



Department for Local Government

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 Local Government. **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 Department of Local Government 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 Local Government to destroy the records listed, after the appropriate retention periods have passed.

Department of Local Government 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 Local Government.

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 Local Government, 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 for Local Government

The Department for Local Government provides local governments with financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other items relevant to those entities. These items include procurement, financial management, property tax rates, community revitalization or economic development, training of officials and intergovernmental relations between the commonwealth and the federal government. Subunits of the office include the Office of Legal Services, the Office of Finance and Administration, the Office of Federal Grants, the Office of State Grants, the Kentucky Infrastructure Authority and the Office of Field Services.

RECORDS RETENTION SCHEDULE

Signature Page

Department for Local Government
Agency

June 12, 2008
Schedule Date

Unit

December 8, 2011
Change Date

December 8, 2011
Date Approved By Commission

APPROVALS

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

[Signature]
Agency Head

12-12-11
Date of Approval

[Signature]
Agency Records Officer

12/8/2011
Date of Approval

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

12/8/11
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

Governor, Office of the
 Local Government, Department for

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--------------------------------------|--|
| 00558 | County Sinking Fund File | CLOSED SERIES: This series was created to maintain a record of the financial documents related to county bond issues. A sinking fund is established, usually through taxes, or other particular revenue sources, as a way to pay toward the extinguishment of a public debt. Note: Last bond closeout was 1999. Since 1999 counties maintain these records locally. |
| | Access Restrictions | None |
| | Contents | Series contains: special vouchers; pay-in vouchers; journal vouchers; and bank statements |
| | Retention and Disposition | Retain in agency for three (3) years. Transfer to the State Records Center for seventeen (17) years. Total retention is twenty (20) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Federal Grants

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--|--|
| 04719 | Land and Water Conservation Fund Program Files (V) | This series documents the grant application process, project monitoring, closeout procedures, and financial reimbursement activities associated with the Land and Water Conservation Fund Program (PL 88-578, 16 USC 460/-4). The program provides funds to local governments for the acquisition and development of land, and the renovation of public outdoor recreational areas and facilities. Most grants are on a two-year cycle. After project close-out, sites are federally monitored to ensure continuing compliance and are inspected every five years. |
| | Access Restrictions | None |
| | Contents | Series contains: Grant application, project agreement and any subsequent amendments, cost estimates, site map, project boundary map, deed(s), environmental assessment, required federal forms, appraisals, on-site inspection reports, financial documents, state/local contract and related correspondence. |
| | Retention and Disposition | Transfer to State Records Center as determined appropriate by agency. Retention is Permanent. |
| 04721 | National Recreational Trails Fund Program Files (V) | This series documents grant application and selection, grant approval, monitoring and closeout and financial reimbursements associated with the National Recreational Trails Fund Program (PL 102-240, 23 USC 206). The program provides grants to federal and state agencies, cities, counties and non-profit organizations for the development and improvement of recreational trails. The maximum grant amount is \$20,000. Approximately 30% of grant funds are to go for motorized trail usage, 30% for non-motorized trail usage and 40% for diversified trail usage. GOLD funds approximately 14 projects per year. After project close-out, sites are federally monitored to ensure continuing compliance and are inspected every 5 years. |
| | | Note: Deleted series 04720 is part of this series. |
| | Access Restrictions | None |
| | Contents | Series contains: Grant application, project agreements and any subsequent amendments, cost estimates, site map, project boundary map, deed(s), environmental assessment, federal forms, appraisals, on-site inspection reports, financial documents, state/local contracts and related correspondence. |
| | Retention and Disposition | Transfer to State Records Center as determined appropriate by agency. Retention is Permanent. |
| 04722 | Flood Control Local Matching Program Files | This series documents the awarding of matching funds to local governments for flood control measures, such as construction of flood walls, diversion ditches, etc. Local communities with flood-related problems submit proposals to the Army Corps of Engineers. If accepted by the Corps of Engineers, the local government then makes its presentation to the Flood Control Advisory Commission (KRS 151.560 - 570). If approved by the Commission, GOLD is authorized to award matching funds to the local community. Generally, the federal government will contribute up to 65% of the total cost. The Matching Fund Program can award as much as 65% of the remaining 35% needed for the project. Program funds are made available through legislative appropriation from the state's general fund. |
| | Access Restrictions | None |
| | Contents | Series may contain: program application; project agreements; Corps of Engineers study; proposals; financial documents; and related correspondence |
| | Retention and Disposition | Transfer to the State Records Center after project completion. Destroy after audit |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Federal Grants

