



Kentucky Board of Veterinary Examiners

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 this agency. **Government records in Kentucky can only be disposed of with the approval of the State Libraries, 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 agency personnel and Archives and Records Management Division staff and reviewed and approved by the Commission. This schedule provides the legal authority for this agency to destroy the records listed, after the appropriate retention periods have passed.

Agency 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 this agency.

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.

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.

Kentucky Board of Veterinary Examiners

The Kentucky Board of Veterinary Examiners (KBVE) was created in 1942, which were later fully repealed in 1948. Currently, KVBE is governed by Kentucky statutes and regulations which are collectively known as the Kentucky Practice Act, which was created in 1992.

KBVE shall administer and enforce the provisions of KRS Chapter 321 and shall have the responsibility of evaluating the qualifications of applicants for licensure and certification. The Board may promulgate administrative regulations in accordance with KRS Chapter 13A and Chapter 321 to carry out their responsibilities.

RECORDS RETENTION SCHEDULE

Signature Page

KY Board of Veterinary Examiners

September 14, 2023

Agency

Schedule Date

September 14, 2023

Unit


Change Date

September 14, 2023

Date Approved By Commission

APPROVALS


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


Digitally signed by
Michelle M. Shane
Date: 2023.09.06
15:33:38 -04'00'

09/06/2023

Agency Head

Date of Approval


Digitally signed by
Michelle M. Shane
Date: 2023.09.06
15:33:53 -04'00'

09/06/2023

Agency Records Officer

Date of Approval

DocuSigned by:

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9/18/2023

State Archivist and Chairman, State
Libraries, Archives, and Records
Commission

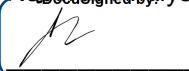
Date of Approval

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


Taylor Metzger
Records Analyst/Regional Administrator

08/30/2023

Date of Approval


Appraisal Archivist

9/15/2023

Date of Approval


State/Local Records Branch Manager

9/15/2023

Date of Approval

The determination as set forth meets with my approval.


Graham Gray on behalf of
Auditor of Public Accounts

9/18/2023

Date of Approval

**Archives and Records Management Division
Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Agriculture, Department of
Veterinary Examiners, Board of

**Record Group
Number
2980**

| Series | Records Title and Description | Function and Use |
|--------------|--|---|
| 05559 | License Folder - Veterinarians | This series documents activities related to issuing and regulating licenses for veterinarians pursuant to KRS 321.193. As defined by KRS 321.181, veterinarian means a practitioner of veterinary medicine who is duly licensed in the Commonwealth of Kentucky. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Original application, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, letters of good standing, related documentation. |
| | Retention and Disposition | Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy. |
| 05560 | License Folder - Registration of Veterinary Technicians and Technologists | This series documents activities related to issuing and regulating registrations for veterinary technicians and technologists pursuant to KRS 321.441. As defined by KRS 321.181, veterinary technician means a person who has an associate degree related to veterinary sciences or its equivalent as approved by the Board and who is registered by the board. Veterinary technologist means a person who has successfully completed an accredited program of veterinary technology approved by the Board and who is registered by the Board. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Original application, photographs, test scores, official college transcript and/or copies of diplomas, letters of verifications from other states, letters of good standing, notarized letter from the employing veterinarian, related documentation. |
| | Retention and Disposition | Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy. |
| 05561 | License Folder - Certification of Animal Control Agencies | This series documents activities related to issuing and regulating licenses for certified animal control agencies pursuant to KRS 321.207 and 201 KAR 16:080. As defined by KRS 321.181, certified animal control agency means a county or municipal animal shelter or animal control agency, private humane society, state, county or municipal law enforcement agency or any combination of those entities that temporarily houses stray, unwanted, or injured animals and that is certified by the Board. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Original application, inspection report of the facility by a Board-authorized person, related documentation. |
| | Retention and Disposition | Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government
Agriculture, Department of
Veterinary Examiners, Board of

Record Group
Number
2980

| Series | Records Title and Description | Function and Use |
|--------|--|---|
| 05562 | License Folder - Certification of Animal Euthanasia Specialists | This series documents activities related to issuing and regulating licenses for certified animal euthanasia specialists pursuant to KRS 321.207. As defined by KRS 321.181, certified animal euthanasia specialist means a person employed by a certified animal control agency who is authorized by the Board to humanely euthanize animals by administering drugs designated by the Board for euthanasia. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Original application, certificate of completion of a sixteen (16) hour Board-approved euthanasia specialist training course, copy of diplomas or GED, letters of verifications from other states, letters of good standing, related documentation. |
| | Retention and Disposition | Retain for twenty-five (25) years from last date of change in licensure status or last date of license renewal, whichever is longer, then destroy. |
| 05563 | Renewal Folder | This series documents license and/or registration renewals pursuant to KRS 321.211. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Renewal application, continuing education verification, related documentation. |
| | Retention and Disposition | Retain for six (6) years, then destroy. |
| 05565 | Continuing Education Provider Application Folder | This series documents approval by the Board for providers of continuing education training. These approved classes/workshops are taken by licensees to fulfill continuing education requirements. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Application, agenda, curriculum vitae, course outline, certificates, related documentation. |
| | Retention and Disposition | Retain for six (6) years from the date of approval, then destroy. Supplemental materials submitted in support of an approved application, such as brochures, course catalogs and school publications, can be purged one (1) year from the date of approval. |
| 05566 | Complaints Folder | This series documents complaints against licensees and registrants and any subsequent investigations and actions taken by the Board pursuant to KRS 321.351. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Complaint forms, responses, investigative reports, correspondence, legal actions, disciplinary actions, hearing notices, hearing transcripts, exhibits, related documentation. |
| | Retention and Disposition | Retain until twenty-five (25) years after board action and all appeals have been exhausted, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government
Agriculture, Department of
Veterinary Examiners, Board of

Record Group
Number
2980

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| 05567 | Incomplete, Denied and Withdrawn Applications Folder | This series documents incomplete, denied and/or withdrawn applications for licensure and registration. |
| | Access Restrictions | Agencies should consult legal counsel regarding open records matters. |
| | Contents | Series may contain: Original application, photographs, test scores, college transcript and/or copies of diplomas, letters of verifications from other states, renewal notices, letters of good standing, related documentation. |
| | Retention and Disposition | Retain fifteen (15) years, then destroy. |