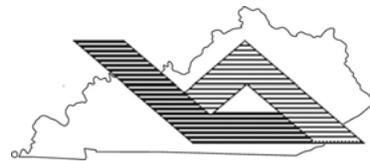




Board of Podiatry

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

Board of Podiatry 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 Board of Podiatry.

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 Board of Podiatry, 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.

Board of Podiatry

The Kentucky Board of Podiatry is responsible for regulating the practice and licensure of podiatry in the Commonwealth of Kentucky. The Board grants initial licensure to qualified podiatrists and oversees the annual renewal of licenses. The Board also investigates complaints against practitioners and is responsible for imposing disciplinary sanctions against those who violate Kentucky Revised Statutes Chapter 311.380-311.520 and Kentucky Administrative Regulations, Title 201, Chapter 25:011-25:080. The Board promulgates regulations concerning professional and business practice standards, continuing education and licensure requirements.

In 1920, the Board of Health was provided with authority to license chiropodists (Acts of 1920, Chapter 120). In 1948, a committee of five official examiners in chiropody established within the Department of Health (Acts of 1948, Chapter 176). In 1952, a State Board of Chiropody established in the Department of Health (Acts of 1952, Chapter 197). In 1954, the Board established in 1952 was severed from the Department of Health (Acts of 1954, Chapter 219, Section 2 (1) and KRS 311.390 and 311.520) and a State Board of Chiropody was established. Finally, in 1962, this Board was established as the Board of Podiatry (Kentucky Acts 289, Section 3).

RECORDS RETENTION SCHEDULE

Signature Page

Board of Podiatry
Agency

September 12, 2013
Schedule Date

Unit

Change Date

September 12, 2013
Date Approved By Commission

APPROVALS

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

[Signature]
Agency Head

9-27-13
Date of Approval

[Signature]
Agency Records Officer

9-27-13
Date of Approval

Barbara Teeple
State Archivist and Records Administrator
Director, Public Records Division

9/14/13
Date of Approval

Wayne Orbit
Chairman, State Archives and Records Commission

9/12/13
Date of Approval

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

Pamela C. Compton
Records Analyst/Regional Administrator

09/12/2013
Date of Approval

[Signature]
Appraisal Archivist

9/12/2013
Date of Approval

[Signature]
State/Local Records Branch Manager

9/12/12
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

9/12/13
Date of Approval

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

General Government
 Podiatry, Board of

Record Group
Number
2120

Series	Records Title and Description	Function and Use
01373	Master Folder - Podiatrists (V)	This series documents that the established requirements of the Board of Podiatry Licensure have been met and that physicians practicing as a podiatrist have been properly licensed per KRS 311.380 through KRS 311.500.
	Access Restrictions	KRS 61.878 (1)(a) re personal information
	Contents	Series may contain: License Application including address, phone number, Social Security Number, and date of birth; Educational Certification; Graduation date from medical school; Examination Score; License Number and Issue date; Expiration Date of License; Status of license (Active or Inactive); Continuing education credits, including the completion of HIV/AIDS class; County of practice and business name; Complaints, investigations, and if applicable, disciplinary action; and related correspondence
	Retention and Disposition	Retain in Agency permanently.
01374	License Renewal File (V)	This series documents the annual license renewal for the practice of podiatry per the requirements of KRS 311.450 and 201 KAR 25:021. The Board of Podiatry (the Board) sends notices to all licensed podiatrists in the Commonwealth of Kentucky on or before June 1 of each year advising the annual license fee is due on July 1 of each year. Delinquent penalties may be assessed, in addition to the annual renewal fee, if not submitted by the due date. Podiatrists are required for renewals to complete a HIV/AIDS class once every ten (10) years or more frequently at the discretion of the Board and this record is also retained in the Master Folder, series 01373.
	Access Restrictions	KRS 61.878 (1)(a) re personal information
	Contents	Series may contain: Name, address, license number, phone number, Social Security Number; amount of renewal fee and amount paid; HIV/AIDS course completion date; and correspondence
	Retention and Disposition	Retain in Agency five (5) years after renewal date and audit, then destroy.
01376	Podiatrists Mailing List	This series represents an electronic listing of all podiatrists licensed to practice podiatric medicine and registered with the Commonwealth of Kentucky Board of Podiatry.
	Access Restrictions	
	Contents	Series may contain: Name, address, phone number, license number, date license issued and date of expiration, disciplinary actions (if applicable), county of practice, business name, status of license (active or expired), graduation date.
	Retention and Disposition	Retain in Agency permanently.
06461	Incomplete Applications	This series documents incomplete applications for a license to practice podiatry in the Commonwealth of Kentucky. An incomplete application may also include failure to submit the requirement documentation per KRS 311.380 through KRS 311.500 or failure to submit the license fee at time of submission of initial application.
	Access Restrictions	KRS 61.878 (1)(a) re personal information
	Contents	Series may contain: License Application including address, phone number, Social Security Number, and date of birth; Educational Certification; Graduation date from medical school; Examination Score; County of practice and business name; and related correspondence
	Retention and Disposition	Retain in Agency five (5) years from date of submission of application, then destroy.

