



Kenton County School District | *It's about ALL kids*

Records Management Refresher

Records non-negotiables in 20 minutes

MAINTAIN

ARCHIVE

DESTROY

Kenton County School District

David A. Rust, Ed.D.

September 15, 2026

The rule behind every records decision

Keep the right record, for the right period, in a form that remains usable and accessible.

1

MAINTAIN

Protect the copy of record. Keep active and inactive records secure, organized, usable, and accessible for the required retention period.

2

ARCHIVE

Preserve long-term and permanent records so another employee can identify, retrieve, and understand them later.

3

DESTROY

Destroy only when the applicable schedule authorizes it, the retention requirement is met, no hold applies, and destruction is documented.

Every KCSD employee shares responsibility for records they create, receive, use, or maintain.

Why Records Management?

1. It's the law....It's a **CLASS D FELONY** to tamper with, or destroy public records without authorization.
2. Our records provide documentation of the business of Kenton County Schools for taxpayers
3. By destroying records as permitted (**AND PROPERLY DOCUMENTING**), we avoid having to chase down archived records for records requests.

Management: First, know what you are holding

Content determines the record series and retention, not the format.



PAPER



EMAIL



PHOTO



VIDEO



SHEET



DATABASE

Ask three questions first

- What is this record used for?
- Which series describes its function and content?
- Who holds the “copy of record” that must be retained?

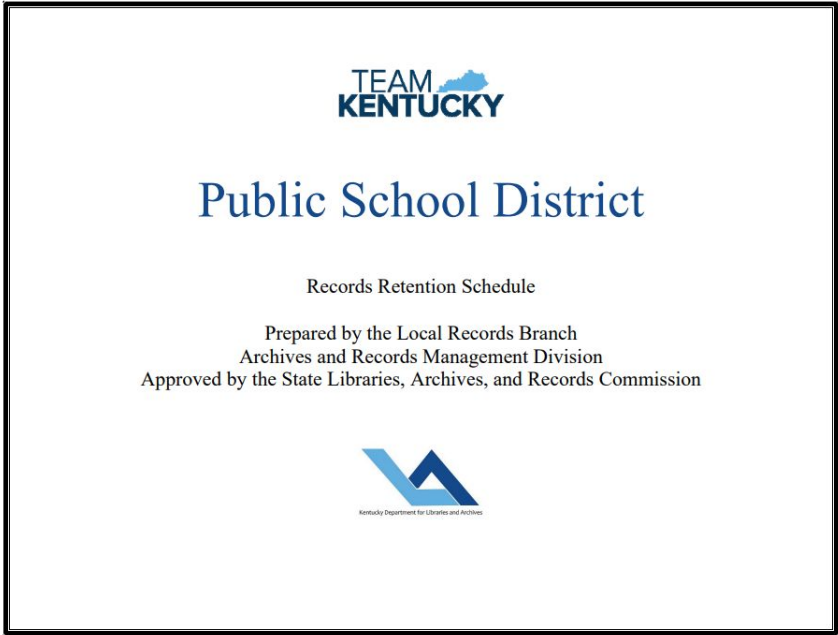
Duplicates are not automatically disposable

A duplicate used only for reference, may be disposed of when no longer useful. If that duplicate is the **copy of a record**, the full retention requirement applies.

If the series is not clear, do not guess. Contact the Records Manager before destroying anything.

The official Kentucky Retention Schedule is the authority

Use the live electronic schedule when making retention and disposition decisions.



AUTHORITATIVE SOURCE

A record series tells you more than “how long.”

- **Series number** Local public-school series begin with “L”.
- **Official title** Use the title exactly as shown when completing the DC.
- **Function & use** Why the record exists and how it is used.
- **Access restrictions / contents** Helps confirm that you have the correct series.
- **Retention & disposition** How long it must be kept and what happens next.

The current online schedule is maintained by KDLA and includes 2026 approvals. Do not rely on an old printed copy. The schedule is subject to change on a quarterly basis!

