



Cabinet for Health and Family Services

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

Cabinet for Health and Family Services 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 Cabinet for Health and Family Services.

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 Cabinet for Health and Family Services, 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.

Cabinet for Health and Family Services

The Cabinet for Health and Family Services is the primary state agency for operating the public health, Medicaid, certificate of need and licensure, and mental health/mental retardation programs in the Commonwealth. The function of the Cabinet is to improve the health of all Kentuckians and to improve the functional capabilities and opportunities of Kentuckians with disabilities, including the delivery of population, preventive, reparative and containment health services in a safe and effective fashion. The Cabinet accomplishes its function through direct and contract services for planning through the state health plan and departmental plans, for program operations, for program monitoring and standard setting and for program evaluation and resource management.

The Cabinet was established in 1878 as the State Board of Health and Superintendent of Vital Statistics by Acts of 1878, Chapter 499. The Cabinet for Health and Family Services has reorganized many times since its creation and is governed by Kentucky Revised Statutes Chapter 194A.

RECORDS RETENTION SCHEDULE

Signature Page

Cabinet for Health and Family Services
Agency

December 1, 1976
Schedule Date

Office of Admin. and Tech. Services
Unit

March 8, 2012
Change Date

March 8, 2012
Date Approved By Commission

APPROVALS

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

[Signature]
Agency Head

[Signature]
Date of Approval

Bradley S. Popp
Agency Records Officer

3/14/12
Date of Approval

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

3/18/2012
Date of Approval

William [Signature]
Chairman, State Archives and Records Commission

3/8/2012
Date of Approval

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

Sam Compton
Records Analyst/Regional Administrator

03/08/2012
Date of Approval

Jim [Signature]
Appraisal Archivist

3/27/12
Date of Approval

[Signature]
State/Local Records Branch Manager

3/8/2012
Date of Approval

The determination as set forth meets with my approval.

Bruce Lyke
Auditor of Public Accounts

3/8/2012
Date of Approval

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Administrative and Technology Services, Office of

Record Group
Number
1416

Series	Records Title and Description	Function and Use
06237	Building Inspections	This series documents inspections on buildings leased, owned or contracted by the Cabinet for Health and Family Services in the Commonwealth of Kentucky to ensure compliance with Fire and Safety Standards and Occupational Safety and Health Administration (OSHA) regulations and determine if space is being utilized per the contract or agreement. The information is also used to negotiate contracts and/or agreements or the renewal of contracts and/or agreements.
	Access Restrictions	
	Contents	Series may contain: Date and time of inspection; location; name of inspector; compliance and deficiencies noted
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
211	Unified Client Information	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years; transfer to State Archives Center for permanent retention.
319	Family Planning Source Document (SAU-3)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency ten (10) years, then destroy
322	Summary Reports (Higher Education and Vocational Opportunities)	
	Access Restrictions	None
	Contents	Resident Engineers Diary, Field Books, Daily Inspector's Reports and Weigh Sheets
	Retention and Disposition	Retain in Agency five (5) years; destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Administrative and Technology Services, Office of

Record Group
Number
1416

Series	Records Title and Description	Function and Use
323	Case Load Reports (Form BSS-8)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy.
406	Turnaround Reports	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy when obsolete.
454.6	Payrolls - Aid to Families with Dependent Children (AFDC) and Aid to Aged, B	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; transfer to State Records Center for forty five (45) years; destroy. Total retention is fifty (50) years.
459	Modifications - Between Commonwealths and Social Security Administration	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Administrative and Technology Services, Office of

Record Group
Number
1416

Series	Records Title and Description	Function and Use
465	State Social Security Report (For SSA-1904)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency.
477	Request for Social Security Information (Form SSA-1002)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency ten (10) years; destroy.
480	Reporting for Master Commissioners, Court Reporters, and Circuit Court Clerk	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy after audit.
572	Applications for Payment of Allotments	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Administrative and Technology Services, Office of

Record Group
Number
1416

Series	Records Title and Description	Function and Use
573	Applications for Payment of Allotments for Public Health Service	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy
643	Monthly Financial Report for PL89-10 Title 1 of ESA-1-M	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy
654	Public Assistance State and Federal Funds	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy
670	Quarterly Estimate of Proposed Expenditures for Maternal and Child Health Se	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Administrative and Technology Services, Office of

Record Group
Number
1416

Series	Records Title and Description	Function and Use
756	Receiving and Shipping Reports for Vaccine Supplies	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy after audit.

