



Office of Occupations and Professions

Records Retention Schedule

Prepared by the State Records Branch
Archives and Records Management Division
Approved by the State Archives and Records Commission



This records retention schedule governs retention and disposal of records created, used and maintained by the Office of Occupations and Professions. **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 Office of Occupations and Professions personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for Office of Occupations and Professions to destroy the records listed, after the appropriate retention periods have passed.

Office of Occupations and Professions 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 Office of Occupations and Professions.

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 Office of Occupations and Professions, 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.

**Finance and Administration Cabinet
Office of Occupations and Professions**

The Kentucky Office of Occupations and Professions provides administrative and fiscal management, technical support and advice to twenty-two regulatory boards in the Commonwealth's system of occupational licensing. Licensure boards are comprised of board members appointed by the Governor, generally for four years, with staggered terms. Boards range in size from four to nine members. All board members, except one, are required by law to be licensed in the occupation, or profession being regulated. One board member, by 1974 Act, is required to be a public member with no financial interest in the occupation, or profession being regulated. Board members are customarily appointed from lists submitted by professional associations. The purpose of the licensure boards is to license and regulate the statutorily designated occupations and professions, in order to protect the public health, safety and welfare. To accomplish this, boards have two primary areas of responsibility: licensure and enforcement. The licensure function deals with entry into the profession. In broad terms, the boards determine an individual's initial fitness and competency to practice an occupation, or profession. Generally, Boards process applications for licensure, check qualifications against statutory requirements, administer licensing examinations and issue and renew licenses. The enforcement function involves tasks designed to assure that licensees continue to practice competently after initial licensure. Specifically, boards administer continuing education requirements, process complaints against licensed practitioners, conduct investigations, hold hearings and take disciplinary actions against incompetent or fraudulent practitioners. Disciplinary sanctions range from reprimands, to license revocations. Boards are self-supporting agencies and receive no General Fund tax appropriation. They are funded entirely through fees assessed for licensing its professionals. The boards under Occupations and Professions are as follows:

- Board of Applied Behavior Analysis Licensing
- Directory of Registered Athlete Agents
- Board of Licensed Diabetes Educators
- Board of Certification of Fee-Based Pastoral Counselors
- Board of Home Inspectors
- Board of Prosthetics, Orthotics and Pedorthics
- Board of Certification of Alcohol and Drug Counselors
- Board of Licensure for Professional Art Therapists
- Board of Licensure and Certification for Dietitians and Nutritionists
- Board of Registration for Professional Geologists
- Board of Specialists in Hearing Instruments
- Board of Interpreters for the Deaf and Hard of Hearing
- Board of Licensure for Marriage and Family Therapists
- Board of Licensure for Massage Therapy
- Board of Licensure for Nursing Home Administrators
- Board of Licensure for Occupational Therapy
- Board of Ophthalmic Dispensers
- Board of Licensure for Private Investigators
- Board of Licensed Professional Counselors
- Board of Examiners of Psychology
- Board of Speech-Language Pathology and Audiology:
- Board of Veterinary Examiners

RECORDS RETENTION SCHEDULE

Signature Page

Office of Occupations and Professions
Agency

June 14, 2012
Schedule Date

Unit

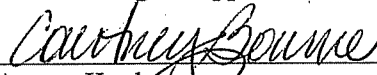
Change Date

June 14, 2012


Date Approved By Commission

APPROVALS

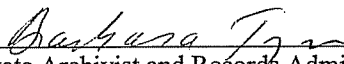
The undersigned approve of the following Records Retention Schedule or Change:


Agency Head

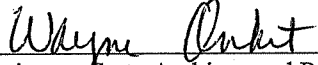
6/14/12
Date of Approval


Agency Records Officer

6/14/2012
Date of Approval

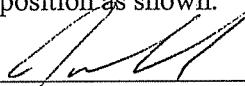

State Archivist and Records Administrator
Director, Public Records Division

6/14/2012
Date of Approval

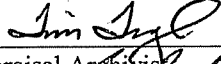

Chairman, State Archives and Records Commission

6/14/2012
Date of Approval

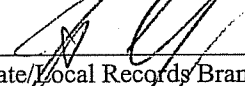
The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

