



# Council on Postsecondary Education

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

Council on Postsecondary Education 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 Council on Postsecondary Education.

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 Council on Postsecondary Education, 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.

## **Council on Postsecondary Education**

The Council on Postsecondary Education is charged with leading the reform efforts envisioned by state policy leaders in the Kentucky Postsecondary Education Improvement Act of 1997. The Council has multiple responsibilities to ensure a well-coordinated and efficient postsecondary and adult education system. Among its many responsibilities, the Council: develops and implements a strategic agenda for the postsecondary and adult education system that includes measures of educational attainment, effectiveness and efficiency; produces and submits a biennial budget request for adequate public funding of postsecondary education; monitors and approves tuition rates and admission criteria at public postsecondary institutions; defines and approves all academic programs at public institutions; ensures the coordination and connectivity of technology among public institutions; and collects and distributes comprehensive data about postsecondary education performance. The Council consists of the Commissioner of Education, a faculty member, a student member, and thirteen citizen members appointed by the Governor and confirmed by the Senate and the House of Representatives.

The Council on Higher Education was created in 1934, but it lacked broad coordinating authority until 1966, when it was empowered by KRS Chapter 164 to determine the overall needs of higher education, develop comprehensive plans, review the public institutions' funding requests, and approve professional schools. The 1992 General Assembly repealed KRS 164.010, which established the membership of the Council, and enacted a new law on appointment of members to the Council, as well as all university governing boards. In May, 1997, during the 1997 First Extraordinary Session, called by the Governor to reform higher education, the Council was abolished and the Council on Postsecondary Education was created (KRS 164.011). Executive Order 2000-8 issued on January 4, 2000, and confirmed by 2000 Senate Bill 233 removed the Commission on Community Volunteerism and Service from the Council and moved it to the Cabinet for Families and Children.

RECORDS RETENTION SCHEDULE

Signature Page

Council on Postsecondary Education
Agency

March 10, 2011
Schedule Date

Unit

September 13, 2012
Change Date

September 13, 2012
Date Approved By Commission

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APPROVALS

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

[Signature]
Agency Head

9/25/12
Date of Approval

[Signature]
Agency Records Officer

9/24/12
Date of Approval

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

9/13/2012
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

9/13/2012
Date of Approval

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

[Signature]
Records Analyst/Regional Administrator

9/13/2012
Date of Approval

[Signature]
Appraisal Archivist

9/13/2012
Date of Approval

[Signature]
State/Local Records Branch Manager

9/13/12
Date of Approval

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The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

9/13/12
Date of Approval

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

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Postsecondary Education, Council on  
 Academic Affairs, Division of  
 Academic Services

**Record Group**  
**Number**  
**0880**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06371</b>	<b>Program Approval and Review File</b>	This series documents the approval and review of academic programs submitted and offered by public 2-year and 4-year colleges and universities. Pursuant to KRS 164.020(1), the Council on Postsecondary Education (CPE) is empowered to define and approve the offering of all postsecondary education technical, associate, baccalaureate, graduate, and professional degree, certificate, or diploma programs in the public postsecondary education institutions. It is also mandated that CPE expedite the approval of requests from the Kentucky Community and Technical College System (KCTCS) Board of Regents relating to new certificate, diploma, technical, or associate degree programs of a vocational-technical and occupational nature. KRS 164.020(16) authorizes CPE to eliminate, in its discretion, existing programs or make any changes in existing academic programs at the state's postsecondary educational institutions based on specific criteria.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Academic Program applications, agency approval letters, and program review files.
	<b>Retention and Disposition</b>	Retain program application and approval documentation permanently. Retain all other material for six (6) years, then destroy.
<b>06372</b>	<b>Programs of Distinction File</b>	This series documents the proposals and institutional reports for university Programs of Distinction. It is used to determine funding of university programs using the Regional University Excellence Trust Fund, created by the Kentucky Postsecondary Education Improvement Act of 1997 (HB1). All public, four-year regional universities submitted proposals for the funding of at least one nationally-recognized program. Universities were guided by the Kentucky Council on Postsecondary Education's Incentive Trust Fund Criteria and Application Guidelines. University Proposals document the program strengths, rationale for selecting the program, and budgeting for program expenditures. Funding consisted of \$6,000,000 distributed between the six comprehensive universities beginning in the 1997-98 fiscal year. Beginning in 2000-01, the trust funds were transferred to the base funding for the universities in amounts equivalent to the 1999-00 distribution.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series Contains: Program of Distinction proposals and agency approval of funding.
	<b>Retention and Disposition</b>	Retain permanently.