STATE ARCHIVES AND RECORDS COMMISSION
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT
DEPARTMENT OF LIBRARY AND ARCHIVES
COMMONWEALTH OF KENTUCKY

APPROVALS
FOR STATE AGENCY

RETENTION AND DISPOSAL SCHEDULE NUMBER I

1. Tom Graham, Exec. Director
Agency Head and Title
2. Tom Graham
Agency Records Officer
3. Harward J. Goodpastor
Division of Archives and Records Management
State Archivist and Records Administrator
4. James A. Wilson
Archives and Records Commission Chairman

Date Approved by Commission SEP 19 1980

Schedule for:

KENTUCKY CANCER COMMISSION

State Agency

Unit

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND THE DISPOSITION AS SHOWN

Robert Nichols
Records Analyst

Rory B. Fautin
Assistant State Records Administrator

Jeffrey Michael Duff
Assistant State Archivist

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

James B. Brachans 9-15-80
Director Public Accounts Approval Date

Attorney General

Approval Date

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Cancer Commission, Kentucky

Record Group
Number
0445

Series	Records Title and Description	Function and Use
00885	Documentation Program (Includes Abstract of Cancer Victims and Program Descriptions)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency
00886	Detection Program - Summary Reports	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency
00887	Position Control Report	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency and destroy when obsolete
00888	Work Papers (Duplicate)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; destroy

RECORDS RETENTION SCHEDULE

Signature Page

Cabinet for Health Services

June 26, 2003

Agency

Schedule Date

Administrative Hearings

Unit

Change Date

6/24/03

Date Approved by Commission

APPROVALS

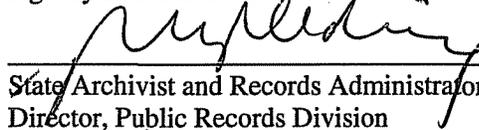
The undersigned approve of the following Records Retention Schedule or Change:


Agency Head

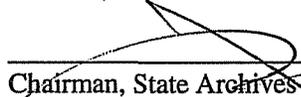
6/13/03
Date of Approval


Agency Records Officer

6/12/03
Date of Approval

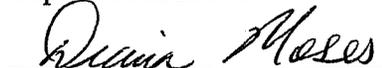

State Archivist and Records Administrator
Director, Public Records Division

6/25/03
Date of Approval

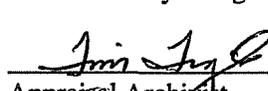

Chairman, State Archives and Records Commission

6/26/03
Date of Approval

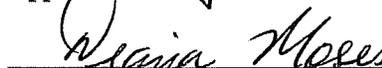
The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

6/25/03
Date of Approval


Appraisal Archivist

6/25/03
Date of Approval


State/Local Records Branch Manager

6/25/03
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

6/26/03
Date of Approval

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Communications and Administrative Review, Office of
 Administrative Hearings

Record Group
Number
1437

Series	Records Title and Description	Function and Use
05387	Administrative Hearing File (V)	This series documents the request for and the conduct of hearings related to the business of the Cabinet. The request for hearings can come from any of the following offices or administrative units of the Cabinet: Office of Certificate of Need; the Department for Medicaid Services; the Department for Public Health; and the Department for Mental Health/Mental Retardation. The decision of the Cabinet, generally issued in the form of an Order, is binding upon the parties involved, unless appealed to Circuit Court.
	Access Restrictions	None
	Contents	Series contains: Request for hearing; notice of hearing; entries of appearances by attorneys; answers; discovery requests; motions; orders; transcripts; appellate documentation; dismissal information, if appropriate; final order
	Retention and Disposition	Retain in Agency until after case closure and all appeals have been exhausted; transfer to State Records Center for twelve (12) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Legal Services, Office of