6-14-2012
Date of Approval


Appraisal Archivist

6/14/12
Date of Approval


State/Local Records Branch Manager

6/14/2012
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

6.14.12
Date of Approval

RECORDS RETENTION SCHEDULE

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Alcohol and Drug Counselors, Board of Certification of

Record Group
Number
0118

Series	Records Title and Description	Function and Use
05568	License Folder - Certified Alcohol and Drug Counselors	This series documents activities related to issuing and regulating licenses for certified alcohol and drug counselors pursuant to KRS 309.083.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05569	Renewal Folder	This series documents license renewals for certified alcohol and drug counselors pursuant to KRS 309.085.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for four (4) years, then destroy.
05570	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05571	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 309.086.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Alcohol and Drug Counselors, Board of Certification of

Record Group
Number
0118

Series	Records Title and Description	Function and Use
06333	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Applied Behavior Analysis Licensing, Board of

Record Group
Number
0170

Series	Records Title and Description	Function and Use
06286	License Folder - Behavior Analyst	This series documents activities related to issuing and regulating licenses for behavior analysts and assistant behavior analysts pursuant to KRS 319C.080. As defined by KRS 319C.010, applied behavior analysis means the design, implementation and evaluation of environmental modifications, using behavioral stimuli and consequences, to produce socially significant improvement in human behavior, including the use of direct observation, measurement and functional analysis of the relationship between environment and behavior.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, credentials from national association, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
06287	Renewal Folder	This series documents license renewals for behavior analysts pursuant to KRS 319C.080.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
06288	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, credentials, examination scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06289	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 319C.00.
	Access Restrictions	KRS 61.878(1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Art Therapists, Board of Licensure for Professional

Record Group
Number
0175

Series	Records Title and Description	Function and Use
05609	License Folder - Certified Professional Art Therapists	This series documents activities related to issuing and regulating licenses for professional art therapists pursuant to KRS 309.133. As defined by KRS 309.130, the practice of professional art therapy is the integrated use of psychotherapeutic principles, visual art media and the creative process in the assessment, treatment and remediation of psychosocial, emotional, cognitive, physical and developmental disorders in children, adolescents, adults, families and groups.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, Art Therapy Credentials Board Certification Examination application (CPAT-01) and scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05610	Renewal Folder	This series documents license renewals for professional art therapists pursuant to KRS 309.1335.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for three (3) years, then destroy.
05611	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 309.137.
	Access Restrictions	KRS 61.878(1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.
05612	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, Art Therapy Credentials Board Certification Examination (CPAT) scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Athlete Agents, Directory of Registered

Record Group
Number
0193

Series	Records Title and Description	Function and Use
06290	Registration Folder - Athlete Agents	This series documents activities related to issuing and regulating certificates of registration for athlete agents pursuant to KRS 164.6907. As defined by KRS 164.6903, an athlete agent, means an individual who enters into an agency contract with a student-athlete or, directly or indirectly, recruits or solicits a student-athlete to enter into an agency contract. The term includes an individual who represents to the public that the individual is an athlete agent.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application with related documentation.
	Retention and Disposition	Retain for fifty (50) years from the certification termination, then destroy.
06291	Renewal Folder	This series documents registration renewals for athlete agents pursuant to KRS 164.6911.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
06292	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for registration.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Application and related documents.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06293	Complaints Folder	This series documents complaints against registrants and any subsequent investigations and actions taken by the board pursuant to KRS 164.6913.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Diabetes Educators, Board of Licensed

Record Group
Number
0723

Series	Records Title and Description	Function and Use
06313	License Folder - Diabetes Educators	This series documents activities related to issuing and regulating licenses for diabetes educators pursuant to KRS 309.335. As defined by KRS 309.325, licensed diabetes educator means a health care professional who has met board requirements and who focuses on training or educating people with or at risk for diabetes and related conditions to change their behavior to achieve better clinical outcomes and improved health status.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
06314	Renewal Folder	This series documents license renewals pursuant to KRS 309.335.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
06315	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06316	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 309.339.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.
06317	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Dietitians and Nutritionists, Board of Licensure and Certification for

