



# Kentucky State Treasury

## Records Retention Schedule

Prepared by the State Records Branch  
Archives and Records Management Division

Approved by the State Libraries, Archives, and Records Commission



Kentucky Department for Libraries and Archives

This records retention schedule governs retention and disposal of records created, used and maintained by the Department of the Treasury. **Government records in Kentucky can only be disposed of with the approval of the State Archives and Records Commission (the Commission). If records do not appear on a Commission-approved records retention schedule, agencies should not destroy those records.** This agency-specific schedule was drafted by Department of the Treasury personnel and Archives and Records Management Division staff, and reviewed and approved by the Commission. This schedule provides the legal authority for Department of the Treasury to destroy the records listed, after the appropriate retention periods have passed.

Department of the Treasury 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 Department of the Treasury.

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 Department of the Treasury, including records created or stored using computers and computer systems. The *General Schedule for Electronic and Related Records* applies to records related to computers or a computer system. Examples of these include system documentation and use records, backup files, or website format and control records.

### **Audits and Legal Action**

Agency records may be subject to fiscal, compliance or procedural audit. If an agency should maintain records longer than the approved retention period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records that are subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings or open records matters. These records must be retained at least until all legal or

investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

### **Vital Records**

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

### **Confidential Records**

While all records created, used and maintained by government agency personnel are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is determined by the state's Open Records laws and other relevant state or federal statutes and regulations. Restriction of public inspection of confidential records may apply to the whole record or only to certain information contained in the record.

Kentucky's public records are considered open for public inspection unless there is some specific law or regulation that exempts them. Agency personnel who believe certain records are confidential should submit a citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority. **State agency heads have the responsibility to know all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained by their agency and to see that those laws are enforced.** Even though a record series may or may not be marked confidential on a retention schedule, contradictory laws or regulations that are passed after the schedule has been approved must be honored.

### **Copies of Records**

Agency personnel often make copies of records for internal use or reference purposes. Agencies should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful.

### **Updating the Retention Schedule**

Per 725 KAR 1:010, the head of each state government agency is required to designate a member of his or her staff to serve as a records officer. The agency records officer represents that agency in its records-related work with the Archives and Records Management Division. The agency records officer is responsible for assisting the Archives and Records Management Division in drafting a records retention schedule, and in finding any schedule updates to bring before the Commission. The retention schedule should be reviewed on a regular basis to suggest appropriate changes to the Commission.

## **Department of the Treasury**

The first Constitution of Kentucky (1792) provided for a Treasurer to be appointed annually by the General Assembly. The second Constitution (1799) added that the Governor could appoint the Treasurer while the General Assembly was in recess. The third Constitution (1850) called for the elections of the Treasurer for a term of two years. The current Constitution (1891) established a four-year term. KRS Chapter 41 outlines the State Treasury's responsibilities and delineates methods for deposits, withdrawals and disbursements of state funds.

The State Treasury is the chief clearinghouse for state government revenues. The agency records, verifies and pays all federal, state and local withholding taxes for state employees. It records, monitors, and reconciles all transactions in the state's depository and checking accounts.

The Kentucky State Treasury also performs the following functions: implements court ordered attachments against the salaries of state employees or moneys owed to state vendors; makes timely deposit of incoming revenues from state agencies; records, monitors and reconciles all transactions in the state's depository and checking accounts; makes all payments through various payment formats for all of the Commonwealth's obligations for all agencies, including Unemployment Insurance, Tax Refunds, and Employees' and Teachers' Retirement; provides all ancillary functions related to the payment process, including stop payments, forgery collections, and check cancellations for all state agencies; oversees and coordinates the electronic payment process for the Commonwealth for both incoming and outgoing payments; and serves as the central repository for all unclaimed and abandoned property that is required by statute to be reported to the Commonwealth. The Treasurer maintains an active program to identify and locate the owners of the unclaimed property turned over to the state.

