

Managing Local Government Records

October, 2024



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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.

What are Public Records?

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.



Public Record – YES or NO?

YES

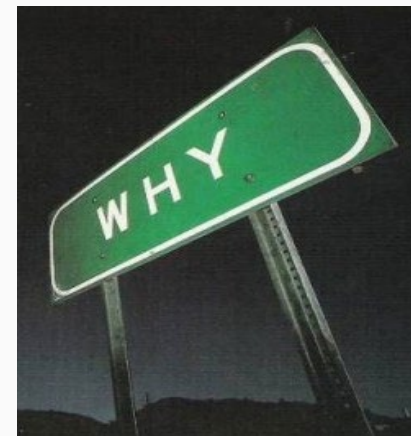
- Business Email & Voicemail
- Student records & SPED docs.
- Policy, memos, publications
- Business and function reports
- Finance and HR documents
- Newsletters and social media posts
- SBDM Records and Docs.
- Surveillance Video/Audio

NO

- Information and Reference or Copies of records
- Notes and reminders
- Personal notes and email
- Interoffice messages, without business or historical significance
- Quick reports from databases to inform action

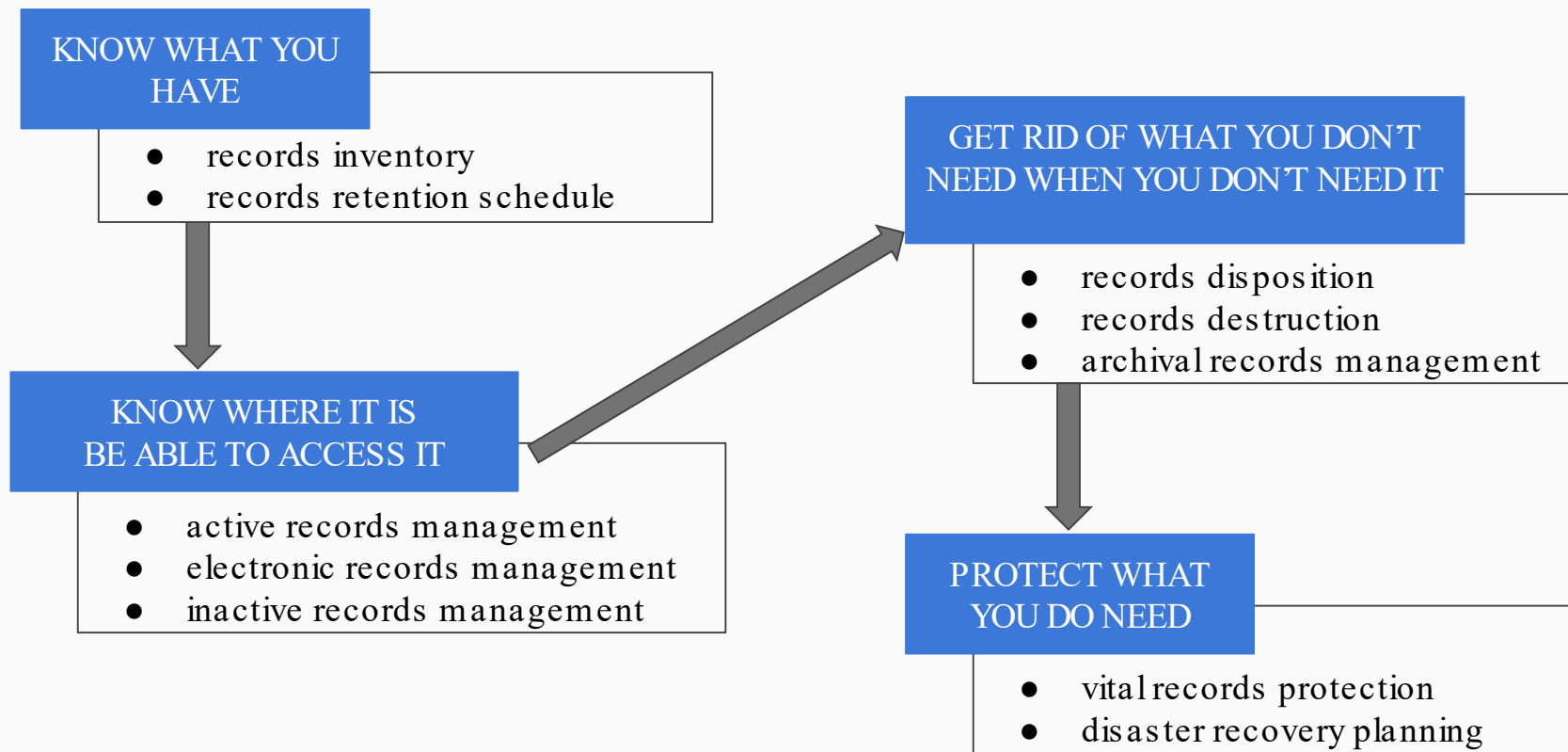
PRACTICING PROPER RECORDS MANAGEMENT ENSURES THAT KENTON COUNTY SCHOOLS CAN:

