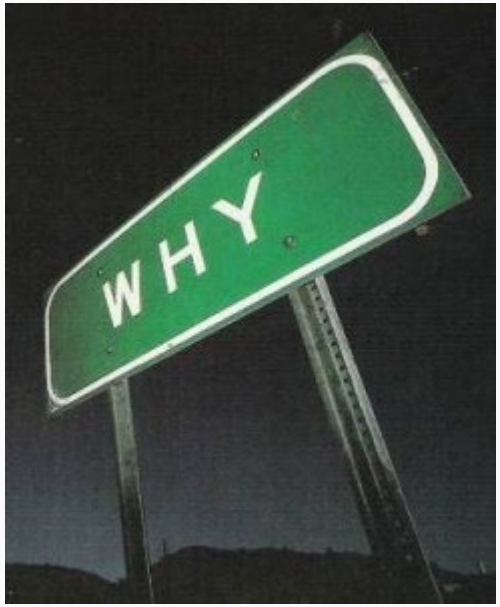
Managing Local Government Records

Local Records Branch
Archives and Records Management
Department for Libraries and Archives

Hebron Fire Protection District

September 26, 2025

Why Records Management?



PRACTICING PROPER RECORDS MANAGEMENT ENSURES THAT YOU CAN:

- ➔ Identify the records needed to document your work
- ➔ Keep duplication of records to a minimum
- ➔ Keep records accessible
- ➔ Dispose or preserve records properly

Records Management Fundamentals

Records management is the systematic control of recorded information, regardless of format, from original creation to ultimate disposition. Every office creates records, which may be paper, microfilm, electronic, or some other format.

A publicly-funded agency is required to have a records management program and should work with KDLA to implement that program.

Principles of Records Management

- Records must remain accessible AND usable for the entirety of appropriate retention period.
- Destruction of records must be authorized by approved retention period.
- Records retention is agency-wide. Every employee who creates, receives, or maintains records is responsible for records management and retention.

Records Management Program

KNOW WHAT YOU HAVE

- records inventory
- records retention schedule

KNOW WHERE IT IS. BE ABLE TO ACCESS IT

- active records management
- electronic records management
- inactive records management

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

- records disposition
- records destruction
- archival records management

PROTECT WHAT YOU DO NEED

- vital records protection
- disaster recovery planning

What are Public Records?

KRS 171.410

"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.

Format Neutrality

Maintain records in the format most appropriate for your agency's needs. If records are accessed less, it's okay to maintain them in paper format or to store offsite.

A record is considered the same record regardless of how it is kept (format). **Content determines record series and retention, NOT format.**

As long as non-permanent records are accessible and accurate, it is at the agency's discretion whether they are kept in paper or electronic formats.

Common Records Formats

Eye Readable

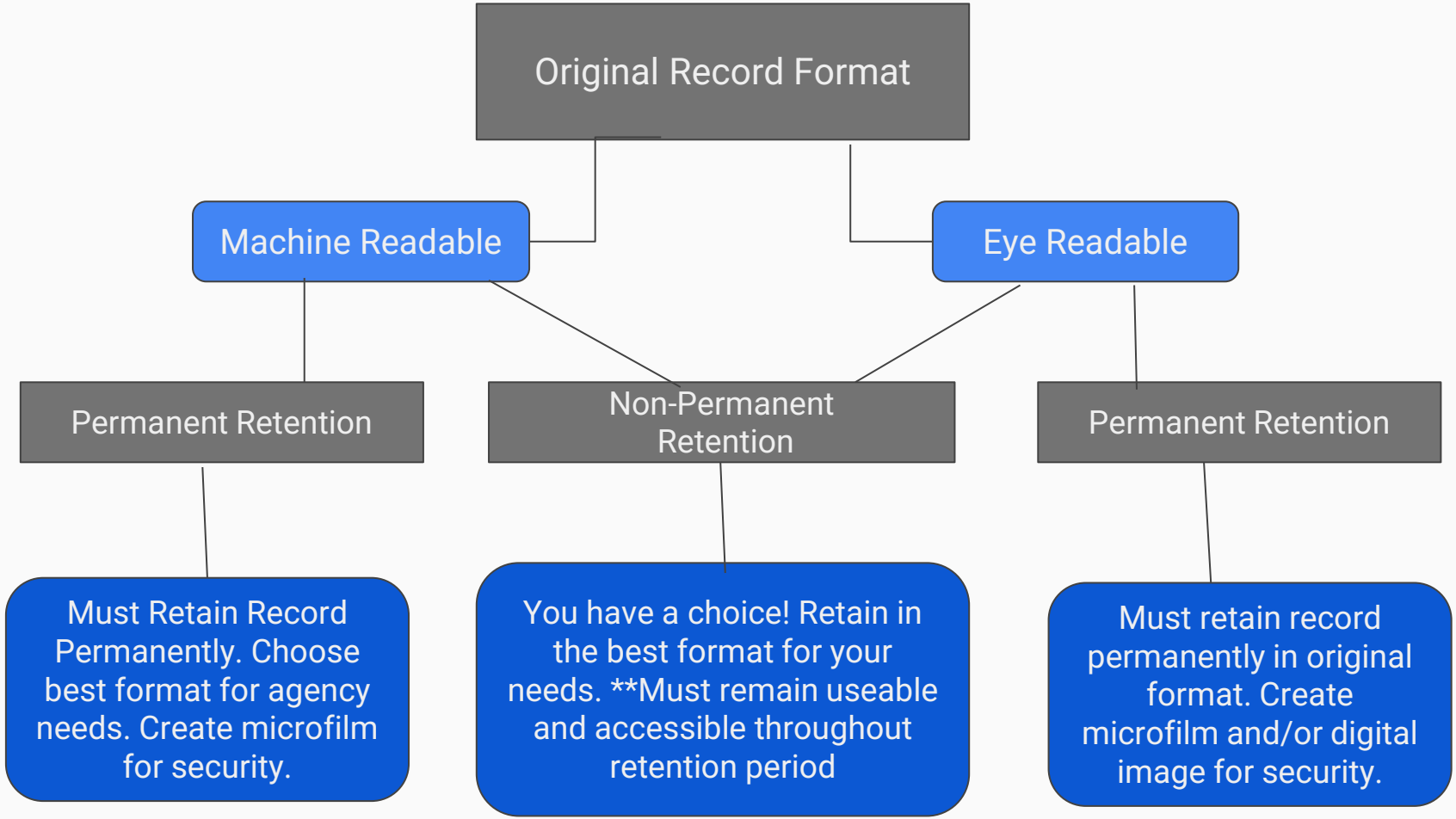
- ❑ Paper
- ❑ Physical Photos
- ❑ Microfilm

