through seventeen (17) years of age may not operate a personal watercraft or motorboat over ten (10) horsepower on public waters of the Commonwealth unless the person is in possession of a safe boating certificate or is accompanied, on board, by a person eighteen (18) years of age or older or in possession of a safe boating certificate.
	<b>Access Restrictions</b>	KRS 61.878(1)(a) Personal information - SSN.. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Boater Education Test Application; test location, test date, name, DOB, SSN and contact information of applicant, score (pass/fail), examiners signature, exam answer sheets and related documents.
	<b>Retention and Disposition</b>	Retain for twenty (20) years.
<b>06118</b>	<b>Application for Marine Event Files</b>	This series documents the application for and approval of marine events. Pursuant to KRS 235.290(1), the Kentucky Department for Fish and Wildlife Resources may authorize regattas, motorboat or other boat races, marine parades, tournaments, or exhibitions involving more than one hundred (100) boats on any waters of the Commonwealth. The application must set forth the date, time and location where it is proposed to hold the marine event and may not be conducted without authorization of the department in writing.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of event, date of event, location (body of water, dock, ramp), Name and contact information of sponsoring organization, number of participants, type and size of boats, description of event (fishing tournament, regatta) and related information.
	<b>Retention and Disposition</b>	Retain for one (1) year.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06119</b>	<b>Training Records (Officers and Telecommunicators)</b>	This series documents all training received by the Department of Fish and Wildlife Conservation Officers and Telecommunicators over the course of their careers. Officers must successfully complete 18 weeks of initial certification training, along with 4 weeks of initial field training and must complete 8 hours of recertification training annually. Telecommunicators, must successfully complete 4 and a half weeks of initial certification training and must complete 8 hours of recertification training annually.
	<b>Access Restrictions</b>	KRS 61.878(1)(a) Personal information. Agencies should consult legal counsel regarding open records matters..
	<b>Contents</b>	Series contains: Name of officer, date/time of training, type of training, hours completed, grade achieved, completion date, evaluations, and related documents and correspondence.
	<b>Retention and Disposition</b>	Retain in Agency and destroy five (5) years after termination of employment.
<b>06873</b>	<b>Title and Registration Inspection Form, Rebuilt Boats</b>	This series documents inspections, conducted by Department of Fish and Wildlife Resources' staff, for the purpose of titling and registration of a wrecked or salvaged motor boat. As part of the procedure for obtaining a rebuilt title for a motor vehicle an inspection must be made by a certified inspector per KRS 186A.115.
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series contains: boat information (Registration number, HIN, Year, Make, Model, Length, Beam, Hull Material, Color(s), Capacity, Purchased from, Address, phone number, date purchased, cost, and intended use; Motor information (Type, make, year, Serial Number, Fuel, and HP); Trailer information (Make, year, serial number, and Axles); and Owner information (Name, address, phone number, OL number or Federal ID number (if business), and county of registration).
	<b>Retention and Disposition</b>	Retain in agency for one (1) year, then destroy.
<b>06894</b>	<b>Body-Worn Camera Recordings (Audio/Video)</b>	This record series documents recordings made by body-worn audio/video of incidents and happenings that occur while a person is acting in his/her capacity as a law enforcement officer. Footage produced by body-worn cameras may be used as evidence in civil or criminal investigations, reviewed administratively for officer compliance with department policies, used as a tool in law enforcement training, or utilized as a reference in incident documentation, to improve evidence collection, strengthen officer performance and accountability, enhance agency transparency, document encounters between police and the public, and investigate and resolve complaints and officer involved.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This record series may contain: Time, date, statement by officer and others (witness etc.), video of scene, audio of involved persons, and other incidental recordings.
	<b>Retention and Disposition</b>	Retain all recordings of DUI-related incidents for fourteen (14) months if there is no appeal or if they do not document the actual happening of an accident involving a motor vehicle or after a decision has been made not to prosecute. Destroy upon order from District Court. If the actual happening of an accident is recorded, retain twenty-six (26) months if there is no appeal. Destroy upon order from District Court. Retain non-evidentiary recordings for thirty (30) days, then destroy. Evidentiary recordings used in any investigation, pending investigation, litigation or open records requests must be kept until all investigative or legal activity is completed. Then destroy the original and all copies of the recording.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06895</b>	<b>Expungement Order File</b>	This series documents Department of Fish and Wildlife Resources' activities in the expungement of certain Class D Felonies from individuals' criminal records. Enacted by the 2016 General Assembly, KRS 431.073 allows the expungement of those Class D Felonies after application by the individual and upon order of the court. This includes expungement of "all records in the custody of the court and any records in the custody of any other agency or official." Upon receipt of an expungement order from a Circuit Court, F&W staff members ensure that either the records are not in the department's custody or that appropriate steps are taken to expunge the records that F&W does hold. An expungement order may apply to an acquittal, a dismissal with prejudice, a failure to indict, or a conviction.
	<b>Access Restrictions</b>	KRS 431.073(6) - Once records have been expunged, "agencies shall reply to any inquiry that no record exists on the matter." Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: AOC-496.4 - Order on Application to Vacate and Expunge Felony Conviction, and AOC-497 - Expungement Order (for Acquittal, Dismissal with Prejudice, or Failure to Indict). These contain county; court; case number; applicant's name, address, phone number, Jail ID Number, birthdate, SSN, arrest date; Findings of Fact (charges, whether the applicant has met all statutory requirements for expungement); order denying or granting the petition; judge's signature and date; certification that the agency has no records or that expungement has been completed, agency records custodian and date. Series may contain: Uniform Citation, Kentucky State Police Certification Form, background check; Order Sealing Records for Successful Defense and Prosecution; Commonwealth Attorney's response.
	<b>Retention and Disposition</b>	Retain official copy of record received from the court permanently. Retain copies in addition to the official copy of record as Routine Correspondence (M0002), retention being no longer than two (2) years.