Record Group
Number
1438

Series	Records Title and Description	Function and Use
04379	Litigation File (Includes transcripts, briefs, findings, orders of the Cabinet, appeals)	CLOSED: Series closed 3/30/1994. This series documents attorneys' working files for the former Cabinet for Families and Children and was created when suits or other legal actions were filed in regard to termination of parental rights, child custody, child support, child abuse, guardianship, claims, or the general business of the Cabinet.
	Access Restrictions	KRS 61.878 (1) (h)(l)(j)
	Contents	Series contains: Pleadings; summonses; correspondence; memoranda; complaint forms; petitions; terminations of parental rights; transcripts; briefs; findings; orders of the Cabinet; copies of court testimony; and appeals
	Retention and Disposition	Retain in Agency one (1) year after case closure and appeals have been exhausted; transfer to State Records Center for eleven (11) years. Total retention is twelve (12) years.
05376	Litigation File (V)	This series represents the working file which was created at the old Cabinet for Human Resources and the current Cabinet for Health and Family Services when a case is assigned to an attorney. Suits may be before the Board of Claims and the Personnel Board, or filed on behalf of the Office of Certificate of Need, the Office of Inspector General, the Department for Medicaid Services, the Department for Mental Health/Mental Retardation, and the Department of Public Health. The series is updated each time additional information is received regarding a particular case.
	Access Restrictions	KRS 61.878 (1) (h)(l)(j)
	Contents	Series contains: Attorney's notes; memoranda; motions; orders; pleadings; and related correspondence. The series may also contain videotapes and audio tapes
	Retention and Disposition	Retain in Agency until after case closure and all appeals have been exhausted; transfer to State Records Center for twelve (12) years.
05377	Legal Opinion File	This series documents the opinions that are created to advise offices within the Cabinet of matters that require a legal response. The file is initiated when a request for an opinion is received. The opinions may relate to statutes, regulations, policies and procedures under which the Cabinet operates. The opinions are used as reference, once issued.
	Access Restrictions	None
	Contents	Series contains: Request for an opinion and related correspondence
	Retention and Disposition	Retain permanently in agency

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Secretary, Office of
 Policy and Budget

Record Group
Number
1437

Series	Records Title and Description	Function and Use
06015	Analysis of Program Status Report	CLOSED: This series is obsolete and no longer used by the Cabinet.
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency
12	Unpublished Reports	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention
13	Complaint File	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention.
14	Monthly Reports to the Governor	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention.
15	Bureau Program and Sub-Program Files	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency five (5) years; transfer to State Archives Center for permanent retention.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Secretary, Office of
 Policy and Budget

Record Group
Number
1437

Series	Records Title and Description	Function and Use
16	Federal Legislation (Card File) Access Restrictions None Contents Retention and Disposition Retain in Agency and destroy when obsolete	
17	Log Books for Mail, Travel, and Legislation Access Restrictions None Contents Retention and Disposition Retain in Agency and destroy when no longer useful	
18	Task Force Access Restrictions None Contents Retention and Disposition Retain in Agency and destroy when no longer useful	
1853	Student Application for Grant (Form BSS- Access Restrictions None Contents Retention and Disposition Retain in Agency five (5) years; destroy	
1854	Progress and Termination Report (Form BSS-37) Access Restrictions None Contents Retention and Disposition Retain in Agency five (5) years; destroy	

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Secretary, Office of
 Policy and Budget

Record Group
Number
1420

Series	Records Title and Description	Function and Use
1855	Initial Schedule (Form BSS-38) Access Restrictions None Contents Retention and Disposition Retain in Agency five (5) years; destroy	
1856	Termination Report (Form BSS-39) Access Restrictions None Contents Retention and Disposition Retain in Agency five (5) years; destroy	
19	Integrated Grant Administration Program Access Restrictions None Contents Retention and Disposition Retain in Agency ten (10) years; destroy	
20	General Description of Transportation Program Access Restrictions None Contents Retention and Disposition Retain in Agency five (5) years; destroy	
21	Statewide Vehicle Resource Inventory Survey Questionnaires Access Restrictions None Contents Retention and Disposition Retain in Agency two (2) years; destroy	