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

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

Postsecondary Education, Council on  
 Academic Affairs, Division of  
 Kentucky Adult Education/GED Services

**Record Group**  
**Number**  
**0880**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>02408</b>	<b>General Educational Development (GED) Card Index File (V)</b>	CLOSED--This series documented the scores of individuals that took the General Educational Development (GED) test, or some portion (subtest) of it, at the University of Louisville between the 1950's and 1983. It verifies any or all portions of the examination that was taken, which portion was passed and which was not, or which area was not completed. It is important to note that the scores are still valid for a (sub)test that were taken and passed. For someone to choose to take the exam again, he would only have to take the test(s) previously failed, not completed, or not ever taken.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a)(k) Personal information - test scores.
	<b>Contents</b>	Series contains: Name, address, score(s), date of examination, subtest(s) taken, and scores.
	<b>Retention and Disposition</b>	Retain Permanently.
<b>04435</b>	<b>Eighth Grade Equivalency Certificate File (V)</b>	CLOSED: This series documented the granting of an eighth grade certificate furnished by the Department of Adult Education and Literacy, Adult Secondary Education program (formerly the Department of Education, Division of Adult Education) based upon the fulfillment of prescribed standards. The examination was created in the mid-1960's to enable many adults to qualify for jobs that had a minimum requirement of an eighth grade education. This program was established before the General Educational Development (GED) standards were in place. There are a number of national exams, still given today, most notably the Test of Adult Basic Education and the California Achievement Test. There is not one that is exclusively used in Kentucky, however, the tests do change each year.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a)(k) - Personal information/test scores.
	<b>Contents</b>	Application-includes Name, age, date of birth, county, school district, last school attended, reason for leaving school, military service, signature of school superintendent; Bubble Sheets (Response Sheets); Report of Test, Date Administered, Score.
	<b>Retention and Disposition</b>	Retain permanently.
<b>04489</b>	<b>Incomplete Test Scores File (at Testing Centers) (V)</b>	CLOSED--This series documented the incompletes and failures of those who took all or parts of the General Educational Development (GED) examination, but did not achieve a passing average score. To achieve a passing score, the examinee had to take all five subtests and have an averaged score of 45. There are 55 testing centers in Kentucky including the Department of Corrections (counted as one, but may have several testing centers within the correctional institutions) throughout Kentucky. The scoring of tests was centralized and automated in 1983 by the agency.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a)(k) - Personal information / test scores.
	<b>Contents</b>	Series contains: Name of examinee; Score(s) of subtests taken; Date of test.
	<b>Retention and Disposition</b>	Retain Permanently.
<b>04490</b>	<b>General Educational Development (GED) Files (V)</b>	This series documents the test scores and the issuance of credentials regarding the Kentucky high school equivalency diploma (785 KAR 1:010). Credentials are issued upon successfully passing the GED test given by one of the Official GED Testing Centers in Kentucky in conformance with the requirements of GED Testing Service, a joint venture of the American Council on Education and Pearson VUE.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a)(k) - Personal information/Test scores.
	<b>Contents</b>	Series may contain: GED test content areas taken, scores earned, diploma issue date and diploma number. Test-taker name, contact information, date of birth, SSN and consent to release.
	<b>Retention and Disposition</b>	Retain Permanently.