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| 04731 | Kentucky Intergovernmental Review Process Files | This series documents the Agency's responsibilities as the state clearinghouse for review of state and local grant applications, where federal funding assistance is being sought, as required in KRS 147A.021(3)(k). All applications for federal funds, loans, aids, or grants by state or local government agencies must be submitted through the Agency for review and approval. In addition to the Agency's review, applications by state agencies may be reviewed by other agencies having related programs. Local applications for federal funding assistance are reviewed by the respective Area Development District (ADD), or by all fifteen ADDs if the proposal has a statewide application. The Agency's review and approval process can take from 30 to 60 days, depending on whether eligible guidelines are met. The Agency assists agencies in meeting federal requirements when/where possible. |
| | Access Restrictions | None |
| | Contents | Series contains: Standard form 424 (application for federal assistance); workscope (narrative); budget information; location maps, if applicable; final clearance letter (endorsement/non-endorsement); and related correspondence |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. |
| 04732 | Community Development Block Grant Program Files (V) | This series documents the Community Development Block Grant (CDBG) Program, which is funded by the U.S. Department of Housing and Urban Development and administered by the Agency. The CDBG program provides grant funds to all cities and counties of the Commonwealth, except for entitlement areas. The grants are used to fund projects in the areas of: housing, public facilities, economic development, special and community projects, micro-enterprise development, disaster fund housing, community emergency relief, and planning. Projects which may be funded include, but are not limited to, housing rehabilitation, provision for water and sewer services, creation of jobs, and senior citizen centers. The projects must meet a national objective of 51% benefit to low and moderate income persons, elimination of slums, or blight, or meet community development needs having a particular urgency. |
| | Access Restrictions | None |
| | Contents | Series contains: grant application; award and agreement; release of funds; state account documentation; compliance assistance reviews; wage determinations; closeout documentation; and audit reports. Files may also contain minutes of economic development committee meetings |
| | Retention and Disposition | Transfer to the State Records Center upon project activity closeout. Destroy five (5) years after federal grant year closeout and audit. |
| 04748 | Appalachian Regional Commission Program Files (V) | This series documents the projects funded under the Appalachian Regional Commission Program. The program is funded by Congressional appropriation and allocated to Kentucky and twelve other states on a formula basis. The program funds projects in four areas: 1) education/workforce development/health; 2) physical infrastructure (water/sewer/broadband/housing); 3) completion of the ADHSlocal management capacity; and 4) economic development. The Agency recommends an average of 35 - 40 projects annually for funding. Projects are administered by either the Commission, or another basic federal agency, such as the U. S. Department of Agriculture. New projects are frequently a second, or third phase of an original project, thus files must be maintained until closeout of an entire project. |
| | Access Restrictions | None |
| | Contents | Series contains: grant application; state clearinghouse comments; Commission grant approval; copy of contract; performance reports; requests for grant amendments/extensions; final report and closeout records; and related correspondence |
| | Retention and Disposition | Transfer to the State Records Center one (1) year after final payment or project closeout for an additional four (4) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Federal Grants

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--|--|
| 06178 | Neighborhood Stabilization Program File (V) | This series documents the Neighborhood Stabilization Program (NSP), which is funded by the U.S. Department of Housing and Urban Development and administered by the Department for Local Government. NSP provides grant funds to cities, counties and non-profit housing agencies in Kentucky. The grant funds are used to fund projects in the area of housing and neighborhood stabilization. Projects which may be funded include, but are not limited to, acquisition of foreclosed and abandoned housing, rehabilitation, finance mechanisms and land banking. The projects must meet a national objective of 25% of funds being used to benefit persons at or below 50% of the area median income. |
| | Access Restrictions | KRS 61.878(1)(a) 5 U.S.C. 552(a) Personal information - SSN etc. |
| | Contents | Series contains: grant applications; award and funding agreements; release of funds; state account documentation; recipient bank account information; compliance assistance reviews; wage determinations and audit reports. Files may also contain private, confidential information about NSP homebuyers. |
| | Retention and Disposition | Transfer to the State Records Center after project completion. Retain for fifty (50) years, then destroy. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Finance and Administration

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| 00518 | County and Municipal Road Aid Fund Distribution File | This series documents the monthly analysis and financial transactions which accomplish the distribution of funds by GOLD to participants of the County Road Aid and Municipal Road Aid programs (CRA/MRA), as provided for in KRS 177.365, 177.366 and 177.369. Funds from the program are to be used for construction, reconstruction, and maintenance of county and city roads and bridges. A percentage of the motor fuels tax, 18.3% for counties, and 7.7% for cities, collected by the state are set aside to fund the program. It applies to counties and cities electing not to participate in the Transportation Cabinet's Cooperative Agreement Program (CAP) for county and municipal road aid funds (TC Series 03060 and 03061). CAP provides for the distribution of funds once per fiscal year, while CRA/MRA distributes allocations on a monthly basis to Kentucky counties and cities, according to formula. Distribution requires monthly analysis by GOLD of various economic criteria, implementation of the formula, and subsequent allocation of funds. It is necessary to document compliance with mandated agency duties, to support auditing and budgeting procedures and to provide informational resources to interested parties, such as legislators and executive officials. Information from the series is also used to ensure that funds are budgeted locally for the purposes intended. |
| | Access Restrictions | None |
| | Contents | Series contains: Monthly Revenue Detail by Fund (2051) reports, eMARS Pre-Edit reports, Allocation reports and Check reports. |
| | Retention and Disposition | Retain for two (2) years. Transfer to the State Records Center for an additional six (6) years. Destroy after audit. |
| 00553 | County Bond and Lease Issues Project File - (Voted and non-voted projects) (V) | This series documents county indebtedness through bond issues for voted and non-voted projects, such as bridges, roads, hospitals, courthouses, and jails. It documents the amount of the indebtedness, the total term of the debt and how it is being paid, whether monthly, quarterly or yearly. Approval of bonds for counties is through a hearing if the amount is more than \$500,000. The Governor's Office for Local Development has no jurisdiction over approving bonds for cities or special districts, however that office notifies recipients and tracks approvals in these instances. Bond and lease agreements and payment schedules may be published in area newspapers. |
| | Access Restrictions | None |
| | Contents | Series contains: resolutions/ordinances of fiscal court; official statements; terms of bond sale; paying agent information; decision of state/local debt officer authorizing bond issue; debt service schedules; leases; subleases; and related documents. |
| | Retention and Disposition | Destroy five (5) years after maturity of bonds, and audit. |
| 00556 | County Budget File | This series documents the administration of the uniform county budget system by the state Local Finance Officer, as required in KRS 68.210 - 220. The county budget provides for all the funds to be expended by the county, including sheriffs and clerks, from current revenue for each fiscal year. The budgets are prepared by county fiscal courts and are administered by and under the supervision of the state Local Finance Officer, who must also approve them as to form and classification. The county must conduct its financial administration for the fiscal year by the contents of the approved budget. The state Local Finance Officer, per KRS 147A.020, coordinates for the Governor the state's responsibility for general revenue sharing for local government, provides technical assistance to units of local government on fiscal management and purchases, and instructs county and other local officials on collection, expenditure, and management of public moneys. |
| | Access Restrictions | None |
| | Contents | This record series contains: anticipated revenues from all sources by fund and the anticipated expenses by line item; category and fund for each fiscal year; worksheet for assessment certification; emergency orders; estimated receipts from tax levies; and summary analysis of appropriations. |
| | Retention and Disposition | Retain for five (5) years. Transfer to the State Records Center for an additional fifteen (15) years. Total retention is twenty (20) years. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Finance and Administration