Machine Readable

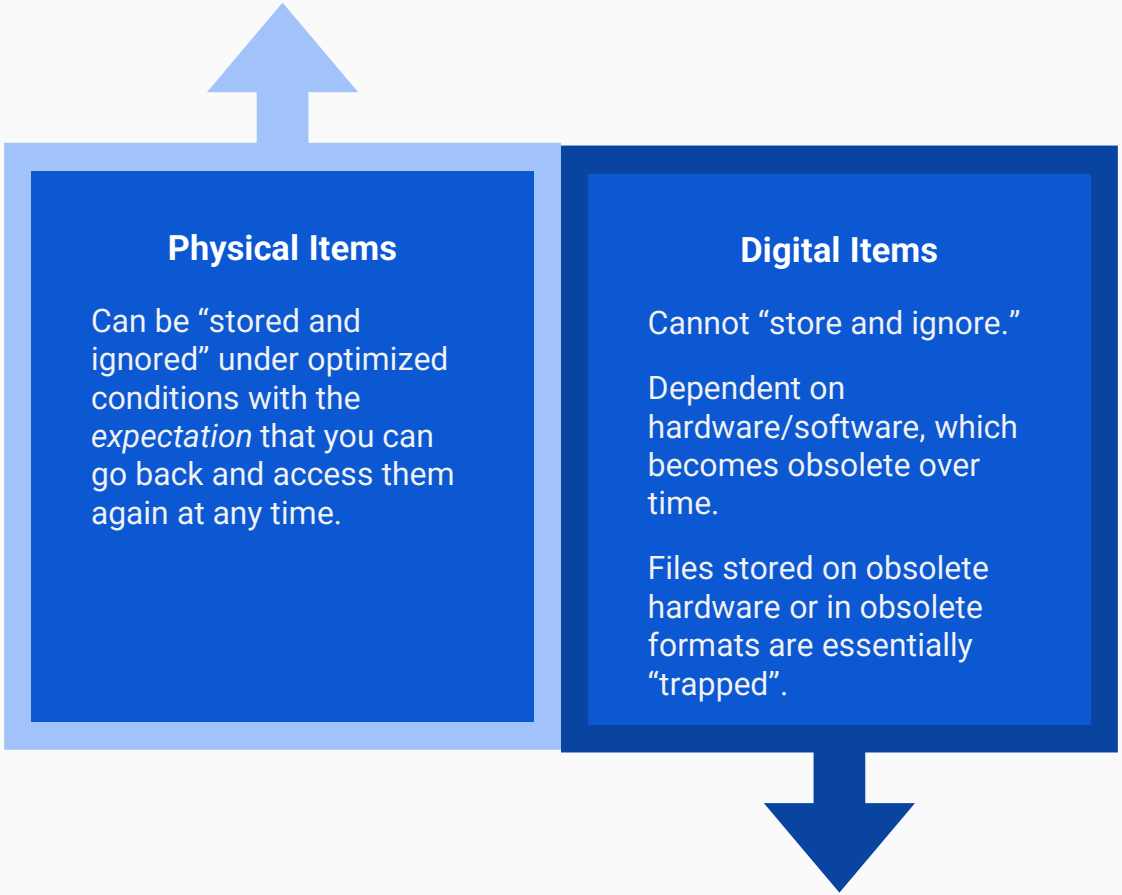
- ❑ Email
- ❑ Digital Images
- ❑ Audio/Video
- ❑ PDF

Records with a non-permanent retention may be retained electronically or in paper, regardless of how they originated.

Permanent records that were originally created in paper must be maintained in an eye-readable format per KRS 171.450. If the permanent records are born digital, they may be maintained digitally.


Original Record Format
Machine Readable
Eye Readable
Permanent Retention
Non-Permanent Retention
Permanent Retention
Must Retain Record Permanently. Choose best format for agency needs. Create microfilm for security.
You have a choice! Retain in the best format for your needs. **Must remain useable and accessible throughout retention period
Must retain record permanently in original format. Create microfilm and/or digital image for security.

Format Considerations



No local government permanent records may be destroyed without prior approval by the State Archivist / KDLA Commissioner.

Are Electronic Records Public Records? *YES!*

KRS 171.410(1):

"Public record or record" means 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.

EMAIL MESSAGES

Are public records!