Record Group
Number
0732

Series	Records Title and Description	Function and Use
05578	License Folder - Dietitians and Nutritionists	This series documents activities related to issuing and regulating licenses and certifications for dietitians and nutritionists pursuant to KRS 310.021 and 310.031. As defined by KRS 310.005, the practice of dietetics or nutrition means the integration and application of scientific principles of food, nutrition, biochemistry, physiology and management and the behavioral and social sciences in achieving and maintaining the health of people through the life cycle and in the treatment of disease. Methods of practice shall include, but are not limited to, nutrition assessments; development, implementation, management and evaluation of nutrition care plans; nutrition counseling and education; and the development and administration of nutrition care standards and systems.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, current registration card, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05580	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure and certification.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
05581	Renewal Folder	This series documents license and certification renewals for dieticians and nutritionists pursuant to KRS 310.050.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
05582	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Dietitians and Nutritionists, Board of Licensure and Certification for

Record Group
Number
0732

Series	Records Title and Description	Function and Use
05583	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 310.042.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Fee-Based Pastoral Counselors, Board of Certification of

Record Group
Number
2053

Series	Records Title and Description	Function and Use
06318	License Folder - Fee-Based Pastoral Counselors	This series documents activities related to issuing and regulating licenses for fee-based pastoral counselors pursuant to KRS 335.620. As defined by KRS fee-based pastoral counseling means the practice of pastoral counseling at an advanced level, equivalent to the standards of practice set by the American Association of Pastoral Counselors for the "fellow" level, that involves integrating spiritual resources with insights from the behavioral sciences, in exchange for a fee or other compensation.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related do
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
06319	Renewal Folder	This series documents license renewals pursuant to KRS 335.625.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for four (4) years, then destroy.
06320	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06321	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 335.635.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Fee-Based Pastoral Counselors, Board of Certification of

Record Group
Number
2053

Series	Records Title and Description	Function and Use
06322	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Geologists, Board of Registration for Professional

Record Group
Number
1152

Series	Records Title and Description	Function and Use
05618	License Folder - Registered Professional Geologists	This series documents activities related to issuing and regulating licenses for professional geologists and geologists-in-training pursuant to KRS 322A.040 and KRS 322A.045. As defined by KRS 322A.010, Geologist means a person who is qualified by reason of his knowledge of the principles of geology, acquired by professional education and practical experience, to engage in the public practice of geology.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, official college transcript, letters of verifications from other states, documentation of work experience, work reference documentation letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05620	Renewal Folder	This series documents license renewals for professional geologists and geologists-in-training pursuant to KRS 322A.060.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, letters of verification, and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
05621	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 322A.100.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.
05622	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, official college transcript, letters of verifications from other states, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Hearing Instruments, Board of Specialists in

Record Group
Number
1330

Series	Records Title and Description	Function and Use
00495	License Folder - Hearing Aid Dealers and Trainees	This series documents activities related to issuing and regulating licenses for hearing aid dealers and trainees pursuant to KRS 334.020 and 334.050. As defined by KRS 334, the practice of fitting hearing instruments means the measurement of human hearing by means of an audiometer for the purpose of making selections, adaption and adjustments of hearing instruments. The term also includes the making of ear mold impressions and custom earmolds.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series contains: Original application, examination results and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
06295	Renewal Folder	This series documents license renewals for hearing aid dealers and trainees pursuant to KRS 334.110.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, certificate of calibration for audiometric equipment, delivery statement, sales contract, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
06296	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series contains: Original application, examination results and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06297	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 334.120.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Home Inspectors, Board of

Record Group
Number
1386

Series	Records Title and Description	Function and Use
06299	License Folder - Home Inspectors	This series documents activities related to issuing and regulating licenses for home inspectors pursuant to KRS 198B.712. As defined by KRS 198B.700, Home inspection means a visual analysis performed for compensation for the purpose of providing a professional opinion and home inspection report by a licensed home inspector, regarding the condition of a residential dwelling and the dwelling's attached garages and carports, any reasonable accessible installed components and the operation of the dwelling's systems, including any controls normally operated by the owner of the dwelling.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
06300	Renewal Folder	This series documents license renewals for home inspectors pursuant to KRS 198B.722.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for three (3) years, then destroy.
06301	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06302	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 198B.700-738.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Home Inspectors, Board of