The KCSD Summary Guide gets you there faster

Use it to locate likely series, retention, and record ownership, then verify against KDLA State Schedule.


Records Retention Series Ownership KCS

File Edit View Insert Format Data Tools Extensions Help

100% \$ % .0 123 Default - 10 + B I

	A	B	C	D	E
1	Series	SERIES TITLE (abbreviated)	Retention	Section	KCS Owner 1
2	L1945	Register of Individuals Reviewing Student Records	4 yr	Admin.	Prin
3	L1966	Demographics Summary Report	1 yr	Admin.	Transportation
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.	Jones
8	L2015	Official Minutes of the Board of Education	Perm	Admin.	Jones
9	L2019	Superintendent's Calendar	2 yr	Admin.	Supt
10	L2030	Service Agreements	3 yr*	Admin.	Finance
11	L2408	Field Trip Request File	5 yr	Admin.	Prin

KCSD quick-reference guide. Titles may be abbreviated; confirm the official KDLA series title and disposition before completing a destruction certificate.

Important: the Google Sheet itself labels its series titles as abbreviated. For a destruction certificate, use the official KDLA title exactly as it appears in the schedule.

Maintain and archive so records stay usable and accessible

The retention obligation includes organization, security, retrievability, and preservation.

PAPER	ELECTRONIC	EMAIL / VOICEMAIL
● File active and inactive records in reasonably secure, accessible locations. ● Separate permanent/long-term records from short-term convenience copies. ● Label stored records so a future employee can identify the series and dates.	● Electronic records follow the same retention rules as paper. ● Use short, consistent, meaningful file names and organized folders. ● For dates, use YYYY-MM-DD or YYYYMMDD where practical.	● Routine District correspondence is retained for two years under current procedure. ● If an email or attachment has longer retention or historical value, save it outside the email server in a searchable archive. ● Extract attachments that must survive automated email deletion.

Current KCS D Records Management Procedure: reviewed/revised July 6, 2026.

Stored paper records need a chain of understanding

The box label should tell the next employee what the records are and when they become eligible for destruction.

Records Storage Box Label		
1. Department/ Office:		
2. Date Span of Records:		3. Box Number
From: Month/YEAR	To: Month/YEAR	
4. Box Contents: Series # Title (opt.) Volume (cu. ft.)		
LXXXX		
L		
L		
L		
L		
L		
L		
L		
5. DESTROY DATE (All series must have same retention, or if Permanent, write PERMANENT instead of date below):		6. Records Boxed By (name):
MONTH / YEAR		7. Date Boxed:

Use the KCSD record storage label

- Department / office
- Full date span
- Sequential box number
- Series number, title, and volume
- Destruction eligibility date or PERMANENT
- Name/date boxed

LABELING RULES:

Permanent = PINK

Non-permanent = CANARY or WHITE
Use two labels per box. Keep the same retention timeline within a box.

Destruction: must first pass all six checks

If any one of these fails, pause the destruction process.

- 1

Correct series
 The applicable record series has been identified.
- 2

Retention complete
 The required retention period, including audit language when applicable, has been satisfied.
- 3

Not permanent
 The record is not designated for permanent retention.
- 4

No hold
 No litigation, investigation, audit, open-records matter, or other hold requires preservation.
- 5

Can describe it
 Series number, official title, inclusive date span, and volume can be stated accurately.
- 6

DC will be documented
 The current Records Destruction Certificate will be completed and submitted as required.

No applicable series = no schedule authority to destroy. Permanent records require specific KDLA authority before destruction.

- 10

Most avoidable errors are small data-entry shortcuts that make the destruction record less defensible.

Enter the series number from the applicable retention schedule. Multiple series may be listed.

Enter the official record title exactly as shown in the schedule, not local shorthand.

Use inclusive oldest and newest dates. If only school years are known, use "SY," e.g., SY 2023-2024.

Paper = cubic feet; digital may be GB/TB; other formats may use another appropriate unit.