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

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Postsecondary Education, Council on  
Academic Affairs, Division of  
Licensing

Record Group  
Number  
0880

Series	Records Title and Description	Function and Use
06144	<b>Postsecondary Licensing Files</b>	This series documents the licensing of postsecondary education institutions in Kentucky. Per KRS 164.947, the Council on Postsecondary Education (CPE) has adopted standards and procedures for the licensing of colleges to ensure that the programs of preparation are comparable to the generally accepted standards of collegiate instruction with respect to faculty, curriculum, facilities, and student cost; and that there is full disclosure with respect to the philosophy and purposes of the institutions and their respective capacities to fulfill these objectives. CPE licenses not-for-profit postsecondary education institutions and for-profit baccalaureate-degree-granting institutions to protect bona fide institutions and citizens of the Commonwealth, from fraudulent practices, unfair competition and substandard educational programs. This includes private colleges located in Kentucky, private colleges located outside of Kentucky, but which operate in Kentucky and public colleges located outside of Kentucky, but which operate in Kentucky.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Initial application, licensure letter, annual application, supplementary application, student complaint records, institution financial information, curriculum information, program information, facility information, faculty information and related correspondence and related documents.
	<b>Retention and Disposition</b>	Retain for eight (8) years after non-renewal, then destroy.

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

**STATE AGENCY RECORDS**  
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Postsecondary Education, Council on  
 Budget, Policy, and Planning, Division of

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**Number**  
**0880**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>01070</b>	<b>Budget Requests - From Various Colleges and Universities</b>	This series documents biennial budget requests submitted by Kentucky's postsecondary education institutions and the subsequent budget recommendations approved by the Council on Postsecondary Education (CPE) and submitted by CPE to the Governor and General Assembly. Pursuant to KRS 164.020(9)(10)(11), CPE is charged with devising, establishing and periodically reviewing and revising policies to be used in making recommendations to the Governor for consideration in developing recommendations to the General Assembly for appropriations to the universities and the Kentucky Community and Technical College System.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Budget request documents, analysis documents and related documents and correspondence.
	<b>Retention and Disposition</b>	Retain Permanently.
<b>03150</b>	<b>Capital Construction Files (V)</b>	These files are used to document compliance with KRS 164.020 which states - "The Council on Higher Education in Kentucky shall: (5) Review and approve all capital construction projects the cost of which exceeds two hundred thousand dollars (\$200,000) approved by the governing boards of the state-supported institutions of higher education prior to the institutions' submission of such projects to the Finance and Administration Cabinet and/or state property and buildings commission." These files aid in budgeting capital construction needs for each of the eight state-funded universities by providing necessary information concerning student enrollment, how much space is available on campus presently, estimates of additional space needed compared with expected increases in enrollment, and handicap and special facilities available presently and also needed. All the preceding information is supplied by the budget requesting university for review by the Council. After its review, the Council makes its recommendation to the Legislature for passage. If the budget request is passed, the university is notified through its budget and construction can begin. If private funds are used, the Council reviews the construction plans and offers their recommendations only to the particular university. Construction begins when the university is satisfied with the plans.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Correspondence between the Council and the requesting university, between the Council and council members, between the Council and the Governor's Office for Policy and Management, between the Council and the Legislative Research Commission, the Council action or recommendation, and the project completion document.
	<b>Retention and Disposition</b>	Retain Permanently.
<b>03151</b>	<b>Council on Higher Education Desegregation Plan</b>	CLOSED: This series documents the desegregation plan which covered the period 1982-1987 and was developed in response to a federal mandate issued by the Office for Civil Rights due to the fact that Kentucky was found not to be in compliance with Title VI of the Civil Rights Act (See Records Officer File for copy of letter from OCR). This plan was used as an implementation tool for Kentucky's continuing effort toward removing vestiges of the former dual system (white and black separated) of education.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Benchmarks - steps to be taken by Kentucky during the five year period (1982-87) covered in this plan. Benchmarks are as follows: plan to enhance the traditionally black institution (KSU), plan to increase black student enrollment, plan to increase black faculty and staff.
	<b>Retention and Disposition</b>	Transfer to State Archives Center for Permanent retention.