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Secretary, Office of
 Policy and Budget

Record Group
Number
1437

Series	Records Title and Description	Function and Use
22	Federal Legislation Routing Forms Access Restrictions None Contents Retention and Disposition Retain in Agency one (1) year; destroy	
23	Report on the Implementation in Kentucky of a Professional Standards Review Access Restrictions None Contents Retention and Disposition Retain in Agency permanently or transfer to State Archives Center for permanent retention	
24	Report and Criteria for the Designation of Areas for Professional Standards Access Restrictions None Contents Retention and Disposition Retain in Agency permanently or transfer to State Archives Center for permanent retention	
25	Human Resource Planners Reports from the Area Development Districts Access Restrictions None Contents Retention and Disposition Retain in Agency permanently or transfer to State Archives Center for permanent retention	

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Secretary, Office of
Policy and Budget

Record Group
Number
1437

Series	Records Title and Description	Function and Use
26	Health Care and Planning Report	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Transferred to State Archives for permanent retention
27	Manpower Reports	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Transferred to State Archives
28	Human Resources Coordinating Commission Reports	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Transferred to State Archives

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Social Insurance
 Field Services
 Hearing Branch

Record Group
Number
1420

Series	Records Title and Description	Function and Use
1727	Annual Statistical Report on Hearings	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency
1728	Cases Disposed of (Chronological Listings)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy
1729	Decisions Appealed (Chronological Listings)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy
1730	Referees Decisions	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) years and destroy
1731	Skeletal Case Record - Disposal of Appeals	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency two (2) years and destroy

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Social Insurance
 Field Services
 Hearing Branch

Record Group
Number
1420

Series	Records Title and Description	Function and Use
1732	Hearings and Decisions Card Index	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency two (2) years and destroy
1733	Authorization for Medical Examinations	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency one (1) year and destroy
1734	Tapes of Hearing	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency forty (40) days and erase if not appealed; if appealed transcribe and file in case record
1735	Referee Decisions Tickler File	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency twenty (20) days and transfer to Referee Decision File

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Social Insurance
Field Services
Income Maintenance

Record Group
Number
1420

Series	Records Title and Description	Function and Use
1740	Case Review Sheets (Form PA-117) (Duplicate)	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency one (1) year and destroy when obsolete
1741	Monthly Work Plan	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency three (3) months and destroy

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
Social Insurance
Medical Assistance

Record Group
Number
1420

Series	Records Title and Description	Function and Use
1607	Semi-Annual Pharmacy Reports for Service Dates	
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain in Agency ten (10) years; destroy after review

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Social Insurance
 Program Development, Center for

Record Group
Number
1420

Series	Records Title and Description	Function and Use
06016	Welfare Expenditure Projection Reports (Form SRS-OA-25) Access Restrictions None Contents Retention and Disposition Retain permanently in Agency	CLOSED: This series is obsolete and no longer by the Cabinet.
06017	Medicaid Q.C. Results (Form SRS-QC-M-301) Access Restrictions None Contents Retention and Disposition Retain permanently in Agency	CLOSED: This series is obsolete and is no longer used by the Cabinet.
06018	Title I Education Act Report (Form SRS-NCSS-125) Access Restrictions None Contents Retention and Disposition Retain permanently in Agency	CLOSED: This series is obsolete and is no longer used by the Cabinet.
06019	AFDC-WIN Report (Form SRS-NCSS-117) Access Restrictions None Contents Retention and Disposition Retain permanently in Agency	CLOSED: This series is obsolete and no longer used by the Cabinet.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Health and Family Services, Cabinet for
 Social Insurance
 Program Development, Center for

Record Group
Number
1420

Series	Records Title and Description	Function and Use
06020	Welfare Recipients and Payments Report (Form SRS-NCSS-2078)	CLOSED: This series is obsolete and no longer used by the Cabinet.
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency
06021	Medical Recipients (Form SRS-NCSS-2082) (By type of Medical Service) (Characteristics, Number, Payments)	CLOSED: This series is obsolete and no longer used by the Cabinet.
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain permanently in Agency