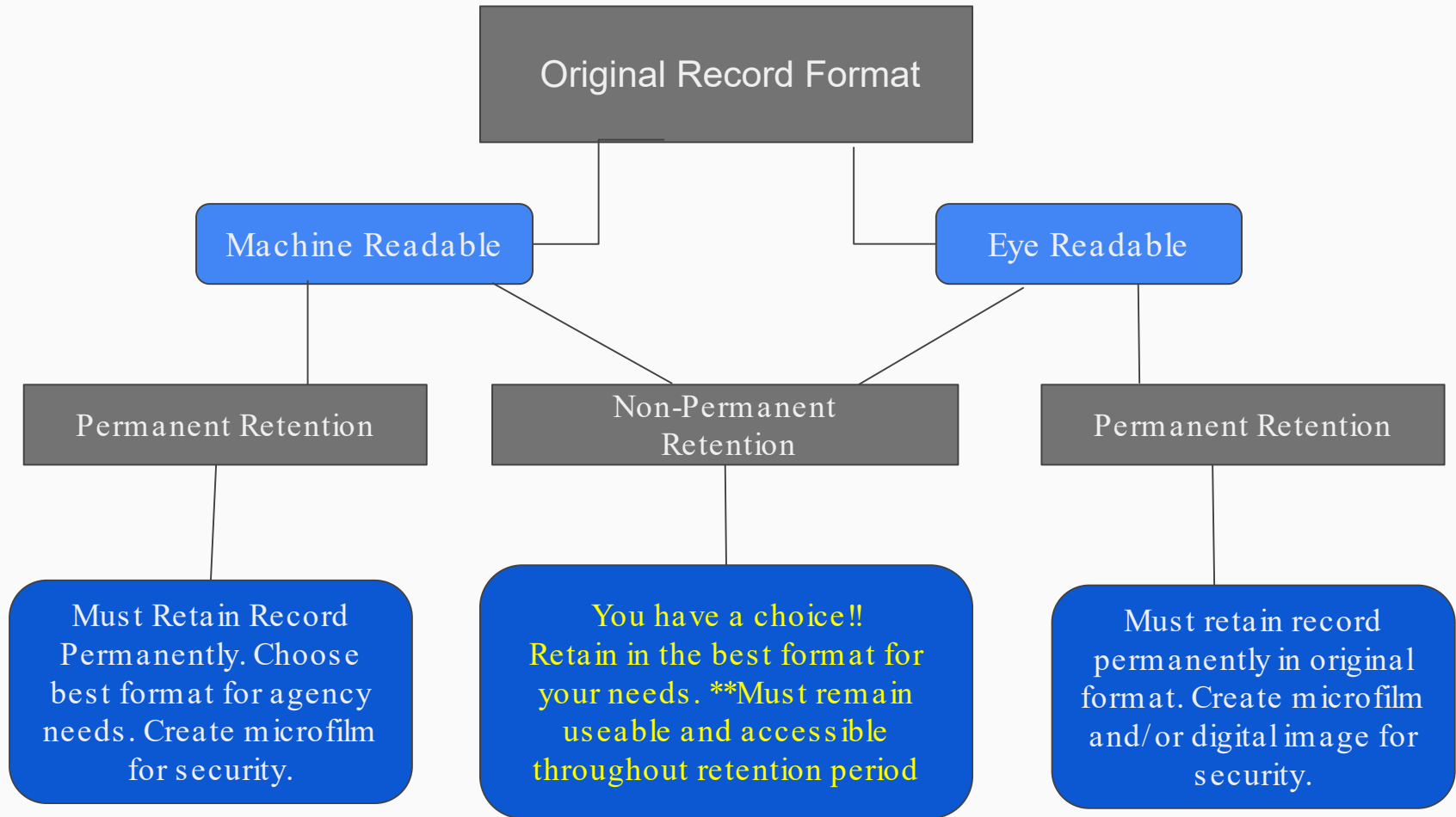
- Meet our legal and regulatory responsibilities;
- Decide which records to keep and which to destroy;
- Ensure an adequate documentary record of functions, policies, decisions, procedures, and essential transactions;
- Identify and properly maintain records of historical value;
- Operate effectively, economically, and efficiently; and
- Provide the right information to the right person (internally and externally), at the right time, and at the lowest possible cost.