RECORDS RETENTION SCHEDULE

Signature Page

Department of the Treasury  
Agency

December 12, 2013  
Schedule Date

Unit

March 9, 2017  
Change Date

March 9, 2017  
Date Approved By Commission

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APPROVALS

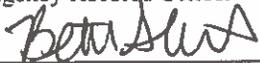
The undersigned approve of the following Records Retention Schedule or Change:

  
Agency Head

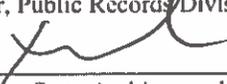
2/27/17  
Date of Approval

  
Agency Records Officer

2-27-17  
Date of Approval

  
State Archivist and Records Administrator  
Director, Public Records Division

3/7/17  
Date of Approval

  
Chairman, State Archives and Records Commission

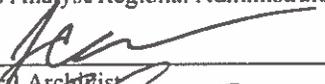
3/9/17  
Date of Approval

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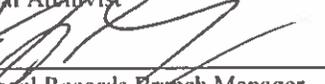
The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

  
Records Analyst/Regional Administrator

2-28-17  
Date of Approval

  
Appraisal Archivist

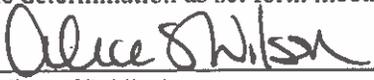
3/7/17  
Date of Approval

  
State/Local Records Branch Manager

03/07/2017  
Date of Approval

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The determination as set forth meets with my approval.

  
Auditor of Public Accounts

3-9-17  
Date of Approval

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

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

Treasury, Department of the

**Record Group**  
**Number**  
**2770**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>06479</b>	<b>Kentucky State Treasury Website</b>	<p>This series is a snapshot of the Office of the State Treasurer's website. The website functions as a central communication, outreach, and documentation tool for the Office. The website provides online public access to information about the Office's activities and allows the public to contact the Office by email, use online forms to apply for and submit material, and search records held by the Office. It makes multiple records available in a central location. Some of these records may be listed on the Office's records retention schedule, or the General Schedule for State Agencies, and may be transferred to the State Archives in different formats than those found online the website. The website may contain the original version of these records series or duplicate copies.</p> <p>The website also connects to the social media sites of the Office, allowing wider public notification of its activities.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> Series may contain: Treasurer's biography; organizational information and structure of the Treasury; speeches; press releases; photos; publications; and audio and video recordings. The website also contains a variety of files and scripts that allow for the website to function. These are covered by the series: Website Format and Control Records (E0058).</p> <p><b>Retention and Disposition</b> Through arrangement with the Office of State Treasurer, KDLA will take periodic snapshots of the website at various times during the term of each State Treasurer, including the beginning and ending of each four-year term and any significant changes made to the overall website. Snapshots will be retained permanently.</p>
<b>06828</b>	<b>Checks and Money Orders for Deposit</b>	<p>This series represents checks and money orders state agencies receive and send to the State Treasury. The Treasury processes the checks and money orders for deposit.</p> <p><b>Access Restrictions</b> KRS 61.878(1)(a) - payee address, financial information. Agencies should consult legal counsel regarding open records matters.</p> <p><b>Contents</b> Series may contain: bank routing information, payee/payer name, payee/payer address, payee/payer phone number, account number, amount paid to the Commonwealth, and occasionally a remark indicating the purpose of the payment.</p> <p><b>Retention and Disposition</b> Retain in Agency for one (1) year, then destroy after audit.</p>

