

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET**

**Department for Libraries and Archives**

**Archives and Records Management Division**

**(Amended at ARRS Committee)**

**725 KAR 1:010. Records officers; duties.**

RELATES TO: KRS Chapter 171

STATUTORY AUTHORITY: KRS 171.450

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.450 requires the department to promulgate administrative regulations governing the procedures for retention scheduling of public records, disposal of public records, and for the transfer of public records to the State Archives or Records Centers. This administrative regulation establishes uniformity and continuity with regard to public records.

Section 1. Each constitutional, statutory, and executive authority of state and local government shall designate a member of the staff as records officer, whose duty shall be to represent that unit of government in its relations with the Archives and Records Management Division.

Section 2. Duties and responsibilities of each records officer shall be as established in subsection (1) of this section.

(1) The records officer shall assist the Archives and Records Management Division in inventorying, analyzing, and scheduling disposition of records of the records officer's unit of government, or in any manner approved by the agency head that could tend to establish an efficient system of records management.

(2) The records officer shall keep a record of the destruction of public records, noting the authorization for destruction and the amount and date span of records destroyed.

Section 3. The records officer shall keep a record of the transfer of public records to the State Archives and Records Centers, including the records transferred, date of transfer, and location in the State Archives and Records Centers.

Section 4.

(1) A state or local agency shall not destroy any original records after the records are microfilmed, digitized, duplicated, or reformatted without written approval of the Department for Libraries and Archives, as established in the Destruction of Public Records: A Procedural Guide.

(2) The records officer shall keep a record of the destruction of public records, noting the authorization for destruction and the amount of records destroyed. The records officer shall make an annual report of this record to a designated superior and to the State Archivist.

Section 5. Incorporation by Reference.

(1) "Destruction of Public Records: A Procedural Guide", November 2021, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40601, Monday through Friday, 9 a.m. to 4 p.m.

(2 Ky.R. 535; eff. 7-7-1976; 48 Ky.R. 556, 2213; eff. 5-3-2022.)

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