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

STATE AGENCY RECORDS  
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Postsecondary Education, Council on  
 Budget, Policy, and Planning, Division of

Record Group  
 Number  
 0880

Series	Records Title and Description	Function and Use
03152	<b>Desegregation Workpapers</b>	CLOSED: This series documents the narrative report issued by each state funded university during the years 1982-86 to provide the Council on Higher Education with documentation of all desegregation activities during the prior year. This information was used to compile the statistics given in the Annual Report to the Office for Civil Rights (See Records Officer File for copy of letter from OCR).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Statements of all desegregation activities during the prior year.
	<b>Retention and Disposition</b>	Transfer to State Archives Center for Permanent retention.
03153	<b>Equal Employment Opportunity Survey 6</b>	This series documents inquiry forms issued during odd numbered years by EEO through the Council on Higher Education. Each state-funded university and the community college systems are required to complete and return the forms to the Council on Higher Education. The council must then check the data and work with the college or university to address any discrepancies. The Council then prepares tables for each college or university according to salary range by sex and by race within the following job classifications or categories: 1) Executive/administrative/managerial; 2) Professional/non-faculty; 3) Faculty; 4) Secretarial/clerical; 5) Skilled crafts; 6) Service/maintenance; 7) Technical/paraprofessional. This information is used to compile the Annual Report to the Office for Civil Rights. It is also used to document employment of both minorities and women within the state funded colleges or universities. This information is also used to answer requests from council members, legislators, the media, surrounding states, or the general public concerning employment of the above mentioned groups.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Total full time employees according to salary range by sex and by race within the job classifications or categories listed previously. Additional information on tenure of faculty according to title by sex and by race may also be included. Summary information usually lists the number of part-time or "new hires" according to job classifications or categories by sex and by race.
	<b>Retention and Disposition</b>	Retain for ten (10) years. Transfer to State Records Center for an additional twenty (20) years. Total retention is thirty (30) years.
03154	<b>Annual Report to Office for Civil Rights</b>	CLOSED: The Council on Higher Education Desegregation Plan (SN 03151) was developed at the direction of the Office for Civil Rights (See Records Officer File for copy of letter from OCR). This information is used to document the desegregation activities for the period 1982-1986 in relation to the requirements of the plan. All state funded universities were required to participate in the survey and to return it to the Council on Higher Education. The Council was then required to total the statistics and monitor the responses of each university. As the coordinator between the Office of Civil Rights and the state funded universities, the Council was then required to compile this information into an annual report to the Office of Civil Rights. The desegregation plan was to monitor the universities through the period 1982-87, and the Office of Civil Rights has accepted the annual reports issued.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Executive Summary composed by the Council on Higher Education, self-assessment reports documenting responses from each university about the past year's efforts toward compliance with desegregation activities, The Council on Higher Education Analysis of state-wide progress.
	<b>Retention and Disposition</b>	Transfer to State Archives Center for Permanent retention.

**STATE ARCHIVES AND RECORDS COMMISSION**  
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**STATE AGENCY RECORDS**  
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Postsecondary Education, Council on  
 Budget, Policy, and Planning, Division of