Record Group
Number
1386

Series	Records Title and Description	Function and Use
06303	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None.
	Contents	Series may contain: Application, agenda, sign-in sheet, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
06304	Programs of Instruction Approval Folder	This series documents the approval process for an individual, institution or business entity interested in offering a program of instruction in home inspection pursuant to KRS 198B.724.
	Access Restrictions	None.
	Contents	Series may contain: Application form, proof of approval by the Kentucky Board of Proprietary Education, curriculum statements, listing of instructional staff and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of approval, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Interpreters for the Deaf and Hard of Hearing, Board of

Record Group
Number
0673

Series	Records Title and Description	Function and Use
05584	License Folder - Interpreter for the Deaf and Hard of Hearing	This series documents activities related to issuing and regulating licenses for interpreters for the deaf and hard of hearing pursuant to KRS 309.301 and 309.312. As defined by KRS 309.300, interpreting means the translating or transliterating of English concepts to any necessary specialized vocabulary used by a consumer or the translating of a consumer's specialized vocabulary to English concepts. Necessary specialized vocabularies include, but are not limited to, American Sign Language, English-based sign language, cued speech and oral interpreting.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05586	Renewal Folder	This series documents license renewals for interpreters for the deaf and hard of hearing pursuant to KRS 309.314.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
05588	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05589	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 309.316.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Interpreters for the Deaf and Hard of Hearing, Board of

Record Group
Number
0673

Series	Records Title and Description	Function and Use
06334	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Marriage and Family Therapists, Board of Licensure for

Record Group
Number
1052

Series	Records Title and Description	Function and Use
05590	License Folder - Marriage and Family Therapist	This series documents activities related to issuing and regulating licenses for marriage and family therapists and marriage and family therapist associates pursuant to KRS 335.330 and KRS 335.332. As defined by KRS 335.300, the practice of marriage and family therapy means the identification and treatment of cognitive, affective and behavioral conditions related to marital and family dysfunctions that involve the professional application of psychotherapeutic and systems theories and techniques in the delivery of services to individuals, couples and families.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05592	Renewal Folder	This series documents license renewals pursuant to KRS 335.340.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
05593	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05594	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 335.348.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Marriage and Family Therapists, Board of Licensure for

Record Group
Number
1052

Series	Records Title and Description	Function and Use
06327	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Massage Therapy, Board of Licensure for

Record Group
Number
1796

Series	Records Title and Description	Function and Use
05547	License Folder - Massage Therapist	This series documents activities related to issuing and regulating licenses for massage therapists pursuant to KRS 309.358. As defined by KRS 309.350, Massage therapist means a person who is licensed by the board to administer massage or massage therapy to the public for compensation.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05548	Renewal Folder	This series documents license renewals for massage therapists pursuant to KRS 309.361.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for three (3) years, then destroy.
05549	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05550	Programs of Instruction Approval Folder	This series documents the approval process for an individual, institution or business entity interested in offering a program of instruction in massage therapy pursuant to KRS 309.363.
	Access Restrictions	None.
	Contents	Series may contain: Application form, proof of approval by the Kentucky Board of Proprietary Education, curriculum statements, listing of instructional staff and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of approval, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Massage Therapy, Board of Licensure for

Record Group
Number
1796

Series	Records Title and Description	Function and Use
05551	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
05552	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 309.362.
	Access Restrictions	KRS 61.878(1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Nursing Home Administrators, Board of Licensure for

Record Group
Number
1940

Series	Records Title and Description	Function and Use
00499	License Folder - Nursing Home Administrators	This series documents activities related to issuing and regulating licenses and temporary permits for nursing home administrators pursuant to KRS 216A.030, KRS 216A.070 and 201 KAR 6:030. As defined by KRS 216A. 010, nursing home administrator means any individual responsible for planning, organizing, directing and controlling the operation of a nursing home or who in fact performs such functions, whether or not such functions are shared by one or more other persons.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
00502	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06305	Renewal Folder	This series documents license renewals for nursing home administrators pursuant to KRS 216A.090.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
06306	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 216A.150.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.
06307	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Occupational Therapy, Board of Licensure for

