

**725 KAR 1:030. Scheduling public records for retention and disposal; procedures.**

RELATES TO: KRS 171.450

STATUTORY AUTHORITY: KRS 171.450, 171.580

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.450(1)(a) and (b) requires the department to establish procedures for the compilation and submission to the department of lists and schedules of public records proposed for disposal and to establish procedures for the disposal or destruction of public records authorized for disposal or destruction. KRS 171.580 authorizes the department to accept for deposit in the State Archives the records of any state or local agency that are determined by the department to have sufficient historical or other value to warrant their procedures for the scheduling of public records for retention and disposal and for the uniform destruction of public records.

Section 1. State and local agencies shall follow the procedures for scheduling public records for retention and disposal described in Records Retention Scheduling: A Procedural Guide.

Section 2. State and local agencies shall follow the procedures for disposing of eligible public records described in Destruction of Public Records: A Procedural Guide.

Section 3. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Records Retention Scheduling: A Procedural Guide", July 2008; and

(b) "Destruction of Public Records: A Procedural Guide", July 2008.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at Public Records Division, Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

(2 Ky.R. 536; eff. 7-7-76; Am. 34 Ky.R. 398; 792; 982; eff. 12-7-2007; 398; 820; eff. 10-31-2008; Certified to be amended; filing deadline 7-28-2021.)