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

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

Treasury, Department of the  
 Accounting

**Record Group**  
**Number**  
**2770**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03507</b>	<b>Deposits Folder</b>	This series verifies that the funds the state receives are deposited into the proper Treasury accounts per the requirements of KRS 41.280. The original depository information is retained at the Finance and Administration Cabinet.
	<b>Access Restrictions</b>	
	<b>Contents</b>	Series may contain: Name of depository bank; date of deposit; account name; deposit amount
	<b>Retention and Disposition</b>	Retain in Agency three (3) years and destroy after audit.
<b>03509</b>	<b>Monthly Reconciliation File - (MAS Printout) (V)</b>	This series documents a summary of all financial activity against each account that takes place at the bank, i.e., deposits, debit/credit memoranda, and collection tickets. It was created primarily for the benefit of the auditor to provide a monthly statement of transactions with the bank.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: deposit tickets; debit/credit memoranda; collection tickets; checks paid/checks cleared
	<b>Retention and Disposition</b>	Retain in Agency three (3) years and destroy after audit
<b>03513</b>	<b>Stale-Dated Check Information File</b>	This series documents the information necessary for Treasury to reissue a stale-dated check, i.e., a check where the original date of issue is at least one (1) year prior to the current date. Employee requests for reissuance of checks are handled by the respective agency. All other requests are handled by the responsible agency.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Name and address of payee; copy of warrant; affidavit; copy of purchase order; copy of reissued check; letter of request from the individual and copy of request from the agency; copy of bond form
	<b>Retention and Disposition</b>	Retain in Agency three (3) years and destroy after audit
<b>03514</b>	<b>Duplicate Check Requests File</b>	This series documents the information Treasury must have to reissue a check that has been lost, mutilated or stolen. The process of check replacement is initiated by the appropriate agency depending on the type of check to be reissued, i.e., payroll, tax, unemployment or public assistance.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Copy of stop payment request; bond form; memo from agency requesting a duplicate check; release form (if duplicate check request is cancelled)
	<b>Retention and Disposition</b>	Retain in Agency three (3) years and destroy after audit
<b>03515</b>	<b>Written-Off Check List - (CDS Printout)</b>	This series documents any agency checks that have not been cashed or deposited after one year from date check was issued. If a check is reissued by Treasury, it is "written off" the list, the transaction is dated and a new check number is entered. (It may be years before a request to have a check reissued is received.) This record enables Treasury to verify the existence of the initial check, and whether or not it was ever cashed or deposited prior to approving reissuance. Currently, Kentucky has no laws which limit reissuance of checks not cashed or deposited.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Check number, name of payee; type of check; amount; date initially issued; program number of department that issued check; date written off
	<b>Retention and Disposition</b>	Retain permanently in Agency.

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

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

Treasury, Department of the  
Accounting

**Record Group**  
**Number**  
**2770**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03516</b>	<b>Legal Salary Attachments on State Employees (V)</b>	This series documents legal salary attachments on state employees or contractors/vendors who have provided services or received money from the Commonwealth of Kentucky. The five types of legal salary attachments are: 1) Wage Garnishments on State Employees, 2) Non-Wage Garnishments on Vendors, 3) Court Ordered Wage Assignments for Child Support, 4) IRS Levy on Employee and Contractor, and 5) Revenue Claim on Employees and Contractors. All salary attachments are by court order. The files are maintained in active status until all payments are satisfied.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series may contain: Court order-identifies amount to be paid; to whom it's to be paid; how long it's to be paid; signature of Circuit Clerk and Judge; correspondence; payment records; order of wage garnishments (have 20 days to respond to court)
	<b>Retention and Disposition</b>	Retain in Agency three (3) years after case closure and audit, then destroy.
<b>03534</b>	<b>Record of Wire Transfer (V)</b>	This series documents the transfer of funds by wire. A written request by the Department initiates the transfer of funds to the appropriate source. The bank returns a copy of the request with the acknowledgment that the transfer was completed. The transaction will be executed and completed by a computer transfer by the Department.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Date of request; agency making request; amount of transfer; name of fund for transfer; recipient of transfer; date of transfer; check number (if applicable)
	<b>Retention and Disposition</b>	Retain in Agency three (3) years, then destroy after audit
<b>03536</b>	<b>Monthly Report of Deposits</b>	This series reflects daily deposits made by the Department by bank account or fund.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Name of account; amount of deposit; total deposit
	<b>Retention and Disposition</b>	Retain in Agency three (3) years, then destroy after audit.