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<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
02078	<b>Federal License for Purpose of Conservation and Management of Wildlife on United States Government Lands</b>	This series documents agreements between the Kentucky Department of Fish and Wildlife Resources and federal land managing agencies such as the US Army Corps of Engineers and the Daniel Boone National Forest. These management agreements give authority to KDFWR for the day to day management of wildlife species and habitats and public hunting on lands owned by the Federal Government.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Contracts of management agreements, scope of performance requirements, related documents and correspondence.
	<b>Retention and Disposition</b>	Retain Permanently.
02081	<b>Military Reservation Wildlife and Fish Agreements, and Annual Reports</b>	This series documents agreements between the Kentucky Department of Fish and Wildlife Resources and federal military reservations such as Fort Knox and Fort Campbell. These agreements specify KDFWR will assist with conducting public hunts, animal harvest data analysis, and recommendations for future harvest goals. Active management of the areas is retained by the federal government.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Contracts of management agreements, scope of performance requirements, harvest data, related documents and correspondence.
	<b>Retention and Disposition</b>	Retain Permanently.
03995	<b>Application for Pet or Propagation Permit File</b>	This series represents the application submitted to the Department of Fish and Wildlife by anyone wanting to keep a wild animal for a pet. The permit is renewed every year.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series contains: Annual fee; Name of applicant; Address of applicant; Phone number; Date of request; Species to be propagated or held in captivity; Are any of the species listed to be sold or exhibited to the public; Name and address of person from whom brood stock or pet was or will be secured; Signature of applicant; Is this a renewal or new applicant; Application approved; County; Date; By conservation officer - signature; Approved by office; Number; Permit issued; Permit expires; County; District; Permit mailed
	<b>Retention and Disposition</b>	Destroy after renewal.

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Series	Records Title and Description	Function and Use
05814	<b>Federal Aid Projects Files</b>	This series documents Federal Aid Projects related to Kentucky's wildlife. Projects may include: Restoration, protection, monitoring and management of species and their habitats; current species distribution and population status; species research; and surveys. Habitat management activities are conducted to improve and/or maintain one or more components of wildlife species' life history needs. Wildlife reports are generated that summarize activities such as control burning, dove field establishment, and forest management on Wildlife Management Areas. Species research and monitoring reports are generated for activities such as partners in flight songbird counts, small mammal surveys, reptile and amphibian species occurrences, and fresh water mussel surveys.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Regional office correspondence, federal aid project agreement and amendments, preliminary project statement and amendments, control estimates, statistics, data, and information on the protection, conservation, propagation, restoration, and taking and harvesting of game birds, fur-bearing animals, and amphibians, reports on recovery of bird bands, wildlife diseases and mortality studies, game biologists surveys and correspondence, game inventory reports, topography maps and aerial photographs, copies of land deeds, land plats, land contracts, annual project statements and related documents.
	<b>Retention and Disposition</b>	Transfer to the State Archives Center (3) three years after project completion for Permanent retention.
05815	<b>Non-federal Aid Projects Files</b>	This series documents Non-federal Aid Projects, which include a variety of projects related to information and education, law enforcement, and other activities not related to the management and propagation of native wildlife species and their habitats. Public outreach summaries include activities such as school program presentations given, wildlife viewing brochures, aquatic education program literature, hunter education literature, and archery in schools program updates. Law enforcement project reports include summaries of wildlife management area surveillance and disturbances from public use. Other reports include details of annual pheasant hunts conducted.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Statistics, summary data, education materials, related documents and related correspondence.
	<b>Retention and Disposition</b>	Transfer to the State Archives Center (3) three years after project completion for Permanent retention.
05816	<b>Permits Master Files</b>	This series documents the application process and permits issued by the Division of Wildlife (KRS150.275 and KRS 150.280). Types of permits issued include Educational or Scientific purposes collecting permits, Breeder's Permit, Falconry, Captive Cervids, Harbor and Maintain Protected Game as Pets permits, Field Trial Permits and Shoot-to-Kill Trials.
	<b>Access Restrictions</b>	KRS 61.878(1)(a) Personal information. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Permits to Import or Transport Protected Game or Raw Fur, Falconry Records and Correspondence, Annual Purchase Reports of Licensed Fur Buyers, current and past permit holders and related documents
	<b>Retention and Disposition</b>	Retain Permanently.