Record Group
Number
1965

Series	Records Title and Description	Function and Use
05553	License Folder - Occupational Therapists	This series documents activities related to issuing and regulating licenses for occupational therapists and occupational therapy assistants pursuant to KRS 319A.00. As defined by KRS 319A. 010, the practice of occupational therapy means the therapeutic use of purposeful and meaningful occupations (goal-directed activities) to evaluate and treat individuals who have a disease or disorder, impairment, activity limitation, or participation restriction that interferes with their ability to function independently in daily life roles and to promote health and wellness.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05556	Renewal Folder	This series documents license renewals for occupational therapists and occupational therapist assistants pursuant to KRS 319A.160.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for three (3) years, then destroy.
05557	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05558	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 319A.00.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Occupational Therapy, Board of Licensure for

Record Group
Number
1965

Series	Records Title and Description	Function and Use
06332	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Ophthalmic Dispensers, Board of

Record Group
Number
2000

Series	Records Title and Description	Function and Use
05595	License Folder - Ophthalmic Dispensers	This series documents activities related to issuing and regulating licenses for ophthalmic dispensers and ophthalmic dispenser apprentices pursuant to KRS 326.00. As defined by KRS 326.010, ophthalmic dispensing means that a person prepares and dispenses lenses, spectacles, eyeglasses or appurtenances thereto to the intended wearers on written prescriptions from licensed physicians, osteopaths or optometrists and in accordance with these prescriptions, interprets, measures, adapts, fits, and adjusts the lenses, spectacles, eyeglasses or appurtenances thereto to the human face for the aid or correction of visual or ocular anomalies of the human eyes.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, letters of good standing/verification, American Board of Opticianry/National Contact Lens Examiners certificates, copies of out-of-state licenses, reinstatement applications, exam applications and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05597	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, letters of good standing/verification, American Board of Opticianry/National Contact Lens Examiners certificates, copies of out-of-state licenses, reinstatement applications, exam applications and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
05598	Renewal Folder	This series documents license renewals for ophthalmic dispensers and apprentice ophthalmic dispensers pursuant to KRS 326.080.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
05599	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements pursuant to KRS 326.080.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, brochures, course catalogs, school publications, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Ophthalmic Dispensers, Board of

Record Group
Number
2000

Series	Records Title and Description	Function and Use
05600	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 326.00.
	Access Restrictions	KRS 61.878(1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Private Investigators, Board of Licensure for

Record Group
Number
2310

Series	Records Title and Description	Function and Use
05602	License Folder - Private Investigator (Individuals)	This series documents activities related to issuing and regulating licenses for private investigators pursuant to KRS 329A.035. As defined by KRS 329A.010, Private investigating means the act of any individual or company engaging in the business of obtaining or furnishing information.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, background checks, test scores, letters of verifications from other states, proof of insurance, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05603	License Folder - Private Investigator (Companies)	This series documents activities related to issuing and regulating licenses for private investigating companies pursuant to KRS 329A.035. As defined by KRS 329A.010, an investigating company or company licensee means a company engaged in private investigating that is licensed under KRS 329A.010 to 329A.090.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, background checks, business license copies, proof of insurance, employee list, certificate of authority, and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05604	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
05605	Renewal Folder	This series documents license renewals for private investigators and private investigating companies pursuant to KRS 329A.045.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for three (3) years, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Private Investigators, Board of Licensure for

Record Group
Number
2310

Series	Records Title and Description	Function and Use
05606	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05607	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 310.065.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Professional Counselors, Board of Licensed

Record Group
Number
0637

Series	Records Title and Description	Function and Use
05613	License Folder - Professional Clinical Counselor	This series documents activities related to issuing and regulating licenses for professional clinical counselors and professional counselor associates pursuant to KRS 335.525. As defined by KRS 335.500, the practice of professional counseling means professional counseling services that involve the application of mental health counseling and developmental principles, methods and procedures, including assessment, evaluation, treatment planning, amelioration and remediation of adjustment problems and emotional disorders, to assist individuals or groups to achieve more effective personal, social, educational or career development and adjustment.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, National Counselor Examination for Licensure and Certification (NCE) scores and/or proof of National Board certification or proof of passing exam scores from another examination acceptable by the board, college transcript and/or copies of diplomas, letters of verification from other states, resumes, and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05615	Renewal Folder	This series documents license renewals for professional clinical counselors and professional counselor associates pursuant to KRS 335.535.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
05616	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05617	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 335.00.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Professional Counselors, Board of Licensed