(KRS 171.410(1))

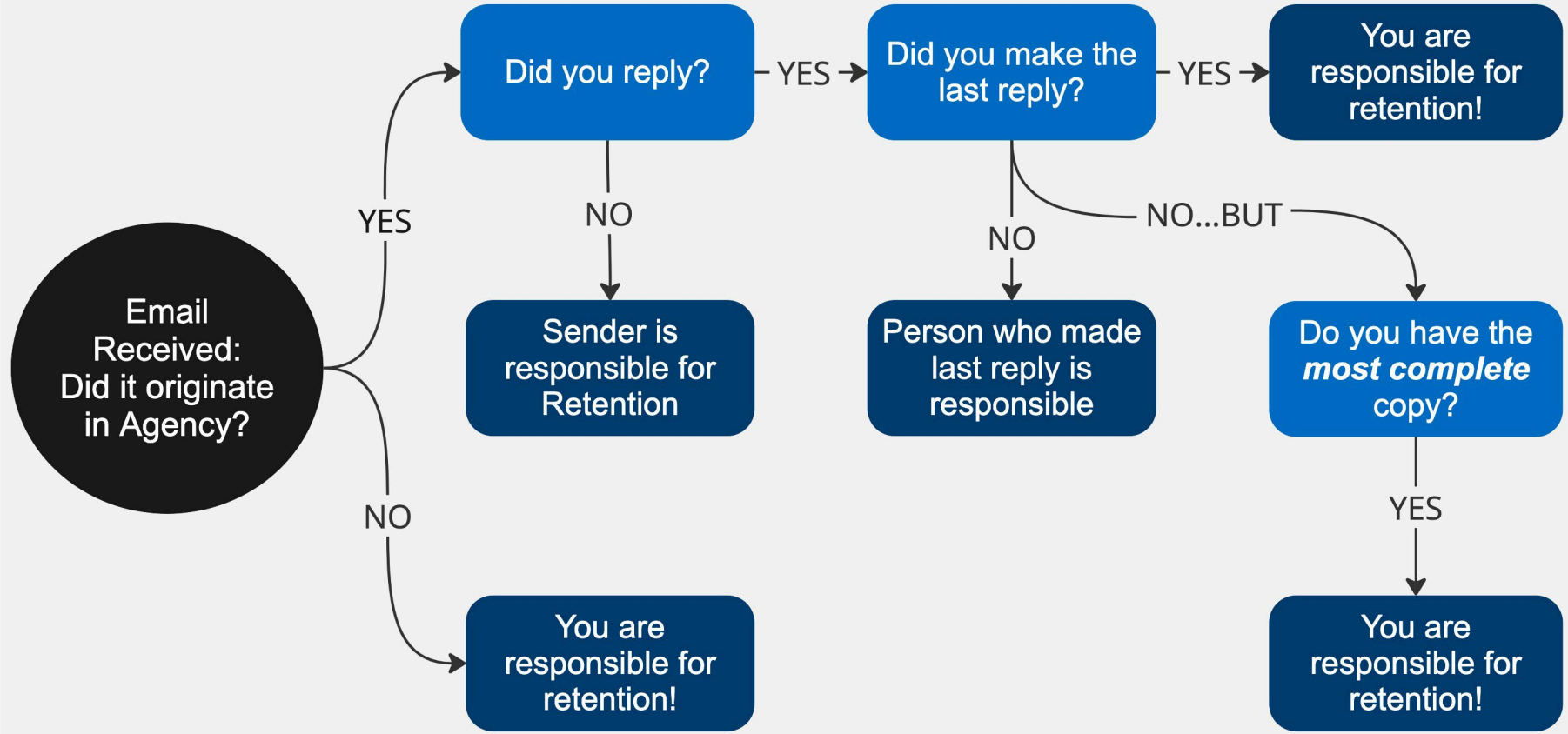
Can be subject to open records requests (KRS 61.870-61.884)

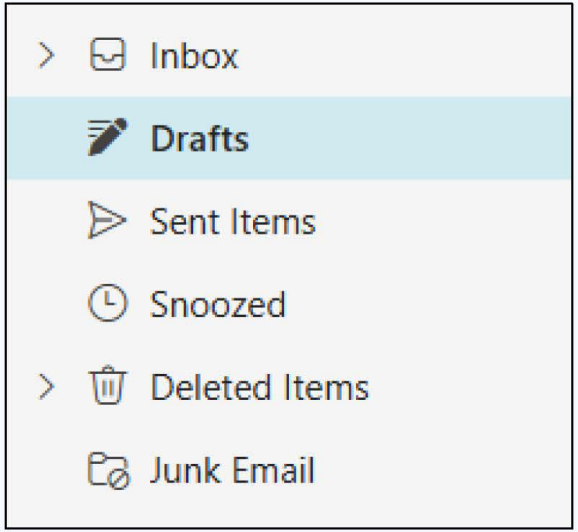
Are discoverable in a lawsuit

Common Types of Email Records

- **Official Correspondence**
  L4954 - Retain Permanently. Documents agency policy and procedures, history, functions, etc.
- **Routine Correspondence**
  L4955 - Retain 2 years. Non-policy in nature, business related, but not critical to the agency's operations
- **Information and Reference Material**
  L4956 - Destroy when no longer needed
- **Non-Business Related Messages**
  L5866 - Destroy Immediately

Emails: Who is Responsible for Retention?





Drafts + Junk

- **Draft** and duplicate items can be deleted when they are no longer needed!
- Once you are done checking drafts, look at your **Junk** and/or **Clutter** folders and delete those.

