



Governor's Scholars Program

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

Governor's Scholars Program 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 Governor's Scholars Program.

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 Governor's Scholars Program, 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.

Governor's Scholar's Program

The Governor's Scholars Program is a summer residential program for outstanding high school students in Kentucky who are rising seniors. The Program originated in 1983 as a result of Kentucky leaders' concern that the state's "best and brightest" were leaving the Commonwealth to pursue educational and career opportunities elsewhere without fully understanding the potential of their talents at home. Students who are selected attend the Program without charge. In the spirit of partnership, the Office of the Governor, the Kentucky State Legislature, and private enterprise come together to provide the financial support for the Program.

In 1994, the Program was transferred from the Governor's Office to the Office for the Secretary of the Education, Arts and Humanities Cabinet. The program is headed by an Executive Director appointed by the Secretary with approval of the Governor. The Program operates under KRS 158.796.

RECORDS RETENTION SCHEDULE

Signature Page

Governor's Scholar's Program
Agency

December 8, 2011
Schedule Date

Unit

Change Date

December 8, 2011
Date Approved By Commission

APPROVALS

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

[Signature] ARISTOFANES CEDENO
Agency Head
[Signature]
Agency Records Officer

December 8, 2011
Date of Approval

12-18-11
Date of Approval

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

12/18/11
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

12/8/11
Date of Approval

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

[Signature]
Records Analyst/Regional Administrator

12-8-11
Date of Approval

[Signature]
Appraisal Archivist

12/8/11
Date of Approval

[Signature]
State/Local Records Branch Manager

12/8/11
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

12/8/11
Date of Approval

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development Cabinet
Governor's Scholars Program

Record Group
Number
1245S

Series	Records Title and Description	Function and Use
03330	Governor's Scholars Program Files	This series documents the historical and reference materials and other information pertaining to the Governor's Scholars Program (GSP) (KRS 158.796). GSP was created to motivate and empower our brightest young people to become effective citizens of Kentucky - leaders with a zeal for excellence and a mind for innovation. This intensive five week, residential summer program is for academically talented students about to enter their senior year in high school. It gives these academically gifted young people an opportunity to love learning and thoroughly enjoy the educational process. To be accepted each student must meet strict academic requirements, receive high recommendations from teachers, display leadership, a broad range of interests and other characteristics of outstanding students and write a meaningful essay. Students are nominated to be Governor's Scholars by their own public and Catholic school districts and by certified private schools. Program funds come from multiple sources: The Governor's Office Budget, including a direct grant for the schools approved by the legislature, and a number of private corporations and foundations. The Governor's Scholars Program represents a very large return on a relatively small investment.
	Access Restrictions	KRS 61.878 (1)(a) & (g) Personal information and testing results.
	Contents	Series contains: Information on speakers; field trips; special events; school districts allotment; student information: name, sex, race, region, type of school, course choice, campus assignment; insurance policies, claims; campus publications; mug books; handbooks; community service projects; evaluations; campus maps; campus storage/inventory; opening day invitations; final dinner invitations; brochures; news clippings and/or press releases.
	Retention and Disposition	Retain permanently.
03331	Student Application File - Accepted	This series documents the history of students that are accepted into the Governor's Scholars Program. In September of each year the program sends information and forms to all school districts, both public and private, throughout the state. The selection process is multi-tiered. Students compete first at the school and/or district level. At each level of the competition, some applicants may be eliminated. Applications selected at the district level are sent on to the state level for the final competition. Once applications arrive in Frankfort for the state level competition, they are divided into seven distinct sections. The first section, which contains all of the student's biographical information, is filed separately and tied to the rest of the sections only through the "journal number" that is used to identify each applicant. This allows each application to be read blindly, without any regard to the student's personal information and insures fairness in the selection process. The remaining sections are divided among the members of the Statewide Selection Committee, a panel consisting of college admission personnel, college and high school teachers and education leaders from different areas of the state. Each committee member reads and scores only one of the seven different sections. The scores are then totaled and students are selected based on total points earned.
	Access Restrictions	KRS 61.878 (1)(a) & (g) Personal information and testing results.
	Contents	Series contains: Application, Medical Form, Learning Contract, Parental Release Form, At-large Rating Form and related documents and correspondence.
	Retention and Disposition	Retain in agency for one (1) year and then transfer to State Archives Center for permanent retention.
03332	Student Application File - Not Accepted	This series documents the applications and rating forms of the non-accepted candidates for the Governor's Scholars Program. The Statewide Selection Committee rates all of the applications and approximately 44% of applicants are not selected.
	Access Restrictions	KRS 61.878 (1)(a) & (g) Personal information and testing results.
	Contents	Series contains: Application, At-large rating form, parental release form and related documents and correspondence.
	Retention and Disposition	Retain in agency for one (1) year, then transfer to the State Records Center for an additional year. Total retention is two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development Cabinet
Governor's Scholars Program

Record Group
Number
1245S

Series	Records Title and Description	Function and Use
03333	Employment Application File	This series documents the contractual employment of summer staff (faculty and resident advisors) of the Governor's Scholar Program (GSP). Every year, GSP conducts a widely publicized recruitment for faculty and resident advisors through an open application process. Faculty staff are recruited from all Kentucky colleges and universities. New applicants must complete and submit applications to the GSP. Previous faculty and resident advisors must notify the GSP if they wish to be re-activated (reemployed). The director and two deans review each application and conduct interviews of potential candidates.
	Access Restrictions	KRS 61.878 (1)(a) Personal information.
	Contents	Series contains: Employment applications, candidate references and employment contract.
	Retention and Disposition	Retain in agency two (2) years after last date of service, then destroy.