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| 00557 | County Quarterly Report File | This series documents a summary record of expenditures made by each county each quarter, and cumulatively year-to-date, as required in KRS 68.360. The report is prepared by the County Judge Executive and Treasurer for the fiscal court, and by the Sheriff and the County Clerk, who act as county fee officials. The expenditures are compared to the county budget appropriations and revenues to provide a picture of the financial status of a county. It shows how actual revenues compare with budget estimates and provides an estimation of how much can be expected for the remainder of the fiscal year. When comparing actual expenditures to budgeted appropriations, the "free balance" level of each line item can be determined, thus forecasting the need for budgetary adjustments. The series provides necessary information for the Local Finance Officer to supervise the financial operations of all local government offices. |
| | Access Restrictions | None |
| | Contents | Series contains: Summary and reconciliation of receipts and expenditures; receipts section; contingent liabilities section; and appropriation condition report; a report on fee account receipts by category; and a report on fee account disbursements by category and line item |
| | Retention and Disposition | Retain for five (5) years. Transfer to the State Records Center for an additional ten (10) years. Total retention is fifteen (15) years. |
| 00561 | National Forest Program Receipt File | This series documents the receipt and distribution by the Agency of royalties from the Mineral Management Services, for federal forest reserves located in Kentucky counties, as required in KRS 149.130. The funds are made available as a result of the May 23, 1908, Act of Congress. The treasurer in each county is responsible for reporting the name and area of federal forest reserves located in his/her county to the Finance and Administration Cabinet. The Agency is responsible for the disbursement of the funds among the counties in which the reserves are located. One half of the funds received by the county is to be used for improvements to public roads and the balance is to be distributed among the school districts in the county, according to the area of reserve in each district. |
| | Access Restrictions | None |
| | Contents | Series contains: information related to monthly and annual distribution of payments; pay-in vouchers; copies of checks; and related correspondence |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. |
| 00562 | Flood Control Program Receipt File | This series documents the receipt and distribution by the Agency of funds to Kentucky counties under the Federal Flood Control Act, which was approved by Congress June 28, 1938. Additional information can be found in KRS 104.190. Funds are distributed to counties based on receipts deposited during the fiscal year for the leasing of land acquired for flood control, navigation, and related purposes. |
| | Access Restrictions | None |
| | Contents | Series contains: information related to monthly and annual distribution of payments; pay-in vouchers; copies of checks; and related correspondence |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. |
| 03157 | City Audit File | This series represents the audit, or financial statement of every Kentucky municipality. The audit documents the expenditures, fund balances and revenues of every program, or operation in the respective city. It includes a comparison of budgets versus actual dollars expended, as well as the auditor's opinion regarding compliance with federal, state and local laws and regulations. It aids the Department in planning and budgeting efforts because it identifies where funds have been used, how many dollars have been expended and provides information useful in determining under which budget line item funds should be placed. |
| | Access Restrictions | None |
| | Contents | Series contains: Auditor's report; general purpose financial statements; combined balance sheet; combined statement of revenues; expenditures and changes in fund balances; government fund; budget versus actual; combined statement of changes in financial position; notes to financial statements; combining and individual fund and account group statements and schedules; schedule of debt service required to maturity-sewer fund. |
| | Retention and Disposition | Retain for three (3) years. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Local Government, Department for
Finance and Administration

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| 04229 | Uniform Financial Information Report | This series was created to provide a uniform financial reporting mechanism for each county, city, utility, and special taxing district, as required in KRS 65.905. Prior to the enactment of the uniform reporting structure by the General Assembly in 1992, local governments used a variety of reporting forms to advise the Agency of their financial status. It replaces those varied report forms. The uniform reports, completed on an annual basis, must be submitted by May 1st, following the close of the fiscal year. The development of the specific content of the series was coordinated between the Agency and the United States Bureau of the Census so that a single report meets the requirements of both agencies. As stated in KRS 65.920, any local government not submitting the financial report on an annual basis to the Agency will be ineligible to receive county or municipal road aid funds; or if currently receiving funds, may have them suspended until such time as reports have been submitted. It is the input document to the Uniform Financial Information Reporting System (04230). |
| | Access Restrictions | None |
| | Contents | Series contains: information related to demographics (name of local unit, county, classification of city, population, form of government, and name of area development district); information on bonded indebtedness; debt service requirements; lease-purchase agreements; tax rates and revenues; licenses; permits; fees; utilities; intergovernmental revenues; miscellaneous revenues; charges for services; and all other expenditure information as may be required |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. |
| 04230 | Uniform Financial Information System - (UFIS) - (Electronic) | This series was created to provide a database of uniform financial reports drawn from each Kentucky county, city and special taxing district, as required in KRS 65.905. Information contained in the database comes from the Uniform Financial Information Report (04229). Prior to the enactment of the uniform reporting structure by the General Assembly in 1992, local governments used a variety of manual reporting forms to advise the Agency of their financial status. It replaces those varied report forms. The uniform reports (04229), completed on an annual basis, must be submitted by May 1st, following the close of the fiscal year. The development of the specific content of the database was coordinated between the Agency and the United States Bureau of the Census so that a single report meets the requirements of both agencies. As stated in KRS 65.920, any local government not submitting the uniform financial information report on an annual basis to GOLD for inclusion in the database will be ineligible to receive county or municipal road aid funds; or if currently receiving funds, may have them suspended until such time as reports have been submitted. |
| | Access Restrictions | None |
| | Contents | Contents include: information related to demographics (name of local unit, county, classification of city, population, form of government, and name of area development district); information on bonded indebtedness; debt service requirements; lease-purchase agreements; tax rates and revenues; licenses; permits; fees; utilities; intergovernmental revenues; miscellaneous revenues; charges for services; and all other expenditure information as may be required |
| | Retention and Disposition | Transfer a flat ASCII file to the Department for Libraries and Archives at the time the database is copied on an annual basis for the Legislative Research Commission and the Federal Bureau of Census, along with accurate file layouts and associated documentation. The agency may file information from the system per its administrative need. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Finance and Administration

