



Kentucky Center for School Safety

Records Retention Schedule

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



Kentucky Department for Libraries and Archives

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

Center for School Safety 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 Center for School Safety.

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 Center for School Safety, 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.

Education and Workforce Development Cabinet
Kentucky Center for School Safety

The Kentucky Center for School Safety was created by the General Assembly in 1998 and operates under KRS 158.440 through 158.446. The mission of the Center is to serve as the central point for data analysis, research, and dissemination of information programs related to safety in schools; and, in collaboration with the Department of Education and others, to provide technical assistance for safe schools. The Center is governed by a twelve-member Board of Directors, appointed by the Governor.

RECORDS RETENTION SCHEDULE

Signature Page

Kentucky Center for School Safety
Agency

December 11, 2014
Schedule Date

Unit

Change Date

December 11, 2014
Date Approved By Commission

APPROVALS

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

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

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

12/11/14
Date of Approval

Wayne Ost
Chairman, State Archives and Records Commission

12/11/14
Date of Approval

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

[Signature]
Records Analyst/Regional Administrator

12/10/14
Date of Approval

[Signature]
Appraisal Archivist

12/10/2014
Date of Approval

[Signature]
State/Local Records Branch Manager

12/10/14
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

12/11/14
Date of Approval

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development Cabinet
 Kentucky Center for School Safety

Record Group
Number
2567

| Series | Records Title and Description | Function and Use |
|---------------|---|--|
| 06529 | Safe School Assessment Survey Data (V) | This series documents assessments by parents and students of the safety of individual schools in the Commonwealth, prior to a safety assessment visit. The Kentucky Center for School Safety (KCSS) participates in and coordinates independent assessments of individual school safety. These assessments include a school's physical plant as well as its general climate and culture. They are voluntary and free of charge. Prior to the assessment visit, survey data on school safety is collected from parents and students and analyzed by KCSS staff. The assessment team gives a preliminary report at the time of the visit, while a comprehensive report is sent to the principal and the superintendent about one month after the visit. The compiled survey data is analyzed as part of these reports. |
| | Access Restrictions | |
| | Contents | Series contains completed Safe School Assessment Surveys of parents, and students: ID number, gender, race, grade and/or number of children in school; questions related to: where children feel safe in a school; internet safety at school; reporting processes; suicide prevention; weapons at school; seriousness, likelihood or number of occurrences of various safety-related events at school; teacher supervision of student activity; student behavior on busses; and other general safety issues. |
| | Retention and Disposition | Retain for one (1) year, then destroy. |