- Records must remain accessible AND usable for the entirety of appropriate retention period.
- Destruction of records must be authorized by approved retention period. Permanent records may NEVER be destroyed without KDLA authorization.
- Records retention is agency-wide. Every employee who creates, receives, or maintains records is responsible for supporting records management and retention.

Records Management Program







Public School District

Records Retention Schedule

Prepared by the Local Records Branch
Archives and Records Management Division

Approved by the State Libraries, Archives, and Records Commission



- [See the electronic copy of the records retention schedule as this document changes frequently.](#)



What is a Retention Schedule

**A records retention schedule lists each record type, termed a:
“RECORD SERIES”.**

A record series is either a document or set of documents maintained together because they relate to a particular subject or function, result from the same activity, take the same form, or because of some other relationship arising out of their creation, receipt or use. **Content determines record series and retention, NOT format .**

Schedules Include:

- ☐ Title of Record
- ☐ Record Series Number (local agency series L####)
- ☐ Description of record series and contents
- ☐ Disposition instructions which explain how long to maintain the record and what to do once retention period has ended.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS County/Local: Public School Districts Facilities - Maintenance

Series	Records Title and Description	Function and Use
L6700	Work Orders	This record series documents requests for service and/or repairs, the subsequent work orders which are created and the specifics of the service and/or repair performed. Work/service orders may be originated by school staff, by the central office staff (Facilities) and also may be auto-generated by the system based on operations manual recommendations for servicing systems and equipment.
	Access Restrictions	None
	Contents	This record series may contain: Name of school/facility, description of work to be done, equipment/system to be serviced/repared, work order number, name of requestor, name of technician, date of request, date of service, time required to service, service/repair performed and related information.
	Retention and Disposition	Retain for three (3) years, then destroy.
L6701	District Keying Schedule	This record series documents the master district keying program and schedule. The security of district buildings, facilities and rooms are essential for the protection of students, staff, district and personal assets and equipment. In addition to the safety and protection of persons and property, all schools maintain confidential information on-site. The central district administration (facilities) is responsible for controlling and issuing keys (including access cards/codes) for their buildings, rooms, etc. All keys remain the property of the district and may only be duplicated with proper authorization.
	Access Restrictions	None
	Contents	This record series may contain: Inventories (key stock), authorizations, building codes, key codes and related information.
	Retention and Disposition	Retain Permanently.
L6702	Energy Management Report	This series documents Energy Management Reports. Pursuant to KRS 160.325, each local board of education must enroll in the Kentucky Energy Efficiency Program that is offered by the Kentucky Pollution Prevention Center at the University of Louisville in order to obtain information regarding the potential energy savings for every board owned and board operated facility. District superintendents report this information annually, to the local school board, the Kentucky Department for Energy Development and Independence and to the Legislative Research Commission.
	Access Restrictions	None
	Contents	This record series may contain: District name, school/facility name and location, energy usage data and related information.
	Retention and Disposition	Retain for five (5) years, then destroy.



LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS County/Local: Public School Districts Facilities - Maintenance

Series	Records Title and Description	Function and Use
L6697	Capital Construction Process Files	This record series documents the approval process of all capital construction as defined and mandated under KRS Chapter 162 and 702 KAR 4:160. The State Department of Education (KDE) must be furnished a copy of all plans and specifications for new public school buildings contemplated by local boards of education and for all additions to, or alterations of, old buildings. KDE examines all plans and specifications and will approve or disapprove them in accordance with the rules and regulations of the Kentucky Board of Education. Plan reviews for conformance with the Uniform State Building Code may be conducted only by the Department of Housing, Buildings and Construction. No local board of education may award a contract for the erection of a new building, or contract for an addition to, or alteration of, an old building until the plan has been approved by the chief state school officer.
	Access Restrictions	None
	Contents	This record series may contain: Project application form, site plans, floor plans, specifications, lease documents, board orders, proposals, contracts, construction documents, certificates of liability, financial documents, non-collusion affidavit, copy of performance and payment bonds, property insurance documents, budget documents, drawings, permits, building and grounds forms, A/E selection process, construction bidding documents, purchase orders (contractor and direct material purchases), weekly construction progress meeting minutes, warranty information, geotechnical testing reports, special inspection reports, facility commissioning report, A/E progress reports, building inspector occupancy report, change orders, prevailing wage reports and related documents and correspondence.
	Retention and Disposition	Retain prevailing wage reports for one (1) year after project closeout. Retain all other documents until building ceases to exist or is no longer owned by the school district.
L6698	Routine Inspections File	This record series documents routine facility and grounds inspections. Routine inspections are performed on water fountains, air filtering systems, heating and cooling systems, fire extinguishers, boilers, bleachers, playground areas and equipment and on certain structures such as hand railings, stairs, etc. Inspections may be performed by school district employees or by vendors. Routine inspections help to identify needed repairs, hazards and may support warranty requirements.
	Access Restrictions	None
	Contents	This record series may contain: Date, inspector, facility/building location, description of item/system inspected, recommendation and related information.
	Retention and Disposition	Retain for two (2) years, then destroy.
L6699	Underground Storage Tank Files	This record series documents inspections, testing, closure and compliance with related Environmental Protection Agency (EPA) regulations regarding underground storage tank systems (UST). A UST is a tank and any underground piping connected to the tank that has at least 10 percent of its combined volume underground. The federal UST regulations apply only to UST systems storing either petroleum or certain hazardous substances.
	Access Restrictions	None
	Contents	This record series may contain: Various types of testing needed for underground storage tanks, the dates such tests were performed and the test results. They also include records identifying the applicable rules and regulations for the operations and removal of such tanks.
	Retention and Disposition	Retain Permanently