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|---|--|
| 04727 | City/County Ethics Code File | This series documents the adoption, by ordinance of a code of ethics for all elected and appointed officials and employees of cities and counties, as required in KRS 65.003 (1). All such codes and amendments must be filed with the Agency within 21 days of adoption, as specified in KRS 65.003 (5) (a) and (b). The elected officials who must comply with this requirement include the: mayor; county judge/executive; members of the governing body; county clerk; county attorney; sheriff; jailer; coroner; surveyor; and constable. The requirement does not extend to members of any school board. Each code of ethics must address standards of conduct, financial disclosure, nepotism, and must include provisions for an enforcement body. Cities and counties may elect to enter into a joint adoption of a code under the Interlocal Cooperation Act (KRS 65.210 - 300). Codes may be amended but cannot be rescinded. Failure to comply with KRS 65.003 can result in the suspension of delivery of services or payments to the offending city or county government. |
| | Access Restrictions | None |
| | Contents | Series contains: written code of ethics which addresses standards of conduct; acceptable/unacceptable forms of nepotism; details required for financial disclosure; make-up of enforcement entity and its rules and regulations |
| | Retention and Disposition | Retain Permanently. |
| 04730 | State/Local Officials Salary Adjustment File | This series documents the analysis which determines the maximum salaries of state constitutional officers and elected local government officials, in order to equate compensation with the purchasing power of the dollar. The Agency annually computes the increase, or decrease in the consumer price index of the preceding year, using 1949 as the base year, in accordance with Section 246 of the Constitution of Kentucky, as amended. Section 246 of the Constitution established a monetary level of \$12,000 per year for elected officials, except mayors of cities other than first class, which was set at \$7,200. After completing its computations, the Agency notifies the appropriate governing bodies of the annual rate of compensation to which the officials are entitled. The annual rate of compensation can be no greater than that set by the Agency. The authority of the Agency to carry out the annual analyses is found in KRS 15.755 for commonwealth's attorneys, KRS 15.765 for county attorneys, KRS 64.480 for constitutional officers, KRS 64.527 for county officials, and KRS 83A.075 for mayors and members of city legislative bodies. |
| | Access Restrictions | None |
| | Contents | Series contains: annual calculations of maximum officials salaries; monthly consumer price index data as published by the Bureau of Labor Statistics, U.S. Department of Labor and letters of notification to governing bodies |
| | Retention and Disposition | Retain for ten (10) years. Destroy after audit. |
| 05016 | Special District Budget File | This series documents the submission of copies of special district budgets to the Agency, as required in KRS 65.065 (1).The budgets are first filed with the respective fiscal court for public inspection, and then forwarded to the Agency. For those districts with multi-county jurisdictions, a copy of each county's budget within the district also must be filed with the Agency. A budget form has been prepared by the Agency, however districts may use forms prepared locally. The Agency is a repository only for the budgets, as provided for in the above statute. Financial analysis is not conducted, as financial statements and changes to the budgets are not submitted. As defined in KRS 65.005 (1) (a), special district means any agency, authority, or political subdivision of the state which exercises less than statewide jurisdiction and which is organized for the purpose of performing governmental, or other prescribed functions within limited boundaries. It includes all political subdivisions of the state except a city, a county, or a school district. |
| | Access Restrictions | None |
| | Contents | Series contains: district name; fiscal year; budget summary (revenues, receipts and cash, appropriations); major headings include revenues (taxes, permits and licenses, in lieu of tax payments, intergovernmental revenues, charges for services, other revenues, interest earned, total revenues); cash; borrowed money and transfers; total available; appropriations (personnel, total personnel, operating expenses, materials and supplies, administration, capital outlay, debt service, grand total all appropriations); fiscal year (actual, budget, estimate); signature; district chief financial officer and date; received by county fiscal court clerk; signature and date; when received by the Agency. |
| | Retention and Disposition | Retain for three (3) years. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Finance and Administration

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| 05407 | County Officials Training Incentive Program Files | This series documents the administration of the County Elected Officials Training Incentive Program created by House Bill 810 and enacted in 1998. The Governor's Office for Local Development enrolls local government officials such as county judge/executives, fiscal court members, clerks, sheriffs and jailers into continuing education and training related to their job duties. The training is provided by various agencies, professional associations and private vendors. Completion of 40 hours of approved training in a calendar year results in an incentive payment to the participant. The primary reference usage for this series is from counties documenting incentive approval letters for audit purposes. |
| | Access Restrictions | None |
| | Contents | This series contains requests and approvals of courses for training, along with credit and attendance documentation submitted by participating officials. Correspondence notifying counties when training is completed is also contained in this series. There is no documentation of specific expenditures in these files. |
| | Retention and Disposition | Retain for five (5) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
Local Government, Department for
Kentucky Infrastructure Authority