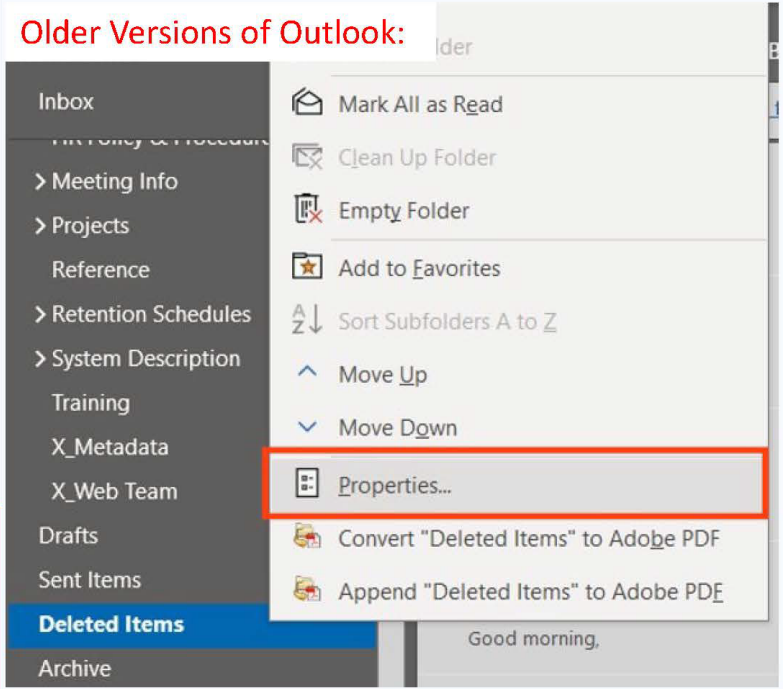
FRIENDLY EMAILS

- Search for your **partner/spouse's name** or your **work friend's name** or email address
- Search for "**this weekend**", "**tonight**", "**after work**"
- Delete all non-business related emails!!!

DESTRUCTION CERTIFICATE

- Series Number & Title of Records
  - M0050 / L5866 Nonbusiness Related Correspondence
  - M0018 / L4956 Informational and Reference Material
- Date Span
  - Look at the oldest email in the deleted folder and the newest date. Enter a timeframe according to those dates, ex. June 2019 – December 2024
- Volume
  - Check **Gigabytes** or check the blank box and type in **Megabytes**
  - *We will help you calculate this on the next slide*

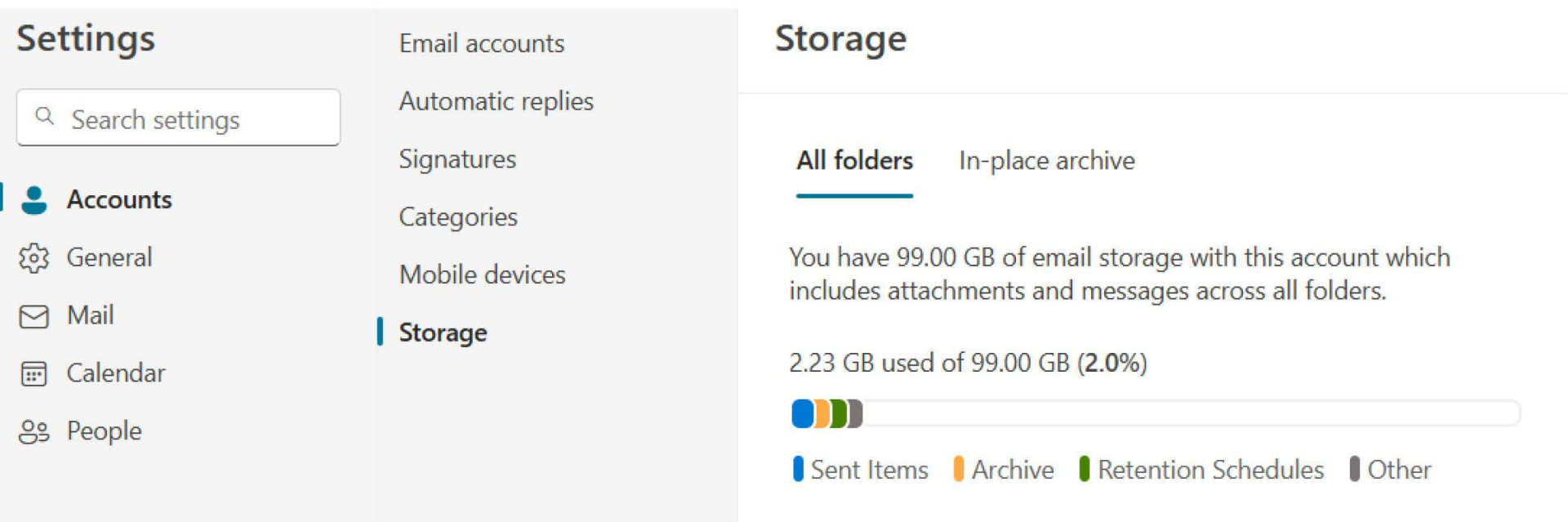
Older Versions of Outlook:



Volume: Older Versions of Outlook

1. Right click on the **Deleted Items** folder
2. Click **Properties**
3. Write in the volume on the form based on the size of the folder this displays

Newer versions of Outlook or Outlook on the web instructions shown on the next slide.



Volume: Newer Versions of Outlook

1. Go to **Settings** (gear icon) > **Accounts** in the top right corner of Outlook.
2. Click on **Storage**
3. Fill in the volume form field with the size listed next to you deleted folder.

Benefits of Destruction

FREES UP SPACE

REDUCES CLUTTER

BRINGS FOCUS

REDUCES RISK

DISPOSITION & DESTRUCTION

- When electronic records meet retention, **destroy** them!
- Suspend destruction in the case of **litigation**, **pending litigation**, or an **ongoing open records request**.
- Do not keep records forever just because they are electronic!

If you have a record, *your agency is obligated to produce it*, even if it has met its retention.

What is a Retention Schedule

A records retention schedule is a list of 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.

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.

What does a Retention Schedule do?