METHOD / DATE Record the method actually used and the date the records were actually destroyed.

Keep an electronic copy. Email the completed electronic copy to Dr. Rust. He signs, retains it for KCSD, and submits the destruction documentation to KDLA.

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

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

Series No.	Title of Records	Date Span of Records	Volume: CUBIC FEET
L6467	Educational Enhancement Opportunity Request	SY 2023-2024	.25
L4496	Request to attend school out of attendance district	SY 2023-2024	.5
L6901	Bus Rider Change Notification	SY 2023-2024	.5
L6466	Substitute Teacher Sign in/out form	SY 2023-2024	.25
L1960	Student Absentee Information file	SY 2023-2024	1.5
L5335	Student Entry and Exit Log	SY 2023-2024	.25
Total Volume of Records Destroyed:			3.25

SUBMIT FORM

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.

Date _____

Document paper volume consistently

Use the KCSD Destruction Documentation Parameters rather than inventing a measurement.

Destruction Documentation Parameters

1. One 64- Gallon Locking Rollaway Bin = 8.5 cu. ft.
2. One standard copy paper box (10 reams) = 1.5 cu. ft.
3. Don't measure anything smaller than 1/3 of a copy paper box. If your destruction amount is less than 1/3 of a copy box, then document it as 0.5 cu. ft.
4. Estimate amounts smaller than a full copy paper box in 0.5 cu. ft. increments such as:

0.5	1.5	1.5
-----	-----	-----

KCSD volume references

8.5 cu. ft. 64-gallon locking rollaway bin

1.5 cu. ft. standard copy-paper box

0.5 cu. ft. minimum documented paper amount

Partial boxes are estimated in 0.5 cu. ft. increments.

KCSD destruction and submission workflow

The retention schedule authorizes eligible destruction; the DC documents what actually happened.



District procedure directs eligible records to be disposed of within six months after the required retention period, unless a hold or other legal requirement prevents destruction.

Permanent or unscheduled records require specific KDLA authority before destruction.

Five mistakes to prevent

Most records problems are easier to fix before a box is sealed or a file is deleted.



LOCAL SHORTHAND

Using a familiar local name instead of the official series title on the DC.



UNCLEAR DATES

Guessing the date span or leaving out the oldest/newest dates.



MIXED RETENTION

Putting records with different retention timelines in the same storage box.

DESTROYING ON A HOLD

Treating expiration of the retention period as permission to ignore litigation, audit, investigation, or open-records holds.



“IT’S DIGITAL”

Assuming electronic format changes retention or makes a record disposable.

Destruction Site Plan

Each School and Department should complete a destruction site plan to organize and delegate the duties of managing the annual destruction of records.

KCSD Records Destruction Site Plan (Sample)

This template is provided as a means for schools/departments to organize and plan for the cyclical destruction of records and identify the timeline and staff member responsible for managing and reporting the destruction of each record or record group.

Record or Record Group Being Destroyed	Person Responsible for Destruction/Reporting	Timeframe for Destruction/Reporting
Staff Agreement and BOY Forms	School Secretary	September
SBDM Election Forms	School Secretary	June
Hiring/Interview Records	School Secretary	August
Finance - Banking Records Files	Finance Secretary	July
Academic Cumulative Record (Folder Docs)	Registrar - Guidance Secretary	April
Health Cumulative Record	School Nurse	June
Attendance Records	Attendance Clerk	June
etc.	etc.	etc.

Site Destruction Practices:

1. *Identify Pertinent Records and Retention Period*
2. *Identify cycle of management*
3. *Delegate and revise periodically*
4. *Make sure staff training is up to date.*



When you are unsure, stop and ask.

Identify. Verify. Document.

David A. Rust, Ed.D.

Records Manager

david.rust@kenton.kyschools.us

859-957-2684



KCS D RECORDS PAGE

Forms • schedules • quick guides •
training

kenton.kyschools.us/departments/records