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|--------|--|---|
| 00947 | Transcript of Proceedings for Bond Issues (V) | This series documents the authorization and issuance of bonds to finance loans and grants for water treatment and related projects in Kentucky cities and communities. The Finance and Administration Cabinet has the authority to issue these bonds on behalf of the Infrastructure Authority, which administers the financial assistance aspects of the loans and grants. The record series is a compilation which draws documents from the Cabinet, from the Authority, from financial underwriters, from banks approved as trustees, from legal counsel, from the Internal Revenue Service and from other sources. General Trust Indentures are established for project categories, such as Wastewater Revolving Fund Program. Under a General Trust Indenture, Series Trust Indentures for a specific bond issuance for sale are established, such as Series Number 2004-9. More than one General Indenture and more than one Series Indenture may be contained in a Transcript of Proceedings Volume. |
| | Access Restrictions | None |
| | Contents | Documents in this series are extensive and detailed and will vary somewhat based on the type of bond issues, or reissues, covered. Examples include: Certificate of Delivery and Payment, Certification for Internal Revenue Code Sections 103(b)(2) and 148, authorizing resolutions, Bond Purchase Agreement and Receipt for Bonds, Trustee's Operational Arrangements Letter, Disclosure Letters and Evidence of Bond Ratings. |
| | Retention and Disposition | Retain in agency until final arbitration rebate calculation is complete, then transfer to the State Records Center for permanent retention. |
| 00948 | Trust Agreements | This records series documents the financial institutions approved by the Finance and Administration Cabinet to issue and service bonds as trustees for the Infrastructure Authority. A competitive request for proposal (RFP) procurement process is used to select the trustee institutions. Several specific bond issues can be undertaken and serviced through a trust agreement. Changes to trustees can be made during the active life of a bond issue if terms are agreed upon and another selection procurement process is undertaken. A new trust agreement would then be in place within the legal framework of the General and Series Trust Indentures established for those bonds. Waste water treatment, drinking water systems and related projects in local governments and municipalities are financed by loans using proceeds from these bond sales. |
| | Access Restrictions | None |
| | Contents | Series may contain various documents based on the type of bond to be issued, or reissued, and the specifics of the arrangements. Documents can include: working papers; Trustee's General Closing Certificate; Trustee's Evidence of Authority to Exercise Trust Powers; Trustee's Operational Arrangements Letter of Representations and terms of escrow accounts. |
| | Retention and Disposition | Retain for three (3) years. Transfer to State Records Center and destroy ten (10) years after termination of the agreement. Total retention is ten (10) years after termination of agreement. |
| 04725 | Gas System Restoration Project Files (V) | This series documents the administration of the Gas System Restoration Project Account. The project is federally funded and makes long-term (usually 30 year) loans to counties to support the physical and financial rehabilitation of natural gas distribution systems, either public or private, when financing from other sources cannot be obtained. The Gas System Restoration Project Account Review Board, under the terms of KRS 147A.200(3), approves or disapproves applications for loans from the account. All loan requests must comply with construction and securities requirements of the Public Service Commission. After loans are approved, funds are paid out for construction purposes. Loan recipients make monthly payments into the account. As the fund is replenished, new loans may be made. |
| | Access Restrictions | None |
| | Contents | Series contains: loan application; plans and specifications for construction; bid process documentation; and financial records, including monthly repayment information |
| | Retention and Disposition | Transfer to the State Records Center one (1) year after repayment of loan and close for an additional two (2) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Kentucky Infrastructure Authority

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| 05408 | Program Funds and Loan files (V) | This series documents the information needed to approve and provide financing through loans or grants to local governments as authorized by KRS Chapter 224A. The assistance is in areas of infrastructure development such as solid waste and waste water management, dams and drinking water. Technical assistance with these projects may be provided in some instances by the Environmental and Public Protection Cabinet, Division of Water Resources. There are currently twelve Infrastructure Authority programs identified under this series, nine of which are tied to specific revolving loan funds and three which are more free standing (HB 502 Grants, 2020 Water Service Account, Coal Severance). Revolving funds are open in that more bond series may be issued within an existing fund and more revenue generated for loans to new projects. The general focus of the files is management of financial assistance arrangements rather than project operations management. |
| | Access Restrictions | None |
| | Contents | This series contains: Initial application, backup information, assistance agreement, commitment letter, general correspondence, applicant requests for payment, status reports and audit confirmations. Records for related Infrastructure programs include correspondence and requests for payment and may include Memorandum of Agreements with communities. |
| | Retention and Disposition | Retain for three (3) years. Transfer to State Records Center and destroy ten (10) years after close of loan. Total retention is ten (10) years after close of loan. |
| 05409 | Trustee Bank Statements | This series documents all cash transactions of the Kentucky Infrastructure Authority at trustee banks for the purposes of accounting reconciliation. Several banks serve as trustees such as J. P. Morgan Chase, National City and U. S. Bank. Trustee banks service loans made by the Infrastructure Authority to municipalities conducting wastewater, drinking water and related projects. The loan funds may come from bonds issued under the Authority of the Finance and Administration Cabinet. In several cases the source of loan funds is federal capitalization grants. Terms and procedures will vary and repayment periods can range from 20 to 30 years from project completion. |
| | Access Restrictions | None |
| | Contents | This series contains: Monthly bank statements from the Kentucky Infrastructure Authority trustee bank. May include loan draw payments to and loan repayments from municipalities participating in Wastewater or Drinking Water Revolving Loan Fund Bond programs. May also include interest rebate payments made back to the federal government. |
| | Retention and Disposition | Retain for three (3) years. Transfer to State Records Center for an additional thirty-seven (37) years. Total retention is forty (40) years. |
| 05441 | Bond Issue Working Papers | This series documents a record for the issuance of Infrastructure Authority Revenue Bonds and is used to address issues arising from the bond sales. Some of these documents may become formalized in the bound volume Transcript of Proceedings for Bond Issues - 00947 covering the particular bond series being issued. The sale of the bonds provides revenue to finance loans and grants to local communities undertaking wastewater, drinking water and related projects. Bond issues must be approved through the Finance and Administration Cabinet. The types of records in this series will vary with the type of issue, or reissue, of the bonds. |
| | Access Restrictions | None |
| | Contents | This series contains: Working papers for each specific bond issue, closing papers, sources and uses of funds, bond purchase contract and official statements. |
| | Retention and Disposition | Retain for three (3) years. Transfer to the State Records Center and destroy ten (10) years after close of bond. Total retention is ten (10) years after close of bond. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 Legal Services

