

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET**

**Department for Libraries and Archives**

**Archives and Records Management Division**

**(Amended at ARRS Committee)**

**725 KAR 1:061. Records retention schedules; authorized schedules.**

RELATES TO: KRS 171.420(3), 171.450

STATUTORY AUTHORITY: KRS 171.450

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.420(3) requires the State Libraries, Archives, and Records Commission to be the final authority for the disposition of all public records in Kentucky. KRS 171.450(1)(a) requires the department to establish procedures for the compilation and submission to the department of lists and schedules of public records proposed for disposal. KRS 171.450(2) requires the department to promulgate administrative regulations to enforce the provision of KRS 171.410 through 171.740. This administrative regulation establishes records retention and disposition schedules that state and local agencies shall follow for retention and disposition of public records.

Section 1. Schedules.

- (1) A Kentucky state government agency shall comply with:
  - (a) Records Retention Schedule, General Schedule for State Agencies;
  - (b) Records Retention Schedule, General Schedule for Electronic and Related Records; and
  - (c) The approved applicable schedule for the specific agency from among the following:
    1. Records Retention Schedule, Department of Agriculture;
    2. Records Retention Schedule, Auditor of Public Accounts;
    3. Records Retention Schedule, Economic Development Cabinet;
    4. Records Retention Schedule, Education and Workforce Development Cabinet;
    5. Records Retention Schedule, Energy and Environment Cabinet;
    6. Records Retention Schedule, Finance and Administration Cabinet;
    7. Records Retention Schedule, General Government;
    8. Records Retention Schedule, Office of the Governor;
    9. Records Retention Schedule, Cabinet for Health and Family Services;
    10. Records Retention Schedule, Justice and Public Safety Cabinet;
    11. Records Retention Schedule, Department of Law;
    12. Records Retention Schedule, Labor Cabinet;
    13. Records Retention Schedule, Legislative Branch;
    14. Records Retention Schedule, Office of the Lieutenant Governor;
    15. Records Retention Schedule, Personnel Cabinet;
    16. Records Retention Schedule, Public Protection Cabinet;
    17. Records Retention Schedule, Office of the Secretary of State;
    18. Records Retention Schedule, Tourism, Arts and Heritage Cabinet;
    19. Records Retention Schedule, Transportation Cabinet; or
    20. Records Retention Schedule, Department of the Treasury.
- (2) State universities and the Kentucky Community and Technical College System shall comply with the Records Retention Schedule, State University Model.
- (3) Kentucky local government agencies shall comply with:
  - (a) Records Retention Schedule, Local Government General Records Schedule;
  - (b) Records Retention Schedule, General Schedule for Electronic and Related Records; and

(c) The approved applicable schedule for the specific agency from among the following:

1. Records Retention Schedule, Area Development District;
2. Records Retention Schedule, County Attorney;
3. Records Retention Schedule, County Clerk;
4. Records Retention Schedule, County Coroner;
5. Records Retention Schedule, County Judge Executive;
6. Records Retention Schedule, County Sheriff;
7. Records Retention Schedule, County Treasurer;
8. Records Retention Schedule, County Jailer;
9. Records Retention Schedule, Lexington Fayette Urban County Government;
10. Records Retention Schedule, Public Library and Library Board;
11. Records Retention Schedule, Local Health Department;
12. Records Retention Schedule, Louisville Metro Government;
13. Records Retention Schedule, Municipal Government;
14. Records Retention Schedule, Public School District (K-12/Central Office); or
15. Records Retention Schedule, Kenton County Airport Board.

## Section 2. Incorporation by Reference.

- (1) The following material is incorporated by reference:
  - (a) "Records Retention Schedule, General Schedule for State Agencies", 2014;
  - (b) "Records Retention Schedule, General Schedule for Electronic and Related Records", 2014;
  - (c) "Records Retention Schedule, Department of Agriculture", 2014;
  - (d) "Records Retention Schedule, Auditor of Public Accounts", 2014;
  - (e) "Records Retention Schedule, Economic Development Cabinet", 2014;
  - (f) "Records Retention Schedule, Education and Workforce Development Cabinet", 2014;
  - (g) "Records Retention Schedule, Energy and Environment Cabinet", 2014;
  - (h) "Records Retention Schedule, Finance and Administration Cabinet", 2014;
  - (i) "Records Retention Schedule, General Government", 2014;
  - (j) "Records Retention Schedule, Office of the Governor", 2014;
  - (k) "Records Retention Schedule, Cabinet for Health and Family Services", 2014;
  - (l) "Records Retention Schedule, Justice and Public Safety Cabinet", 2014;
  - (m) "Records Retention Schedule, Department of Law", 2014;
  - (n) "Records Retention Schedule, Labor Cabinet", 2014;
  - (o) "Records Retention Schedule, Legislative Branch", 2014;
  - (p) "Records Retention Schedule, Office of the Lieutenant Governor", 2014;
  - (q) "Records Retention Schedule, Personnel Cabinet", 2014;
  - (r) "Records Retention Schedule, Public Protection Cabinet", 2014;
  - (s) "Records Retention Schedule, Office of the Secretary of State", 2014;
  - (t) "Records Retention Schedule, Tourism, Arts and Heritage Cabinet", 2014;
  - (u) "Records Retention Schedule, Transportation Cabinet", 2014;
  - (v) "Records Retention Schedule, Department of the Treasury", 2014;
  - (w) "Records Retention Schedule, State University Model", 2014;
  - (x) "Records Retention Schedule, Local Government General Records Schedule", 2014;
  - (y) "Records Retention Schedule, Area Development District", 2014;
  - (z) "Records Retention Schedule, County Attorney", 2014;
  - (aa) "Records Retention Schedule, County Clerk", 2014;
  - (bb) "Records Retention Schedule, County Coroner", 2014;
  - (cc) "Records Retention Schedule, County Judge Executive", 2014;

- (dd) "Records Retention Schedule, County Sheriff", 2014;
- (ee) "Records Retention Schedule, County Treasurer", 2014;
- (ff) "Records Retention Schedule, County Jailer", 2014;
- (gg) "Records Retention Schedule, Lexington Fayette Urban County Government", 2014;
- (hh) "Records Retention Schedule, Public Library and Library Board", 2014;
- (ii) "Records Retention Schedule, Local Health Department", 2014;
- (jj) "Records Retention Schedule, Louisville Metro Government", 2014;
- (kk) "Records Retention Schedule, Municipal Government", 2014;
- (ll) "Records Retention Schedule, Public School District (K-12/Central Office)", 2014;
- and
- (mm) "Records Retention Schedule, Kenton County Airport Board", 2014.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Archives and Records Management Division, Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40601, Monday through Friday, 9:00 a.m. to 4:00 p.m.

(34 Ky.R. 793; Am. 983; eff. 12-7-2007; 37 Ky.R. 969; 11-5-2010; 38 Ky.R. 1493; eff. 5-4-2012; 41 Ky.R. 2353; eff. 7-13-2015; 48 Ky.R. 566, 2217; eff. 5-3-2022.)

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