**Record Group**  
**Number**  
**0880**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03155</b>	<b>Integrated Post-Secondary Education Data</b>	<p>CLOSED: CPE's role ended 1996. This series documents ten surveys issued by the Center for Statistics in Washington and through the Council on Higher Education. The universities return the information to the Council for editing. The Council then uses the information to compile the three publications listed above (03151, 03153, 03154) for statewide distribution. This information is also used by the Council in preparing budgets for each university. This information is also used to answer any requests from council members, legislators, the media, surrounding states, or the general public concerning enrollment, degrees, and/or origin (county and state of residence).</p> <p>NOTE - For the period 1958 - 1986 this series was referred to as the Higher Education General Information Survey (HEGIS Report). For the period 1958 - 1978 the HEGIS Report was incorporated in the series Annual or Summary Reports (SN M0022) and are stored in the States Archives. For the period 1979 - present, summary information is included in the Annual or Summary Reports with the data received from the universities covered in this series.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> Series contains: Yearly totals for the following categories: 1) Degrees given by area of study, sex, race, program, level; 2) Fall enrollment by sex, race, program, level, age range; 3) Occupationally specific programs fall enrollment by sex, race, program, level; 4) Institutional activity, total credit or contact hours per year, unduplicated head count for the year, enrollment in remedial courses; 5) Residence and migration of students (1st time students by state of origin); 6) Finance, expenditures per university; 7) Faculty salaries (instructional faculty only) by sex, tenure, rank, length of contract; 8) Libraries, # of librarians, staff, operating expenditures, library collections, loan transactions, library service per week; 9) Institutional characteristics, types of educational offerings, organization &amp; accreditation, calendar admission requirements &amp; services, student charges; 10) Fall staff, # of persons employed, contracted or donated services.</p> <p><b>Retention and Disposition</b> Retain for ten (10) years. Transfer to State Records Center for an additional twenty (20) years. Total retention is thirty (30) years.</p>
<b>03156</b>	<b>Accountability Report</b>	<p>This series represents the Council on Postsecondary Education's (CPE) annual accountability report. Pursuant to KRS 164.095, CPE must submit to the Governor and Legislative Research Commission an annual accountability report that measures educational quality, student progress, research, use of resources, and other outcomes that support the achievement of CPE's strategic agenda and the postsecondary reform act of 1998. The report is compiled from data submitted by Kentucky's public and independent colleges and universities throughout the academic year and from various national data sources.</p> <p><b>Access Restrictions</b> KRS 61.878(1)(a)(k) &amp; 20 U.S.C. 1232g (FERPA)- Personal Information.</p> <p><b>Contents</b> Series contains: Information on student enrollment and demographics, degrees earned and college readiness, as well as graduation and completion rates, financial and other related information regarding Kentucky's colleges and universities.</p> <p><b>Retention and Disposition</b> Retain for thirty (30) years.</p>

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# *Electronic System With Included Records Series*

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## **General Government Cabinet**

### *Council on Postsecondary Education*

***System Description:*** The Strategic Trust Fund Reporting system tracks the use of endowment matching funds, programs of distinction, and other strategic initiatives. Data is collected via spreadsheets and brochures from institutions and from the Kentucky Postsecondary Education Data System. Reports are tied to state mandates.

***System Contents:*** System contains: endowment fund data, program of distinction proposals and agency approved funding, and data related to strategic initiatives.

#### ***General Schedule Items:***

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***System Title:*** Strategic Trust Fund Reporting System

***Alternate Title:***

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

***Disposition Instructions:***

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06372 Programs of Distinction File

Retain permanently.

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# *Electronic System With Included Records Series*

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## **General Government Cabinet**

### *Council on Postsecondary Education*

***System Description:*** The Kentucky Postsecondary Program Proposal System (KPPPS) is a web-based application where postsecondary institutions give notification of their intention to offer a new academic program. When a proposal is posted on KPPPS, institutions have 45 days in which to voice any comments or concerns. Once the 45-day review period has ended, the institution either completes its internal program approval process or submits a more detailed proposal for further Council review and/or approval.

***System Contents:*** The system contains proposals submitted to CPE. These proposals are divided into three groups: Pre-posted Proposals, Proposals under 45-Day Review, and Composite Proposal Review. The system allows users to sort these proposal types by proposing institution, program title, and submission date. Proposals data includes: Program Title, Proposing Institution, Degree Designation, Program Description, Statement of Need, Names of Contacts, Proposal Date, and Status of Proposal.

#### ***General Schedule Items:***

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***System Title:*** Kentucky Postsecondary Program Proposal System ***Alternate Title:*** KPPPS

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<b><i>Series #:</i></b>	<b><i>Series Title:</i></b>	<b><i>Disposition Instructions:</i></b>
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06371	Program Approval and Review File	
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		Retain program application and approval documentation permanently. Retain all other material for six (6) years, then destroy.
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# *Electronic System With Included Records Series*

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## **General Government Cabinet**

### *Council on Postsecondary Education*

**System Description:** Kentucky Postsecondary Education Data System is a unified database containing public and private higher education institutional data used by the Council on Postsecondary Education (CPE) for state and federal reporting, policy analysis, and decision-making. The data and information collected through the comprehensive database system are used in support of improvements to instruction and to evaluate and measure performance within the system, all in support of postsecondary education reform. KPEDS is the largest source database of the comprehensive accountability system that the CPE is required to develop and maintain by KRS 164.020 and KRS 164.095.