Record Group
Number
0637

Series	Records Title and Description	Function and Use
06298	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Prosthetics, Orthotics and Pedorthics, Board of

Record Group
Number
2336

Series	Records Title and Description	Function and Use
06308	License Folder - Prosthetist, Orthotist and Pedorthist	This series documents activities related to issuing and regulating licenses for prosthetists, orthotists and pedorthists pursuant to KRS 319B.110. As defined by KRS 319B.010, pedorthist means a person who measures, designs, fabricates, fits or services pedorthic devices and assists in the formulation of the order of pedorthic devices, as ordered by a licensed health care practitioner or provider authorized by law to issue such an order for the support or correction of disabilities caused by neuromuscular or musculoskeletal dysfunction, disease, injury or deformity. Orthotist means a person who is specifically trained and educated to provide or manage the provision of a custom-designed, fabricated, modified and fitted external orthosis to an orthotic patient, based on a clinical assessment and a prescription from a health care practitioner or provider authorized by law to write such prescriptions, to restore physiological function or cosmesis. Pedorthist means a person who measures, designs, fabricates, fits or services pedorthic devices and assists in the formulation of the order of pedorthic devices, as ordered by a licensed health care practitioner or provider authorized by law to issue such an order for the support or correction of disabilities caused by neuromuscular or musculoskeletal dysfunction, disease, injury or deformity.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
06309	Renewal Folder	This series documents license renewals pursuant to KRS 319B.120.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
06310	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06311	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 319B.150.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Prosthetics, Orthotics and Pedorthics, Board of

Record Group
Number
2336

Series	Records Title and Description	Function and Use
06312	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Psychology, Board of Examiners of

Record Group
Number
2340

Series	Records Title and Description	Function and Use
00480	License Folder - Psychologists	This series documents activities related to issuing and regulating licenses for certified psychologists, licensed psychological associates and licensed psychological practitioners pursuant to KRS 319.053, 319.056 and 319.064. As defined by KRS 319.010, the practice of psychology means rendering to individuals, groups, organizations or the public any psychological service involving the application of principles, methods, and procedures of understanding, predicting and influencing behavior, such as the principles pertaining to learning, perception, motivation, thinking, emotions and interpersonal relationships. The application of said principles in testing, evaluation, treatment, use of psychotherapeutic techniques and other methods includes, but is not limited to: diagnosis, prevention and amelioration of adjustment problems and emotional, mental, nervous and addictive disorders and mental health conditions of individuals and groups; educational and vocational counseling; the evaluation and planning for effective work and learning situations; and the resolution of interpersonal and social conflicts.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, course documentation, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing, documentation of supervised experience, reference letters and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
06328	Renewal Folder	This series documents license renewals for psychologists and psychological associates pursuant to KRS 319.071.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for four (4) years, then destroy.
06329	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, course documentation, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing, documentation of supervised experience, reference letters and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06330	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 319.082.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
 Occupations and Professions, Office of
 Psychology, Board of Examiners of

Record Group
Number
2340

Series	Records Title and Description	Function and Use
06331	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Speech-Language Pathology and Audiology, Board of