	A	B	C	D	E	F	G	H
1	Series	Title	KCS Alt. Name	Retention	Series Section	KCS Owner 1	Owner 2	Owner 3
2	L1945	Register of Individuals Reviewing Student Records		4 yr	Admin.	Prin	Guidance	Sec/Clerk
3	L1966	Demographics Summary Report		1 yr	Admin.	Transportation	DPP	
4	L1971	Health Coordinators Annual Activity Report		1 yr	Admin.	Health		
5	L1977	School Calendars		1 yr	Admin.	DPP		
6	L1978	Official School Calendar		5 yr	Admin.	DPP		
7	L2014	Audio/Video Recordings of Official Meetings		30 day*	Admin.	Supt		
8	L2015	Official Minutes of the Board of Education		Perm	Admin.	Supt		
9	L2016	Index to Official Minutes of Board of Education		Perm	Admin.	Supt		
10	L2017	Board Record Book/File		Perm	Admin.	Supt		
11	L2018	District Policies and Procedures		Perm	Admin.	Supt		
12	L2019	Superintendent's Calendar		2 yr	Admin.	Supt		
13	L2021	Superintendent's Subject File		Perm	Admin.	Supt		
14	L2026	Student Handbook/Code of Conduct		Perm	Admin.	DPP?	Prin	
15	L2027	School District/Individual School Newsletter		Perm	Admin.	Prin	Comm/PR	
16	L2030	Service Agreements		3 yr*	Admin.	Finance		
17	L2031	Annual Audit Report		Perm	Admin.	Finance		
18	L2034	Fire Drill, Emergency and Disaster Report		2 yr	Admin.	Safety		
19	L2308	Superintendent's Annual Attendance Report (SAAR)		perm	Admin.	DPP		
20	L2395	Guidance Services Annual Plan		3 yr	Admin.	Guidance		
21	L2396	Guidance Program Annual Evaluation		3 yr	Admin.	Guidance		
22	L2408	Field Trip Request File		5 yr	Admin.	Prin	Sec/Clerk	
23	L2427	Petition for Approval of School for Attendance by Non- immigrant Students		Perm	Admin.	DPP		
24	L2428	Immigration and Naturalization Service Designated School Officials		DWS	Admin.	DPP		
25	L2433	Annual Teacher Request for Office and Instructional Supplies (Prin's Copy)		1 yr	Admin.	Prin		

I Can't Find My Series!

If you cannot find the series you are looking for or cannot seem to find a good fit, you can contact me for assistance. Be prepared for questions since each department may hold and name records according to their own needs. I will likely ask you several questions to find the best fit for your records and may need to contact KDLA. Those questions may include:

- ★ What is this record used for?
- ★ Where does the record originate?
- ★ Do other departments/schools use it? Are they required to keep it?
- ★ Is it subject to Audit?
- ★ How have you managed the record in the past?
- ★ How long do you think it should be kept?
- ★ Is this the only copy? Do you have the “record copy”?



Records cannot legally be destroyed without the authorization of a schedule. The default retention period for records not listed on a schedule is ***PERMANENT*** because there is no authorization to destroy them.

PERMANENT RECORDS may NEVER be destroyed without approval from KDLA.

Document Destruction - Legally!

Destruction is determined by the Records Retention Schedule

The Agency must designate one copy as the “record copy” to meet retention requirements. Other copies can be considered duplicates

Use KDLA (KCSD) Destruction Certificates ([link at end](#))

Destruction Certificates are Permanent Records for your agency (L4967). A copy should be forwarded to KDLA.

Destructions should always be part of the “normal course of business”



Destruction Documentation Parameters

1. One 64- Gallon Locking Rollaway Bin = 8.5 cu. ft.
2. One standard copy paper box = 1.5 cu. ft.
3. Don't measure anything smaller than $\frac{1}{5}$ of a copy paper box. If your destruction amount is less than $\frac{1}{5}$ of a copy box, then document it as 0.5 cu. ft. So, if you are destroying 3 file folders of documents, this would be documented as 0.5 cu. ft.
4. Estimate amounts smaller than a copy paper box in 0.5 increments such as:

0.5	0.75	1.0	1.25	1.5
Cubic Feet	Cubic Feet	Cubic Feet	Cubic Feet	Cubic Feet

This visual represents one copy paper box.

Kentucky Department for Libraries and Archives, Archives and Records Management Division
300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Cabinet/Local Jurisdiction: KENTON COUNTY SCHOOL DISTRICT

Submit Date:

Department or Local Office: Select School/Site

Division:

DC Submitted By:

Schedule Date:	06/11/2015
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Destruction Date:

Destruction Method: Shred

Form is for records destroyed at agency only, per approved retention schedules.