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

General Government
Podiatry, Board of

Record Group
Number
2120

Series	Records Title and Description	Function and Use
06462	Investigative File - No Action Required	This series documents the decision of the Board's inquiry/hearing panel that there is insufficient cause to impose disciplinary action on a licensee. The minutes of the Board reflect that no action was taken against the physician. In such cases, no information is reported to the Federation of State Medical Boards or the National Practitioner Data Bank.
	Access Restrictions	KRS 61.878 (1)(a) re personal/medical information
	Contents	Series may contain: Investigative information; correspondence to grievant and physician; minutes of inquiry/hearing panel
	Retention and Disposition	Retain in Agency five (5) years after case closure, then destroy.

Electronic System With Included Records Series

General Government Cabinet

Board of Podiatry

System Description: The Board of Podiatry is an independent self-funded agency whose purpose is to protect the public by administering and enforcing the statutes and regulations concerning the practice of Podiatry. It does this by granting licenses to qualified podiatrists so they may practice podiatric medicine in Kentucky. The Board's other responsibilities include annual license renewal, monitoring continuing medical education requirements, handling complaints against podiatrists, and verifying the status of licenses for hospitals, insurance companies and credentialing agencies.

This system allows licensed podiatrists to renew their licenses online. Applicants must also provide current contact information and payment information for licensing fees. Applicants log into the system using their license number and last four digits of their social security number.

System Contents: Licensee contact information: name, address, phone number, email address; license status; personal history information related to podiatry services.

General Schedule Items:

System Title: **Kentucky Board of Podiatry Online Renewal System**

Alternate Title:

Series #: ***Series Title:***

Disposition Instructions:

01374 License Renewal File

Retain in Agency five (5) years after renewal date and audit, then destroy.

Electronic System With Included Records Series

General Government Cabinet

Board of Podiatry

System Description: The Board of Podiatry is an independent self-funded agency whose purpose is to protect the public by administering and enforcing the statutes and regulations concerning the practice of Podiatry. It does this by granting licenses to qualified podiatrists so they may practice podiatric medicine in Kentucky. The Board's other responsibilities include annual license renewal, monitoring continuing medical education requirements, handling complaints against podiatrists, and verifying the status of licenses for hospitals, insurance companies and credentialing agencies.

This system contains information about licensees, continuing education, disciplinary actions, and applicant records used by staff to regulate podiatrists. An online interface allows the public to search for licensees by name. Search results include licensee contact information; license status; license issuance and expiration date; business name and address.

System Contents: Contents include license information: name, contact information, social security number, education credentials; date license issued; license renewal information; continuing education; disciplinary information; and license status.

General Schedule Items:

System Title: **Kentucky Board of Podiatry Database**

Alternate Title:

Series #: ***Series Title:***

Disposition Instructions:

01373 Master Folder - Podiatrists

Retain in Agency permanently.

01374 License Renewal File

Retain in Agency five (5) years after renewal date and audit, then destroy.

01376 Podiatrists Mailing List

Retain in Agency permanently.