- ★ Schedules are used to categorize records
- ★ Schedules describe records
- ★ Schedules provide instruction on records maintenance

Types of Retention Schedules

General
Covers records common to all or most agencies

Local Government General Records
- ❑ Personnel
- ❑ Legislative
- ❑ Administrative
- ❑ Financial
- ❑ Payroll
- ❑ Planning and Zoning
- ❑ Law Enforcement
- ❑ Fire Dept
- ❑ EMS
- ❑ 911
- ❑ Utilities

Agency Specific
Covers records specific to an agency

- ❑ Municipal
- ❑ County Judge Executive
- ❑ County Clerk
- ❑ Sheriff
- ❑ County Attorney
- ❑ Jailer
- ❑ Coroner
- ❑ Area Development District
- ❑ Health Department
- ➢ Public School
- ❑ Library

ALL LOCAL AGENCY SCHEDULES CAN BE FOUND ON KDLA WEBSITE:
https://kdla.ky.gov/records/recretentionschedules/Pages/default.aspx

Local Governments

General Records Retention Schedule

Prepared by the Local Records Branch
Archives and Records Management Division
Approved by the State Libraries, Archives, and Records Commission

Kentucky Department for Libraries and Archives

GLOSSARY OF TERMS
For
Records Retention Schedules

Permanent (P) Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.

Confidential (C) Records deemed unavailable for review by the public after applying the state's Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. **It is important to note that the local government head has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced**. Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.

Vital Record (V) Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).

Duplicates Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the "copy of record", it must be retained according to the retention period on the schedule.

Destruction Certificate A destruction certificate should be used to document the destruction of public records and may be found, along with the instructions at the Kentucky Department for Libraries and Archives website (www.kdla.ky.gov). It should be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government agency may be destroyed unless it is listed on the retention schedule and a destruction certificate completed and the original copy sent to the Department for Libraries and Archives (Department).

After Audit A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed. Example: 3 years and audit: This means that the record series must be kept for 3 years after last activity or date in a file. The record must have gone through the annual audit before it can be destroyed.

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RECORDS RETENTION SCHEDULE

Signature Page

Local Government General Schedule	June 12, 2014
Agency	Schedule Date
	September 11, 2025
Unit	Change Date
	September 11, 2025
	Date Approved By Commission

****

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head	Date of Approval
Agency Records Officer	Date of Approval
DocuSigned by: [signature] 2A1F0C4A1B0E4AB... Chair, State Libraries, Archives, and Records Commission	9/12/2025 Date of Approval
Signed by: Rusty Eckenrode 9C1C8F4A9B1D41E... State Archivist	9/5/2025 Date of Approval

****

The undersigned Archives and Records Management Division staff have examined the record items and recommend the disposition as shown:

Signed by: Brian Wiesen 7A0A3F0C4D8F4... DocuSigned by: Rebecca Hallmeier 2A1F0C4A1B0E4AB... Signed by: David Otto 9C1C8F4A9B1D41E... Records Analyst/Regional Administrator	9/9/2025 9/5/2025 9/5/2025 Date of Approval
Signed by: Jennifer Patterson 7A7A3F0C4D8F4... Appraisal Archivist	9/8/2025 Date of Approval
Signed by: [signature] 9C1C8F4A9B1D41E... State/Local Records Branch Manager	9/5/2025 Date of Approval

****

The determination as set forth meets with my approval.

Signed by: Savannah Baker 3C4CB4B9A4E4B8... Auditor of Public Accounts or Designee	9/12/2025 Date of Approval

Series	Records Title and Description	Function and Use
L4818	**Station Log Book**	This record series documents all daily activities in the fire station. This may include fire runs, duty assignments, duties completed, committee meetings and any personnel actions. Used to document the whereabouts of staff and verify results.
	Access Restrictions	None
	Series May Contain	This record series may contain: Date, time, account of activity, weather information. This may be broken down into platoon.
	Retention and Disposition	Retain for two (2) years, then destroy.
L4819	**Training Records File (V)**	This record series documents the on going training necessary for certification as a firefighter. Training and education standards is the responsibility of the State Fire Commission. There are minimum requirements for the certification of fire fighters and for participation in the Professional Fire Fighters Foundation Program Fund. Incentive pay comes from this fund and is contingent upon completion of additional training each year. Part of the requirements is 400 hours of basic training during the first year and an additional 100 hours of certified training every year of employment. The Fire Commission distributes the training material which is taught by a Level II certified instructor. A copy is sent to the Fire Commission every 3 months where it is maintained. Under 815 KAR 45:035 the local fire department or district shall maintain records to document that each participant devotes sufficient hours performing fire service training to qualify for incentive pay. These records may be audited by the Fire Commission for compliance purposes.
	Access Restrictions	KRS 61.878 (1)(a)
	Series May Contain	This record series may contain: Name of person receiving training, social security number, date of training, kinds of training, training roster, a copy of high school diploma, certificate from fire schools, fire training tests, emergency medical testing, standardized tests, test scores, score sheets, street and hydrant test, list of training completed (individual training list).
	Retention and Disposition	Transfer training verification data to the Master Personnel File. Destroy remainder of file when obsolete, or updated.
L4820	**Daily Morning Report**	This record series documents those employees who are to be working on a particular shift. This is done at each shift to make sure that all positions are filled. This report shows absences, replacements and assignments of personnel.
	Access Restrictions	None
	Series May Contain	This record series may contain: Platoon #, shift commander name, officers names, date, weather information, apparatus assignments, housekeeping assignments, absences and names of replacements.
	Retention and Disposition	Retain for one (1) year, then destroy.

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 your Regional Administrator for assistance. Be prepared, since each agency keeps their records according to their own needs, your RA will most likely ask you several questions to find the best fit for your records. Those questions may include:

- ★ What is this record used for?
- ★ Did it originate in your agency?
- ★ Do other agencies use/keep 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.