Series No.	Title of Records	Date Span of Records	Volume: CUBIC FEET ▾
Total Volume of Records Destroyed:			0

Approvals and Certifications

Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Libraries, Archives, and Records Commission.

I hereby certify that the records described above have been destroyed.

Dr. David A. Rust

District Records Officer

Date _____

RECORDS DESTRUCTION CERTIFICATE (DC) INSTRUCTIONS

The Records Destruction Certificate is a fielded PDF form that should be used by Records Officers to document destruction of records at an agency. A printed copy of the completed and signed form should be sent to the Archives and Records Management Division.

Fill in the data on the Records Destruction Certificate (form ARM 50) as follows:

- **Submit Date:** Use date menu to select the date this form is originated: YYYY/MM/DD.
- **Cabinet/Local Jurisdiction:** Pre-populated with Kenton County School District.
- **Department/Local Government Office:** Use drop-down to select school or CO.
- **Division:** Name of department or office within school/site (eg. Guidance or Transportation).
- **Branch/Unit:** Put N/A, unless instructed otherwise.
- **DC Submitted By:** Type name of staff member preparing destruction and submitting DC.
- **Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Archives and Records Commission. This information can be found on the signature page which accompanies the retention schedule or the top right-hand side of the first schedule page. **Currently 6/11/2015 (DO NOT CHANGE).**
- **Destruction Date:** Use date menu to indicate the date the records were actually destroyed.
- **Destruction Method:** Indicate the method used to dispose of the records, i.e., landfill, delete, recycle, shred, etc. using the drop-down menu.
- **Series No.:** Enter the series number from your agency's Records Retention Schedule or applicable general schedules for the record(s) you are destroying. Multiple series can be recorded on the Destruction Certificate.
- **Title of Records:** Enter the title of the record(s) exactly as shown in your agency's Records Retention Schedule, or the appropriate general schedule.
- **Date Span:** Give the inclusive (oldest and most recent) dates of the records destroyed If you only have years and not exact dates, please place SY in front of the years to designate school years. For instance, SY 2023-2024.
- **Volume:** Use the drop-down menu to select the volume measurement unit of records being destroyed. This may be in cubic feet (if the records are in paper format), Terabytes/Gigabytes (if the records are in digital format), or some other unit of measure (for other formats). If the records are in other formats, select other and write in the table. One copy paper (or comparable) box equals 2.5 cubic feet.
- **Total Volume of Records Destroyed:** The form will auto-calculate the amount from entries above.
- **Each submitting individual/department should keep an electronic copy of this form and send an electronic copy via email to Dr. Rust (david.rust@kenton.kyschools.us) who will sign, and retain this document on behalf of KCSD.**
- **Approvals and Certifications:** Agency Records Officer or records custodian signs and dates the form, certifying destruction of records. Dr. Rust will sign, date and submit to the Kentucky Department of Libraries and Archives.

NEW Destruction Certificate. Must be opened in Adobe Acrobat!!



**DESTRUCTION OF RECORDS MUST BE
SUSPENDED IN CASE OF LITIGATION,
PENDING LITIGATION, OR AN ONGOING
OPEN RECORDS DISPUTE.**

- ☐ Confidential documents, including copies, should be shredded or recycled in a locked bin. When in doubt, treat as confidential.
- ☐ Other Records can be disposed of in a Landfill.
- ☐ Recycling Vendors should be Bonded and Licensed.

Guidelines are available on KDLA website:

[Destruction of Public Records: A Procedural Guide](#)

CONSIDER ACCESS RESTRICTIONS

GET RID OF WHAT YOU DON'T NEED
WHEN YOU DON'T NEED IT...

But through approved destruction and
documentation methods.

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- 2025-5-1](#)

Please contact me with questions:

David.Rust@Kenton.kyschools.us

Office: 859-957-2684

Cell: 859-393-1654