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--------------------------------------|---|
| 05406 | Legal Case Files | This series documents correspondence between the Agency staff attorney and local and state officials. Records may serve as advisory opinions on the part of the staff attorney. The staff attorney handles legal matters directly pertaining to the Agency and advises local government agencies on legal and regulatory matters as well. |
| | Access Restrictions | None |
| | Contents | This series contains: Correspondence |
| | Retention and Disposition | Retain for five (5) years. Transfer to State Records Center for an additional five (5) years. Total retention is ten (10) years. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 State Grants

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--|--|
| 03159 | Local Government Economic Assistance Program File | This series documents the granting of funds under the Local Government Economic Assistance Program, as required in KRS 42.455. The program, which began in 1983, returns portions of coal and minerals severance tax receipts to cities and counties involved in the production of coal and minerals, and those impacted by the transportation of coal. Approximately 114 counties and 400 cities participate in the receipt and administration of the funds. Distribution requires quarterly analysis of coal production, tax and economic factors, implementation of formulae, and subsequent allocation of funds. Thirty percent of all funds is to be spent on coal haul road systems. The remaining 70% of the funds is to be spent on priority categories such as public safety; environmental protection; public transportation; health; recreation; libraries and educational facilities; social services for the poor, elderly, and those with disabilities; industrial and economic development; vocational education; workforce training; and secondary wood industry development. Currently, 15% of the LGEDF moneys are transferred from the General Fund to the program for distribution. Payments are made to recipients on a quarterly basis. Previously, the program was called the Coal Producing Development Fund and the Economic Aid Fund. |
| | Access Restrictions | KRS 131.190 - Individual tax information |
| | Contents | Series contains: Tax payments by county; eligibility analysis; economic data values for formula criteria; quarterly allocation by county and city; payment documents; treasury check registers |
| | Retention and Disposition | Retain for eight (8) years. Destroy after audit. |
| 04723 | Area Development Fund Program Files | This series documents the distribution of funds under the Area Development Fund Program, as provided for in KRS 42.350. The Program is state funded and administered. The Program funds local government capital projects which contribute to community, or industrial development in the Commonwealth. Proposals are submitted for approval to the Agency by the respective area development district. Program funds can be used for 1) construction, renovation and maintenance of buildings and other improvements to real estate; 2) acquisition of property; 3) purchase of major items of equipment, such as fire trucks, police cars, etc.; 4) industrial site development such as land reclamation and landscaping; 5) extension and installation of water, gas, sewer, and electrical utility lines to public facilities and industrial sites; and 6) provision of solid waste management, or disposal systems to bring counties into compliance with state/federal laws. The Statement of Assurances, which is required when land or buildings are purchased, acts as a lien against the property. The files, which contain documentation of the purchase of land or buildings, are needed to effect a release when the county decides to sell or otherwise dispose of the property. The approval to release the lien comes from the Governor's Office and the Finance and Administration Cabinet. |
| | Access Restrictions | None |
| | Contents | Series contains: grant application; amendments; bid information; cost estimates; statement of assurances (which assures the funds will be used for the purpose intended); financial documentation; project completion reports; copies of deeds, if applicable; and related correspondence |
| | Retention and Disposition | Retain Permanently those files which document land and building purchases. Destroy balance of files three (3) years after project closeout, and audit. |
| 04728 | Local Government Economic Development Fund Program File | This series documents the quarterly analysis and financial transactions related to the distribution of funds under the Local Government Economic Development Program. The program consists of grants to coal producing counties for industrial development, as specified in KRS 42.4582. Funding for the program comes from the annual collection of severance and processing taxes on coal, currently an amount equal to 50% of the taxes collected. Approximately 36 counties currently (2008) participate in the program. Allocation of the funds by the Agency requires quarterly analysis of various economic criteria, implementation of formulae, and the subsequent transfer of funds to the appropriate accounts. The Agency makes quarterly allocations to the counties single county accounts and multi county accounts, and administers grants and line-item awards made from the fund. |
| | Access Restrictions | KRS131.190(1) and (4) (Tax information) |
| | Contents | Series contains: quarterly analysis of formula criteria; payment documents; check registers; quarterly allocation by city and county; coal severance tax receipts by county; year-to-date summary of program accounting; and individual county account and ledger balances; maps relating to projects; financial plans and reports; administrative records and standard project records. |
| | Retention and Disposition | Retain for eight (8) years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 State Grants