Legal Destruction

- Destructions are 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 duplicate
- Use KDLA Destruction Certificates (links 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”**

Suspension of Destruction

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

Destruction Guidelines

- ❑ Confidential documents 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:
https://kdla.ky.gov/records/Documents/Destruction%20Guidelines.PDF

CONSIDER ACCESS RESTRICTIONS

RECORDS DESTRUCTION CERTIFICATE INSTRUCTIONS

The Records Destruction Certificate is a fielded Microsoft Word 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:

- **Date**: Enter the month, day, year the Certificate is prepared.
- **Cabinet/Local Jurisdiction**: Enter your agency's cabinet or local jurisdiction.
- **Department/Local Government Office**: Enter the name of department or local government office which falls under the entity listed above.
- **Division**: Name of division which falls under entity listed above.
- **Branch/Unit**: Name of branch or unit which falls under entity listed above.
- **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.
- **Destruction Date**: Indicate the date the records were disposed of.
- **Destruction Method**: Indicate the method used to dispose of the records, i.e., landfill, trash, 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.
- **Volume**: Indicate the amount of each series of records destroyed. This may be in cubic feet (if the records are in paper format), megabytes (if the records are in digital format), or some other unit of measure (for other formats). If the records are in other formats, click the box next to the empty field and complete that field.
- **Total Volume of Records Destroyed**: Enter the total volume of records destroyed.
- **Approvals and Certifications**: Agency Records Officer or records custodian signs and dates the form, certifying destruction of records.

Forward the original signed copy of the Records Destruction Certificate, plus one photocopy, to either the State Records Branch (if it is a state record) or the Local Records branch (if it is a local record) of the Archives and Records Management Division, 300 Coffee Tree Road, P.O. Box 537, Frankfort, Kentucky, 40602. Retain one paper or electronic copy for your agency's files.

Records Destruction Certificate

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

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume ☐Cubic Feet ☐Digital Files ☐
		Total Volume of Records Destroyed	

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 Archives and Records Commission.

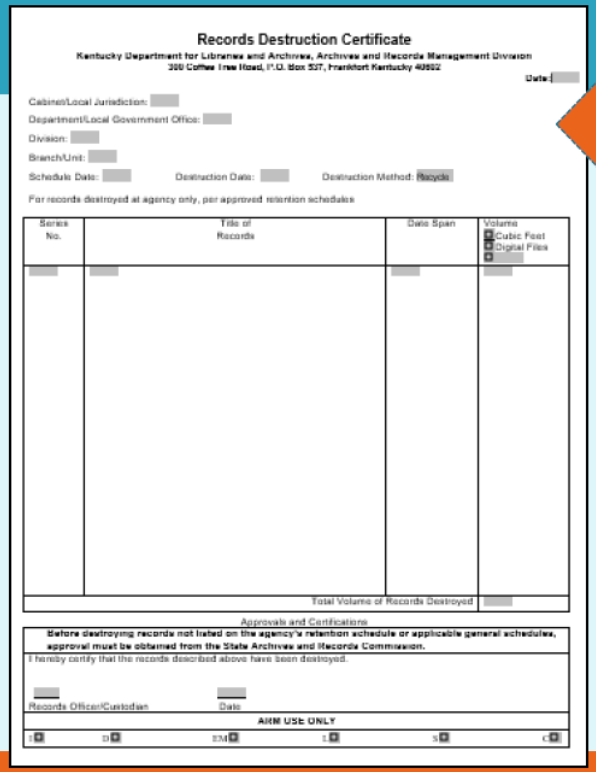
I hereby certify that the records described above have been destroyed.

Records Officer/Custodian Date

ARM USE ONLY

I☐ D☐ EM☐ L☐ S☐ C☐

Completing the Information on the Certificate



Records Destruction Certificate

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

Date:

Cabinet/Local Jurisdiction:
Department/Local Government Office:
Division:
Branch/Unit:
Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume ☐ Cubic Feet ☐ Digital Files ☐
		Total Volume of Records Destroyed	

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 Archives and Records Commission.

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

Records Officer/Custodian Date

ARM USE ONLY

I ☐ D ☐ EM ☐ L ☐ S ☐ C ☐

The top section of the certificate provides vital information such as the destroying agency, the date of destruction and that schedule date of approved record schedule.

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division

300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Date Certificate is Prepared

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Date Records were Destroyed

Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

INCLUDE MONTH, DAY AND YEAR

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division

300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Be as detailed as possible!

Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

FILL THESE ITEMS OUT WITH AS MUCH DETAIL AS POSSIBLE.

>PLEASE INCLUDE AT MINIMUM YOUR COUNTY AND AGENCY<

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division

300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

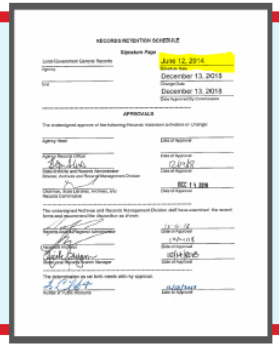
Branch/Unit:

Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

This is the date that the current retention schedule being used to destroy your records was approved by the State Archives and Records Commission.

THIS DATE IS FOUND IN THE UPPER RIGHT-HAND CORNER OF THE SIGNATURE PAGE WITHIN THE RECORD SCHEDULE THAT YOU ARE USING TO APPROVE YOUR RECORDS FOR DESTRUCTION.


RECORDS RETENTION SCHEDULE

Signature Page

Local Government General Records

June 12, 2014

December 13, 2013

December 13, 2018

APPROVALS

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division

300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Schedule Date: Destruction Date: Destruction Method: Recycle

This is the method used to dispose of the expired records.

For records destroyed at agency only, per approved retention schedules

THIS AREA IS PRE-POPULATED WITH "RECYCLE"; HOWEVER, PLEASE CHANGE TO REFLECT ACCURATE DISPOSAL METHOD.