Record Group
Number
2640

Series	Records Title and Description	Function and Use
00486	License Folder - Speech-Language Pathologists, Assistants and Audiologists	This series documents activities related to issuing and regulating licenses for speech-language pathologists, speech-language pathologist assistants and audiologists pursuant to KRS 334A.183 and KRS 334A.185. As defined by KRS 334A.020, the practice of speech pathology means the application of principles, methods and procedures for the measurement, testing, audiometric screening, identification, appraisal, determination of prognosis, evaluation, consultation, remediation, counseling, instruction, and research related to the development and disorders of speech, voice, verbal and written language, cognition/communication, or oral and pharyngeal sensori-motor competencies for the purpose of designing and implementing programs for the amelioration of these disorders and conditions. The practice of audiology means the application of principles, methods and procedures of measurement, testing, appraisal, prediction, consultation, counseling, and instruction related to hearing and disorders of hearing for the purpose of modifying communicative disorders involving speech, language, auditory behavior, or other aberrant behavior related to hearing loss; planning, directing, conducting, or participating in identification and hearing conservation programs; and habilitative and rehabilitative programs, including hearing aid recommendations and evaluation, auditory training, or speech reading. Speech-language pathology assistant means one who assists in the practice of speech-language pathology only under the supervision and direction of an appropriately qualified supervisor and only within the public school system in the Commonwealth.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
00490	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.
06325	Renewal Folder	This series documents license renewals pursuant to KRS 334A.170.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for three (3) years, then destroy.
06326	Complaints Folder	This series documents complaints against licensees and any subsequent investigations and actions taken by the board pursuant to KRS 334A.180.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Veterinary Examiners, Board of

Record Group
Number
2980

Series	Records Title and Description	Function and Use
05559	License Folder - Veterinarians	This series documents activities related to issuing and regulating licenses for veterinarians pursuant to KRS 321.193.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05560	License Folder - Registration of Veterinary Technicians and Technologists	This series documents activities related to issuing and regulating registrations for veterinary technicians and technologists pursuant to KRS 321.441. As defined by KRS 321.181, Veterinary technologist means a person who has successfully completed an accredited program of veterinary technology approved by the board and who is registered by the board. Veterinary technician means a person who has an associate degree related to veterinary sciences, or its equivalent as approved by the board and who is registered by the board.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, letters of good standing notarized letter from the employing veterinarian and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05561	License Folder - Certification of Animal Control Agencies	This series documents activities related to issuing and regulating licenses for certified animal control agencies pursuant to KRS 321.207 and 201 KAR 16:080. As defined by KRS 321.181, certified animal control agency means a county or municipal animal shelter or animal control agency, private humane society, state, county or municipal law enforcement agency or any combination of those entities that temporarily houses stray, unwanted or injured animals and that is certified by the board.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, inspection report of the facility by a Board authorized person and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.
05562	License Folder - Certification of Animal Euthanasia Specialists	This series documents activities related to issuing and regulating licenses for certified animal euthanasia specialists pursuant to KRS 321.207. As defined by KRS 321.181, certified animal euthanasia specialist means a person employed by a certified animal control agency who is authorized by the board to humanely euthanize animals by administering drugs designated by the board for euthanasia.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, certificate of completion of a sixteen (16) hour Board approved euthanasia specialist training course, copy of diplomas or GED, letters of verifications from other states, letters of good standing and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of license termination, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Public Protection Cabinet
Occupations and Professions, Office of
Veterinary Examiners, Board of

Record Group
Number
2980

Series	Records Title and Description	Function and Use
05563	Renewal Folder	This series documents license and/or registration renewals pursuant to KRS 321.211.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Renewal application, continuing education verification and related documentation.
	Retention and Disposition	Retain for six (6) years, then destroy.
05565	Continuing Education Provider Application Folder	This series documents pre-approval by the board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements.
	Access Restrictions	None
	Contents	Series may contain: Application, agenda, curriculum vitae, course outline, certificates and related documentation.
	Retention and Disposition	Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval.
05566	Complaints Folder	This series documents complaints against licensees and registrants and any subsequent investigations and actions taken by the board pursuant to KRS 321.351.
	Access Restrictions	KRS 61.878 (1)(a)(h) Personal information / Investigations.
	Contents	Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits and related documentation.
	Retention and Disposition	Retain for fifty (50) years from the date of complaint closure and/or final action by board, then destroy.
05567	Incomplete, Denied and Withdrawn Applications Folder	This series documents incomplete, denied and/or withdrawn applications for licensure and registration.
	Access Restrictions	KRS 61.878(1)(a) - Personal information.
	Contents	Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, resumes, renewal notices, letters of good standing and related documentation.
	Retention and Disposition	Retain denial letters fifty (50) years, destroy remaining material after two (2) years.