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| 04729 | Motor Fuels Tax Receipts Distribution File | This series documents the distribution of extended weight motor fuels tax receipts to counties on an annual basis, as required in KRS 47.020. Approximately 30% of all revenue collected through motor truck registration fees is evenly distributed by the Agency to all Kentucky counties, for county road fund use. A single annual distribution to each of the counties is made by the Agency after the close of fiscal year accounting. |
| | Access Restrictions | None |
| | Contents | Series contains: payment documents; allocation amounts by county; supporting analysis/calculation; and accounting records reflecting entitlements |
| | Retention and Disposition | Retain for three (3) years. Destroy after audit. |
| 05523 | Body Armor Program Files | This series documents the Body Armor program, which is funded by public sales of firearms confiscated by the Kentucky State Police pursuant to KRS 16.220. The proceeds from these firearm sales are utilized to provide grants to city, county, charter county and urban county police departments, sheriff's departments and university safety and security departments organized pursuant to KRS 164.950. These grants are used for the purchase of body armor for sworn peace officers and service animals in these departments as defined in KRS 525.010, or for the purchase of firearms and ammunition. The program was established in 1998 and is a collaborative effort with the Kentucky State Police and the Division of Surplus Equipment, which conducts the auctions of the confiscated firearms. Firearms are only sold to federally licensed firearms dealers holding a license appropriate for the type of firearm sold. Between 1998 and 2006, over 4,000 officer vests and 30 service animal vests have been purchased with the auction proceeds, for an overall grant contribution level of \$1.5 million dollars. |
| | Access Restrictions | None |
| | Contents | This series contains: Applications, correspondence, Memoranda of Agreement, eMARS documentation, resolutions and copies of checks. |
| | Retention and Disposition | Transfer to the State Records Center at the close of the fiscal year in which the purchases were completed for an additional three (3) years. |
| 05524 | Cemetery Preservation Fund Files | This series documents the Cemetery Fund program, which is funded by monies collected pursuant to KRS 48.005(5) which are appropriated and transferred to the County Cemetery Fund. As per KRS 67.682, the Governor's Office for Local Development has established this fund to receive appropriations, gifts, grants, federal funds and any other funds from public and private sources. The funds are made available by approved application to units of state and local government and not-for-profit entities such as historical or genealogical organizations and civic groups. Priority consideration is given to established County Cemetery Boards. Eligible projects are reviewed by the Cemetery Preservation Fund Board, which has representation from the Heritage Council, the Historical Society, the Association of Counties and the African-American Heritage Commission. Funds can be used for restoration and extraordinary maintenance of any non-profit cemetery that does not have a perpetual care fund. The historical significance of the cemetery is a consideration as are plans for ongoing maintenance once the project is completed. Grants may not be used to establish a pool of funds for use on undesignated projects. Allowable activities under the grant may include historic research, archiving and training in cemetery preservation. A dollar match to the grant is required in the form of cash or in-kind services. Grant amounts may range from \$1,500 to a maximum of \$25,000. |
| | Access Restrictions | None |
| | Contents | This series contains: Applications, correspondence, project photos, closeout letters, reports and grant agreements. |
| | Retention and Disposition | Transfer to State Records Center upon completion of all project funded activities for three (3) years. Total retention is three (3) years after completion of project funded activities. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Governor, Office of the
 Local Government, Department for
 State Grants

Record Group
Number
1780

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| 05754 | Budgetary Line Item Project Files | This series documents the administration of those budgetary line item projects funded through the Governor's Office for Local Development. The authorization for these grants will fall under different legislative bills depending on the Biennial Budget Bill. |
| | Access Restrictions | None |
| | Contents | Series contains: Standard project records such as applications, Memoranda of Agreement, transactions (payments), related correspondence, project summaries and contact information. |
| | Retention and Disposition | Retain for two years. Transfer to State Archives after Grant/Project closeout for Permanent retention. |
| 05755 | Special Intra-Governmental Programs Project Files | This series documents the administration of special grant programs by the Governor's Office for Local Development for or in conjunction with other state agencies such as the Governor's Office (Executive Orders), or Health and Family Services (e-Prescribing, Ready Set Success, etc.). The authorization for these grants will fall under different legislative bills and executive orders. |
| | Access Restrictions | None |
| | Contents | Series contains: Standard project records such as applications, Memoranda of Agreement, transactions (payments), related correspondence, project summaries and contact information. |
| | Retention and Disposition | Retain for two years. Transfer to State Archives after Grant/Project closeout for Permanent retention. |
| 05756 | Community Economic Growth Grant Files | This series documents the administration of Community Economic Growth Grant projects by the Governor's Office for Local Development. These grants provide funds for local community development and improvement. Examples of community project grants approved for 2008 are: a new city fire department facility, a city water treatment plant, a county hospital facility expansion and an upgrade to a county's emergency communications facility. The authorization for these grants originally came under HB267 in the 2004 biennial budget, but may receive additional funding in future budget bills. |
| | Access Restrictions | None |
| | Contents | Series contains: Standard project records such as applications, Memoranda of Agreement, transactions (payments), related correspondence, project summaries and contact information. |
| | Retention and Disposition | Retain for two years. Transfer to State Archives Center after Grant/Project closeout for Permanent retention. |
| 05794 | Renaissance on Main/Renaissance Kentucky Grants Files | This series documents the administration of Renaissance on Main projects by the Governor's Office for Local Development. The Renaissance on Main Program rewards communities that take steps to revitalize and maintain vibrant, economically sound development in Kentucky's downtown areas. Project grants include; streetscape improvements, local façade grant programs and building acquisition and/or renovation. Authorizations for these grants come from biennial budget bills. |
| | Access Restrictions | None |
| | Contents | This series contains: Standard projects records such as applications, Memoranda of Agreement (MOA), transactions (payments), related correspondence, project summaries and contact information. |
| | Retention and Disposition | Retain for three (3) years. Transfer to Records Center after Grant closeout for an additional five (5) years. Destroy after audit. |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: Special District UFIR

Alternate Title:

System Description: This database allows Special Districts to submit their Uniform Financial Information Reports (UFIRs) online.

System Contents:

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|------------------------------|----------------------------------|-------------------------|
| 05016 | Special District Budget File | Destroy | 3 |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: Project One

Alternate Title: ProjONE

System Description: Project One contains virtually all data GOLD manages. All state and federal projects are managed using this database including Memorandum of Agreement (MOAs), transactions, contacts, reports, submissions, etc. It also contains local officials; city, county and special district information (populations, contacts, etc.); congressional and legislative personnel; media contacts; and an exhaustive reporting section.