***REMEMBER TO SHRED ANY SENSITIVE MATERIAL AND LIST SHRED AS THE DESTRUCTION METHOD WHEN DOING SO.**

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division

300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:03/22/2024

Cabinet/Local Jurisdiction: Example KY County

Department/Local Government Office: County Clerk

Division:

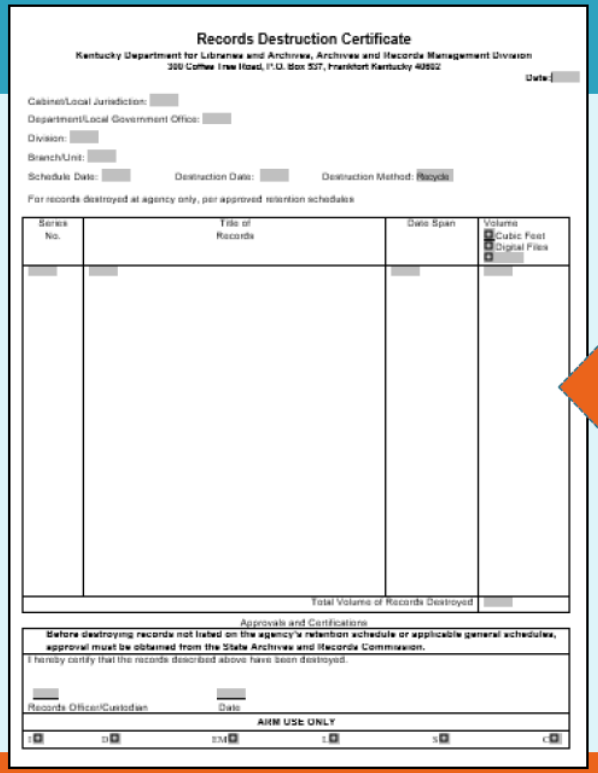
Branch/Unit:

Schedule Date: 06/09/2011 Destruction Date: 03/21/2024 Destruction Method: Shred

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume ☒ Cubic Feet ☐ Digital Files ☐

Properly Listing Your Record Series and Title



Records Destruction Certificate

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

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume Cubic Feet Digital Files
		Total Volume of Records Destroyed	

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 Archives and Records Commission.

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

Records Officer/Custodian Date

ARM USE ONLY

I D EM I S C

The mid section of the certificate is where the records being destroyed are listed. It consists of four sections:

- Series
- Title
- Date Span
- Volume

Series No.	Title of Records	Date Span	Volume ☐ Cubic Feet ☐ Digital Files ☐
		Total Volume of Records Destroyed	

Insert the Series No. from the applicable Record Retention Series that covers the record being destroyed

EACH AGENCY CAN USE THE GENERAL RECORDS SCHEDULE AND/OR THE AGENCY SPECIFIC SCHEDULE.
MULTIPLE SERIES CAN BE LISTED ON THE SAME CERTIFICATE.
NOTE: ALL LOCAL AGENCY RECORD SERIES BEGIN WITH "L"

Series No.	Title of Records	Date Span	Volume ☐ Cubic Feet ☐ Digital Files ☐
		Total Volume of Records Destroyed	

Enter the Record Series Title exactly as written in the Record Schedule - the Title must match the Series No.

IN ADDITION TO THE EXACT SERIES TITLE, YOU CAN ALSO LIST YOUR PERSONALIZED SPECIFIC FILE NAMES IN THIS SECTION FOR YOUR OWN NEEDS AND REFERENCE.

Series No.	Title of Records	Date Span	Volume ☐ Cubic Feet ☐ Digital Files ☐
		Total Volume of Records Destroyed	

Provide the inclusive dates of the records being destroyed.

INCLUSIVE DATES: OLDEST TO NEWEST DATES OF RECORDS BEING DESTROYED TO VERIFY THAT ALL RECORDS HAVE MET THEIR RETENTION.

Series No.	Title of Records	Date Span	Volume ☐ Cubic Feet ☐ Digital Files ☐
		Total Volume of Records Destroyed	

Indicate amount of records destroyed for <u>each series.</u> Check appropriate box and list amounts per series, then the total amount at the bottom.

PAPER RECORDS ARE MEASURED IN CUBIC FEET.*

***STANDARD BOX OF PAPER EQUALS 2.5 CUBIC FEET**

DIGITAL FILES ARE MEASURED IN GIGABYTES, MEGABYTES OR KILOBYTES. THIS INFORMATION IS REQUIRED.

PLEASE LIST TOTAL AT THE BOTTOM.

Series No.	Title of Records	Date Span	Volume ☒ Cubic Feet ☐ Digital Files ☐
L5147	Election Processing Records (2022 Primary Election)	2022	20
L2585	Ad Valorem Daily Activity Report	2016 - 2022	7
L5146	Title Lien Termination Statements	2016 - 02/2022	3
L5130	Daily Transmittal of Title Transactions	2021	5
L5045	Duplicate Copy of Record - Digitized Series L5145 - Title Lien Statements Mobile Homes and destroyed paper copies	2012 - 2023	4
		Total Volume of Records Destroyed	39 cu.ft.

Approvals and Certifications

Before destroying records not listed on the agency's retention schedule or applicable general schedules,

Volume Calculations

Below is handy table for quickly converting your physical documents into cubic feet.