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

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

Treasury, Department of the  
 General Administration and Support  
 Abandoned Property Program

**Record Group**  
**Number**  
**2770**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>04516</b>	<b>Unclaimed Property Holder Report File (V)</b>	This series documents the properties or funds to be surrendered to the Department of Treasurer from a company, corporation, or organization (bank, financial institution, insurance company) holding unclaimed property for a period of seven (7) years, possibly longer. Property subject to escheat is that which has a situs (some originating existence) in this state, property that has been bequeathed to a person and is not claimed by him or his heirs, or the owner dies without heirs. Property abandoned by the owner is to be delivered to the State and retained until a claim is validated. After seven (7) years, the statutes require the property in the custody of companies be turned over to the State. The report is filed each year, as required in KRS 393.110. Once a report is received from a company, its name is included on a mailing list. If subsequent reports are not received, the Department sends a notice to the company requesting them. Reports are required even when there is no unclaimed property to deliver (referred to as "zero" reports). The Department has contracts with agents that search for such property. The reports are input into the Unclaimed Property Database.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a) re personal information
	<b>Contents</b>	Series may contain: Name of company; date of report; name of owner of property; address; Social Security Number; last action date; type of property reported; value of property reported
	<b>Retention and Disposition</b>	Retain permanently in Agency.
<b>04521</b>	<b>Newspaper Notice File</b>	This series documents the efforts of the Department of Treasury to locate potential claimants and owners of unclaimed property through annual published notices in the major newspapers of the State as distributed by the Kentucky Press Association and as required in KRS 393.110. The notice only states there is unclaimed property at the Department of Treasury and provides contact information.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Newspaper notice stating unclaimed property; Department of Treasury contact information
	<b>Retention and Disposition</b>	Retain in Agency one (1) year after notice has been placed in newspapers, then destroy.

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

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

Treasury, Department of the  
 Withholdings  
 Accounting

**Record Group**  
**Number**  
**2770**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>03499</b>	<b>Federal Withholding Tax Payment Report</b>	This series documents the summary of federal tax deposits made by Treasury for state government each pay period per quarter per tax year and is created from the listing of all employees enrolled in the state payroll system. The list of employees is provided by the Personnel Cabinet after each pay period. The money paid and reported must balance when the report is completed.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Receipt of deposit, copy of check, warrant, purchase order, authorization for payment; federal tax deposit coupon
	<b>Retention and Disposition</b>	Retain in Agency eight (8) years, then destroy after audit.
<b>03501</b>	<b>City Occupational Tax Quarterly Payment Report</b>	This series documents that quarterly payments for occupational taxes incurred by state employees have been paid to the respective city/county government. Information to complete the report is provided to the Department by the Personnel Cabinet, Payroll Administration Branch.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) re personal information
	<b>Contents</b>	Series may contain: Purchase order authorization for payment; list of cities; balance owed at end of the quarter; name of employee; quarter-to-date; year-to date taxable wages; Social Security Number; wages subject to tax; current tax composit recap (district, total tax base, amount paid)
	<b>Retention and Disposition</b>	Retain in Agency two (2) years and destroy after audit

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# *Electronic System With Included Records Series*

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## **General Government Cabinet**

### *Kentucky State Treasurer*

#### **Unclaimed Property**

***System Description:*** The Unclaimed Property Database maintains information related to the properties or funds surrendered to the Treasurer's Office from a company, corporation, or organization holding unclaimed property for a period of seven years, possibly longer. It documents and tracks all correspondence with individuals filing claims and the status of a claim, information regarding the status of an account, and information related to the holders of unclaimed properties.

***System Contents:*** Name of company; date of report; name of owner of property; address; social security number; last action date; type of property reported; value of property reported, correspondence; claim form; supporting evidence and documentation of ownership. Claim form includes--name of claimant; address; property/funds to be claimed; company reported by; year of report; name on the report filed; statement of claim; signatures of claimant(s); date(s); social security number(s); daytime telephone number(s).

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

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***System Title:*** Unclaimed Property Database

***Alternate Title:***

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

***Disposition Instructions:***

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04516 Unclaimed Property Holder Report File

Retain permanently in Agency.