System Contents: 62 tables, 52 views, 57 queries, 71 forms, 97 reports

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|--|--|-------------------------|
| 00518 | County and Municipal Road Aid Fund Distribution File | Destroy after audit | 8 |
| 00562 | Flood Control Program Receipt File | Destroy after audit | 3 |
| 03157 | City Audit File | Destroy | 3 |
| 03159 | Local Government Economic Assistance Program File | Destroy after audit | 8 |
| 04229 | Uniform Financial Information Report | Destroy after audit | 3 |
| 04719 | Land and Water Conservation Fund Program Files | Transfer to State Records Center as determined appropriate by agency. | P |
| 04721 | National Recreational Trails Fund Program Files | Transfer to State Records Center as determined appropriate by agency. | P |
| 04722 | Flood Control Local Matching Program Files | Transfer to the State Records Center after project completion. Destroy after audit | I |

Electronic System With Included Records Series

System Title: Project One

Alternate Title: ProjONE

System Description: Project One contains virtually all data GOLD manages. All state and federal projects are managed using this database including Memorandum of Agreement (MOAs), transactions, contacts, reports, submissions, etc. It also contains local officials; city, county and special district information (populations, contacts, etc.); congressional and legislative personnel; media contacts; and an exhaustive reporting section.

System Contents: 62 tables, 52 views, 57 queries, 71 forms, 97 reports

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|---|---|-------------------------|
| 04723 | Area Development Fund Program Files | Retain permanently those files which document land and building purchases. Destroy balance of files three years after project closeout, and audit | 1 |
| 04726 | Joint Funding Administration Program Files | Destroy 3 yrs after grant closeout and audit. | 1 |
| 04728 | Local Government Economic Development Fund Program File | Destroy after audit | 8 |
| 04729 | Motor Fuels Tax Receipts Distribution File | Destroy after audit | 3 |
| 04732 | Community Development Block Grant Program Files | Transfer to the State Records Center upon project activity closeout. Destroy five years after federal grant year closeout and audit. | 1 |
| 04748 | Appalachian Regional Commission Program Files | Transfer to the State Records Center one year after final payment or project closeout. Destroy after audit | 1 |
| 05523 | Body Armor Program Files | Transfer to State Records Center at the close of the fiscal year in which the purchases were completed. | 1 |
| 05524 | Cemetery Preservation Fund Files | Transfer to State Records Center upon completion of all project funded activities. | 1 |
| 05754 | Budgetary Line Item Project Files | Destroy after audit | 8 |

Electronic System With Included Records Series

System Title: Project One

Alternate Title: ProjONE

System Description: Project One contains virtually all data GOLD manages. All state and federal projects are managed using this database including Memorandum of Agreement (MOAs), transactions, contacts, reports, submissions, etc. It also contains local officials; city, county and special district information (populations, contacts, etc.); congressional and legislative personnel; media contacts; and an exhaustive reporting section.

System Contents: 62 tables, 52 views, 57 queries, 71 forms, 97 reports

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|---|---|-------------------------|
| 05755 | Special Intra-Governmental Programs Project Files | Destroy after audit | 8 |
| 05756 | Community Economic Growth Grant Files | Transfer Grant Application to the State Archives for permanent retention Transfer remainder of files to the Records Center. Destroy after closeout and audit | P |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: Local Government Debt Report

Alternate Title:

System Description: This database tracks the debt of all local governments for production of an annual "Local Debt Report" published by GOLD.

System Contents:

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|--------------------------------------|---|-------------------------|
| 04230 | Uniform Financial Information System | Transfer a flat ASCII file to the Department for Libraries and Archives at the time the database is copied on an annual basis for the Legislative Research Commission, along with accurate file layouts and associated documentation. The agency may file information from the system per its administrative need | P |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: Kentucky Infrastructure Authority Systems

Alternate Title: KIA - Grants and Loans

System Description: System maintains bonds and grants issued to political subdivisions of the state, calculates amortization, payments, and prepares bills.

System Contents:

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|---|---|-------------------------|
| 00947 | Transcript of Proceedings for Bond Issues | Retain copy in the agency. | P |
| 00948 | Trust Agreements | Transfer to State Records Center and destroy ten (10) years after termination of the agreement. | I |
| 05408 | Program Funds and Loan files | Transfer to State Records Center and destroy ten (10) years after close of loan. | I |
| 05409 | Trustee Bank Statements | Transfer to State Records Center. Total retention: 40 years. | 40 |
| 05441 | Bond Issue Working Papers | Transfer to the State Records Center and destroy ten (10) years after close of bond. | I |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: Grants Management System

Alternate Title:

System Description: The Grants Management System is an Oracle database set up by an outside vendor to track federal grants while remaining in compliance with federal requirements.

System Contents:

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|---|--|-------------------------|
| 04731 | Kentucky Intergovernmental Review Process Files | Destroy after audit | 3 |
| 04732 | Community Development Block Grant Program Files | Transfer to the State Records Center upon project activity closeout. Destroy five years after federal grant year closeout and audit. | 1 |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: County_Budgets

Alternate Title:

System Description: County_Budgets contains quarterly financial and annual budgetary information submitted by the 120 counties in Kentucky. Queries and reports are set up to verify account numbers and check for mathematical errors. It also has an audit report feature in adherence to GASB standards.

System Contents: 33 tables, 21 views, 14 queries, 25 forms, 48 reports

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|------------------------------|--------------------------------------|-------------------------|
| 00556 | County Budget File | Transfer to the State Records Center | 20 |
| 00557 | County Quarterly Report File | Transfer to the State Records Center | 15 |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: Administrative Hearings

Alternate Title:

System Description: The Administrative Hearings database tracks all relevant information regarding 13B administrative hearings and joins with a mail merge feature in Microsoft Word to print letters, forms, and recommended orders.

System Contents: 5 tables, 0 views, 1 query, 2 forms, 0 reports

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|---|---|-------------------------|
| 00553 | County Bond and Lease Issues Project File | Destroy five years after maturity of bonds, and audit | 5 |

Electronic System With Included Records Series

Cabinet Name: General Government Cabinet

Department Name: Governor's Office for Local Development

System Title: Training Wizard MX

Alternate Title:

System Description: This database manages the training and continuing education classes or local officials.

System Contents:

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> | <i>Total Retention:</i> |
|------------------|---|----------------------------------|-------------------------|
| 05407 | County Officials Training Incentive Program Files | Destroy after audit | 5 |