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## *Electronic System With Included Records Series*

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**Cabinet Name:** Commerce Cabinet

**Department Name:** Kentucky Department of Fish and Wildlife Resources

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**System Title:** KDFWR - Biological Analysis System

**Alternate Title:** BAS

**System Description:** Maintains voluminous amounts of fishery and wildlife data generated on both district and statewide levels. Organizes, stores, analyzes and retrieves data through an electronic data base management system.

**System Contents:** Biological Research

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<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>	<i>Total Retention:</i>
02076	Master List of Wildlife Refuges and Management Areas	Retain in agency	P
02077	Game Management Five and Eight Year Program Plans	Retain in agency	P
02080	TVA Appraisals of Coal Strip Mining	Retain in agency	P
02088	Periodic Waterfowl Inventory and Kill Data	Transfer to the State Archives Center	P
02090	Falconry Records and Correspondence	Transfer to the State Archives Center	P
02095	Scientific Studies on Game Birds, Fur-Bearing Animals, and Amphibians	Transfer to the State Archives Center	P
02096	Report on Recovery of Bird Bands	Transfer to the State Archives Center	P
02097	Wildlife Diseases and Mortality Studies	Transfer to the State Archives Center	P
02099	Game Inventory Reports	Transfer to the State Archives Center	P
02108	Quail Brooder Mortality Reports	Destroy	3

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**System Contents:** Biological Research

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<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>	<i>Total Retention:</i>
02109	Delivery Schedules	Destroy	3
02110	Quail Egg Requests	Destroy	3
02111	Quail Requests for Field Trials and General Public	Destroy	3
02133	Report on Pollution or Fish Kill Files	Retain in Agency	P
02134	Farm Pond Stocking Card File	Destroy when no longer useful	I
02135	Public Water Stocking Cards File	Retain in Agency	P
02136	Lake Management Plans File	Retain in Agency	P
02137	Commercial Fishing Harvest Records	Destroy	5
05748	Mussel Harvest Reports	Destroy when no longer useful	I
05752	Pond Harvest Data (Hatcheries)	Retain in Agency	P
05780	Fisheries Management Permit	Retain in Agency	P

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## *Electronic System With Included Records Series*

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**Cabinet Name:** Commerce Cabinet

**Department Name:** Kentucky Department of Fish and Wildlife Resources

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**System Title:** KDFWR - Commercial Licensing System

**Alternate Title:**

**System Description:** Kentucky Commercial Fishing and Hunting Licensing System.

**System Contents:** Accounting, Tracks licensure process for commercial licensures.

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<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>	<i>Total Retention:</i>
02056	Record of Live Bait License Holders	Destroy after audit	5
02150	Scientific and Education Collection Permits Files	Destroy when no longer useful	2
02152	Propagation Permits	Destroy after permit expires	1
02153	Commercial Licenses File	Destroy after audit	5
05778	Transportation Permits	Destroy	3
05779	Special Net Fish Permits	Destroy when no longer useful	1

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# *Electronic System With Included Records Series*

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## **Tourism, Arts and Heritage Cabinet**

### *Kentucky Department of Fish and Wildlife Resources*

#### **Wildlife Division**

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***System Title:*** Scientific and Educational Collecting Permit System      ***Alternate Title:***

***System Description:*** The Scientific and Educational Collecting Permit System provides a method for the Kentucky Department of Fish and Wildlife Resources (KDFWR) to manage information about permit holders and specifics about the type of permit that has been issued. It's function is to also allow permit holders to enter information about collections or observations of species and renew their permits via the web. A complete listing of animals collected or observed during the previous year must be submitted with or prior to the renewal request.

***System Contents:*** The Scientific and Educational Collecting Permits database contains information about permit holders and species information. Information such as permit holder's demographic data, scientific name - species and genus, common name, observations, class, site location, date of occurrence/collection, disposition, type of permit and permit status. Back-ups are completed regularly. User ids and passwords are required for system access. The system is capable of creating statistical, analytical, operational and administrative tables and reports. For example, permit holders are able to download species information specific to their permit and KDFWR staff are able to create tables and/or reports about permit holders and species information.

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<b><i>Series #:</i></b>	<b><i>Series Title:</i></b>	<b><i>Disposition Instructions:</i></b>	<b><i>Total Retention:</i></b>
05816	Permits Master Files	Retain in Agency.	P

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