

Managing Local Government Records - SROs

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Dr. David A. Rust
District Records Specialist

ALL state and local government employees are responsible for the records they create and maintain.

ALL employees can make a major contribution to good records management on a daily basis.

Under the terms of KRS 519.060(1)(b), a person who “intentionally destroys, mutilates, conceals, removes, or otherwise impairs the availability of any public records” without the authority to do so, is guilty of Tampering with Public Records, a Class D Felony.

KRS 171.41-

“all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings and other documentary materials, ***regardless of physical form or characteristics***, which are prepared, owned, used, in the possession of, or retained by a public agency.”

Recorded information is a record.

Public records show evidence of government activities.

Student Records - Infinite Campus

- ❖ **Any record printed from IC is a “duplicate or copy” of record held within IC.**
- ❖ **Please dispose of all duplicate copies in the school’s shred bin.**

L5323	Duplicate "Copy of Record"	This record series documents records that are reproduced/copied for administrative convenience and access and can be distributed throughout the school district. These are excess copies that are not recognized as the record copy.
	Access Restrictions	None
	Contents	This record series may contain: Duplicate copies of records regardless of format (paper, microform or electronic).
	Retention and Disposition	Destroy when no longer useful.

Messages - Email or Voicemail (Routine Correspondence)

- ❖ Email or voicemail relevant to the management of your job function must be retained for two years. I.e. SY 2024-25 can be destroyed in July of 2027.
- ❖ Non-business related email or voicemail that is not tied to the management of your job function may be deleted immediately, without documentation.

L5304	Routine Correspondence	This record series documents work related correspondence that is not crucial to the preservation of the administrative history of the school district. It is a non-policy nature and without permanent value. It deals only with general and routine operations of the office. The official operations are documented by other records maintained by the school district. Examples of Routine Correspondence include assistance to clients, explanations of policy, requests for information, or business-related discussions within an agency. The series also includes messages (via email) that are related to agency business, and support its work, but are not central or essential to it. Examples of this include listserv messages relevant to agency business, correspondence related to relevant professional organizations, event and other announcements received by non-issuing agencies, copies of messages (Cc or Bcc), voice mail, or meeting notices (for the recipient).
Access Restrictions	None	
Contents	This record series may contain: Incoming and outgoing correspondence of a non-policy nature without permanent value. This may take the form of email, voice mail and paper.	
Retention and Disposition	Retain for two (2) years, then destroy.	

Managing Surveillance Video

**L6463 Facilities Surveillance
Video/Audio Recordings**

This record series documents the activities in public areas and student areas of school district, including schools and other facilities. The cameras usually run 24 hours a day and record all activities in specific areas. There may be audio as well. Used to record everyday activity by students and school personnel in schools and other facilities. Used to document activities where there may be destruction of property, breaking and entering, or other unlawful acts. These may be used to document athletic and other extra-curricular activities. Recording technology dictates that these are kept short term.

Access Restrictions

20 USC Section 1232g et seq. & KRS 160.700 et seq.

Contents

This record series may contain: Video and audio recording of a areas in all school district facilities.

Retention and Disposition

Retain Master Copy one (1) week. Destroy if there is no recording that includes, or allegedly includes, injury to students or school employees. Retain Master Copy one (1) month for those recordings that include, or allegedly include, injury to students or school employees. Then destroy. The Master Copy shall not be edited, altered, or any portion destroyed. If there is an incident being investigated, retain until investigation and legal activity is complete, then destroy.

District Procedure - Video Recording Management

All Principals and District Leadership - Audio/Video Record Management: Copies of video or audio recordings may only be downloaded to local machines for the express purpose of documenting an injury, supporting an investigation or legal matter, or documenting a meeting, educational or extra-curricular activity.

- District building surveillance video is held on district servers for 30 days before being automatically overwritten and destroyed. The destruction of this video is formally documented via a destruction certificate every 30 days.
- Per KRS 160.705*, if an injury to staff or students occurs, and a video or audio recording exists, the digital recording must be retained. To initiate the recording preservation process, please contact Mr. Winkler and Dr. Rust who will assist with the documentation and securing of the pertinent recording. This must be done to ensure any recording can withstand possible scrutiny in court, should that be necessary.

* KRS 160.705: Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.

District Procedure - Video Recording Maintenance

All Principals and District Leadership - Audio/Video Record Management: Copies of video or audio recordings may only be downloaded to local machines for the express purpose of documenting an injury, supporting an investigation or legal matter, or documenting a meeting, educational or extra-curricular activity.

- Any copy of a recording, downloaded from a district server to a local machine, if used in support of student discipline or for other reasons, must be completely deleted (and deleted from electronic trash) during the 30-day overwrite period. The destruction of that recording will then be captured in the 30-day destruction documentation. However, if the video must be retained longer than 30 days due to a continuing investigation or legal activity, please contact Mr. Winkler and Dr. Rust before the 30-day window lapses.
- Any audio/video recording, held longer than 30 days on a local machine, but no longer needed, must be fully deleted and documented with a KCSD destruction certificate by the employee, department or school and submitted to Dr. Rust.

Video Concerns:

A. Recorded videos are either automatically overwritten and destroyed from the server, with documentation submitted by Mr. Winkler every 30 days. You don't do anything with these.

OR

A. Recordings need to be downloaded to support an investigation or document some action.

If the recording needs to be saved long-term (longer than 30 days) and possibly used in a legal proceeding, contact Dr. Rust and Matthew Winkler, using the following process, so the video may be processed properly, allowing for authentication and watermark. This will allow the video to withstand scrutiny in a court of law.

This is typically done in response to a Safety/Security Issue, Discipline, Injury to Staff, Student, Community

Video Processing and Reporting Steps for SROs and Administrators

This process will be used when recordings need to be downloaded to support an investigation or document an action, and likely held longer than 30 days.

1. Initiate process when surveillance or staff report indicates a safety or security violation to be investigated and documented.
2. Note the server, camera, location, date/time of event, and known participants.
3. Inform principal and/or law enforcement, as appropriate.
4. Initiate the digital recording preservation process, **as it becomes necessary, but within the 30-day window**, by contacting Mr. Winkler and Dr. Rust.
5. If law enforcement requests a copy of the recording, submit an open **records request** from the responding officer or detective to Dr. Rust.
6. Forward any subpoena to Dr. Rust who will manage the response process.

Any video kept on a local machine longer than 30 days must be deleted (and the digital trash deleted) AND a Destruction Certificate must be completed and submitted to Dr. Rust documenting the date(s) of video and volume of video being deleted.

Helpful Resources



KDLA website:

<https://kdla.ky.gov/Pages/index.aspx>

Information and Services for Government Records Management:

<https://kdla.ky.gov/records/Pages/default.aspx>

Retention Schedules:

<https://kdla.ky.gov/records/RetentionSchedules/Pages/Local-Government-Records-Schedules.aspx>

Local Records:

<https://kdla.ky.gov/records/recmgmtservices/Pages/Local-Government-Records-Services.aspx>

KCSD Destruction Certificates (Make a Copy Before Using):

[KCSD Destruction Certificate](#)

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