**System Contents:** KPEDS contains annual and by-semester student-level records, beginning with the summer semester of 1998 to the present. Tables include student enrollment, demographics, degrees conferred, transfer, courses taken with grades, financial aid and institutional facilities and space utilization. KPEDS also collects licensure and summary level data from institutions operating in Kentucky.

#### **General Schedule Items:**

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**System Title:** Kentucky Postsecondary Education Data System      **Alternate Title:** KPEDS

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<i>Series #:</i>	<i>Series Title:</i>	<i>Disposition Instructions:</i>
03156	Accountability Report	Retain for thirty (30) years.
06144	Postsecondary Licensing Files	Retain for eight (8) years after non-renewal, then destroy.

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## *Electronic System With Included Records Series*

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### **General Government Cabinet**

#### *Council on Postsecondary Education*

***System Description:*** GED Online Requests is a Web-based system used by individuals or employers who seek confirmation of a GED.

***System Contents:*** GED Online Requests allows individuals or employers a self-serve GED request service. Individuals or employers visit the request website and provide pertinent information and payment details. The GED staff then processes the request against multiple GED databases and sends available GED documentation to the requestor.

#### ***General Schedule Items:***

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<b><i>System Title:</i></b>	<b>GED Online Requests</b>	<b><i>Alternate Title:</i></b>	
<b><i>Series #:</i></b>	<b><i>Series Title:</i></b>	<b><i>Disposition Instructions:</i></b>	
04490	General Educational Development (GED) Files	Retain Permanently.	

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## *Electronic System With Included Records Series*

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### **General Government Cabinet**

#### *Council on Postsecondary Education*

***System Description:*** The GED Administration Portal is an internal system utilized by the Kentucky Adult Education GED staff to monitor and manage GED requests.

***System Contents:*** GED Admin Portal allows authorized GED staff to search and retrieve details of an individual's GED history and request transactions. System users may update information, if needed. In addition, GED staff may produce documentation of an individual's GED history for distribution to a GED requestor.

#### ***General Schedule Items:***

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***System Title:*** GED Administration Portal

***Alternate Title:*** GED Admin Portal

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

***Disposition Instructions:***

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04490 General Educational Development (GED) Files

Retain Permanently.

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# *Electronic System With Included Records Series*

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## **General Government Cabinet**

### *Council on Postsecondary Education*

**System Description:** The Council on Postsecondary Education Meeting Minutes Index is an internally developed Microsoft Access database utilized by the Council on Postsecondary Education (CPE). The database contains a subject index to Council meeting minutes.

**System Contents:** The database indexes CPE meeting minutes from 1997 forward. The database can be queried by subject matter. Full CPE meeting minutes from 2003 forward can be found at [www.cpe.ky.gov](http://www.cpe.ky.gov). Minutes from prior years can be obtained by contacting CPE.

**General Schedule Items:** E0039 - Finding Aides (Indexes)

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**System Title:** Council on Postsecondary Education Meeting Minutes Index

**Alternate Title:** CPE Minutes Index

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

**Disposition Instructions:**

E0039 Finding Aids (Indexes) or Tracking Systems

Destroy after the related hard copy or electronic records have been destroyed. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.

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# *Electronic System With Included Records Series*

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## **General Government Cabinet**

### *Council on Postsecondary Education*

***System Description:*** The Capital Expenditure Review system reviews all capital construction projects which have been approved by the governing boards of the state-supported institutions of higher education and which exceed \$600,000 in cost. Council conducts a facilities utilization study as well as other data analyses as part of review. CPE recommendation documents are based on data collected from data maintained by the Legislative Research Commission.

***System Contents:*** System contains project documentation and information concerning Council actions or recommendations for specific projects.

#### ***General Schedule Items:***

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***System Title:*** Capital Expenditure Review

***Alternate Title:***

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

***Disposition Instructions:***

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03150 Capital Construction Files

Retain Permanently.