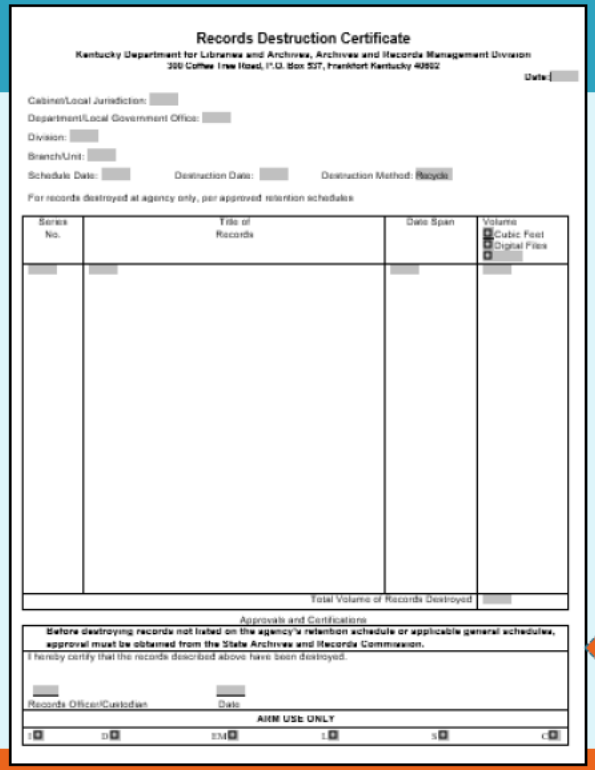
Box/Container Size	Cubic Feet Conversion
Standard archival box	Approximately 1.0
1 banker's box	Approximately 1.5
1 large banker's box	Approximately 2.5
10 ream paper box	Approximately 2.5
1 inch stack of paper	Approximately .083
1 sheet of paper	1/3000 of a cubic foot
1 pound (lb.)	Approximately .016
1 gallon	Approximately .135
For any other size box	multiply the length, width, and height in inches, divide result by 1728

Volume Calculations

Below is a quick reference table for converting digital records to gigabytes.

Volume listed on DC	GB Conversion
1 KB	.000001
1 MB	.001
1 CD	.6836
1 DVD	4.7
1 Blu-Ray	25

Approval and Certification



Records Destruction Certificate

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

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume ☐ Cubic Feet ☐ Digital Files ☐
		Total Volume of Records Destroyed	

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 Archives and Records Commission.

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

Records Officer/Custodian Date

ARM USE ONLY

A ☐ D ☐ EM ☐ I ☐ S ☐ C ☐

The bottom third of the destruction certificate contains a signature box for destruction authorization by the Agency's Records Officer or Record Custodian.

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 Archives and Records Commission.

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

Records Officer/Custodian Date

The Agency Records Officer or Records Custodian signs and dates this box to certify destruction of records.

DATE WITH MONTH, DAY AND YEAR.
PLEASE ALSO INCLUDE PRINTED NAME FOR LEGIBILITY.

			Total Volume of Records Destroyed	39 cu.ft.

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 Archives and Records Commission.

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

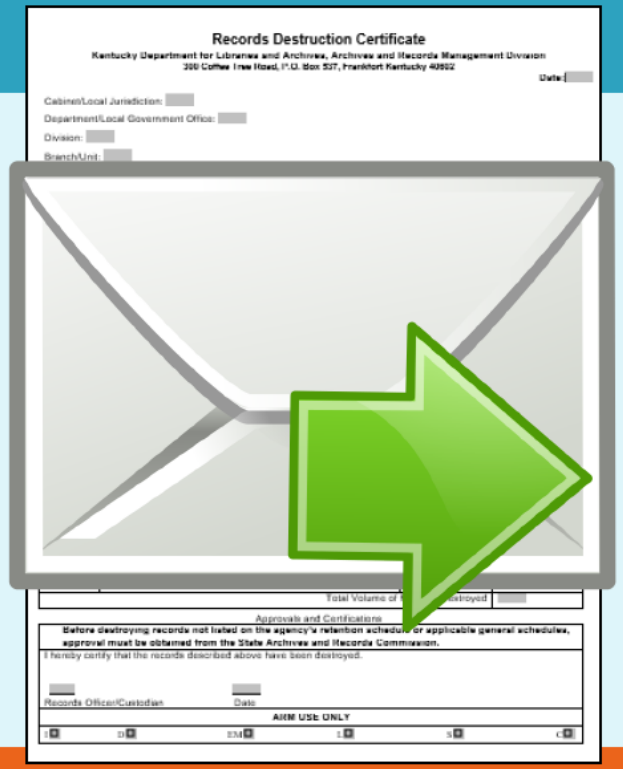
/s/ Jane Smith 03/21/2024

Records Officer/Custodian Date

ARM USE ONLY

I ☐ D ☐ EM ☐ L ☐ S ☐ C ☐

Submitting your completed Destruction Certificate


Records Destruction Certificate

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

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Total Volume of Records Destroyed

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 Archives and Records Commission.

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

Records Officer/Custodian

Date

ARM USE ONLY

Submit a signed copy of your Destruction Certificate to KDLA either via U.S. Mail or by email to LRB.Destruction@ky.gov

Contact your Regional Administrator with questions.

Records Destruction Certificate

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

Date:03/22/2024

Cabinet/Local Jurisdiction: Example KY County

Department/Local Government Office: County Clerk

Division:

Branch/Unit:

Schedule Date: 06/09/2011 Destruction Date: 03/21/2024 Destruction Method: Shred

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume ☒ Cubic Feet ☐ Digital Files ☐
L5147	Election Processing Records (2022 Primary Election)	2022	20
L2585	Ad Valorem Daily Activity Report	2016 - 2022	7
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L5130	Daily Transmittal of Title Transactions	2021	5
L5045	Duplicate Copy of Record - Digitized Series L5145 - Title Lien Statements Mobile Homes and destroyed paper copies	2012 - 2023	4
		Total Volume of Records Destroyed	39 cu.ft.

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 Archives and Records Commission.

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

/s/ Jane Smith 03/21/2024

Records Officer/Custodian Date

ARM USE ONLY

I☐ D☐ EM☐ L☐ S☐ C☐

GET RID OF WHAT YOU DON’T NEED
WHEN YOU DON’T NEED IT

REMINDER: PERMANENT RECORDS CANNOT BE DESTROYED WITHOUT PRIOR WRITTEN APPROVAL FROM KDLA.

Helpful Resources

KDLA has many resources to help manage records in all formats. Don't hesitate to contact KDLA with any questions or concerns about records management issues. We want to help!

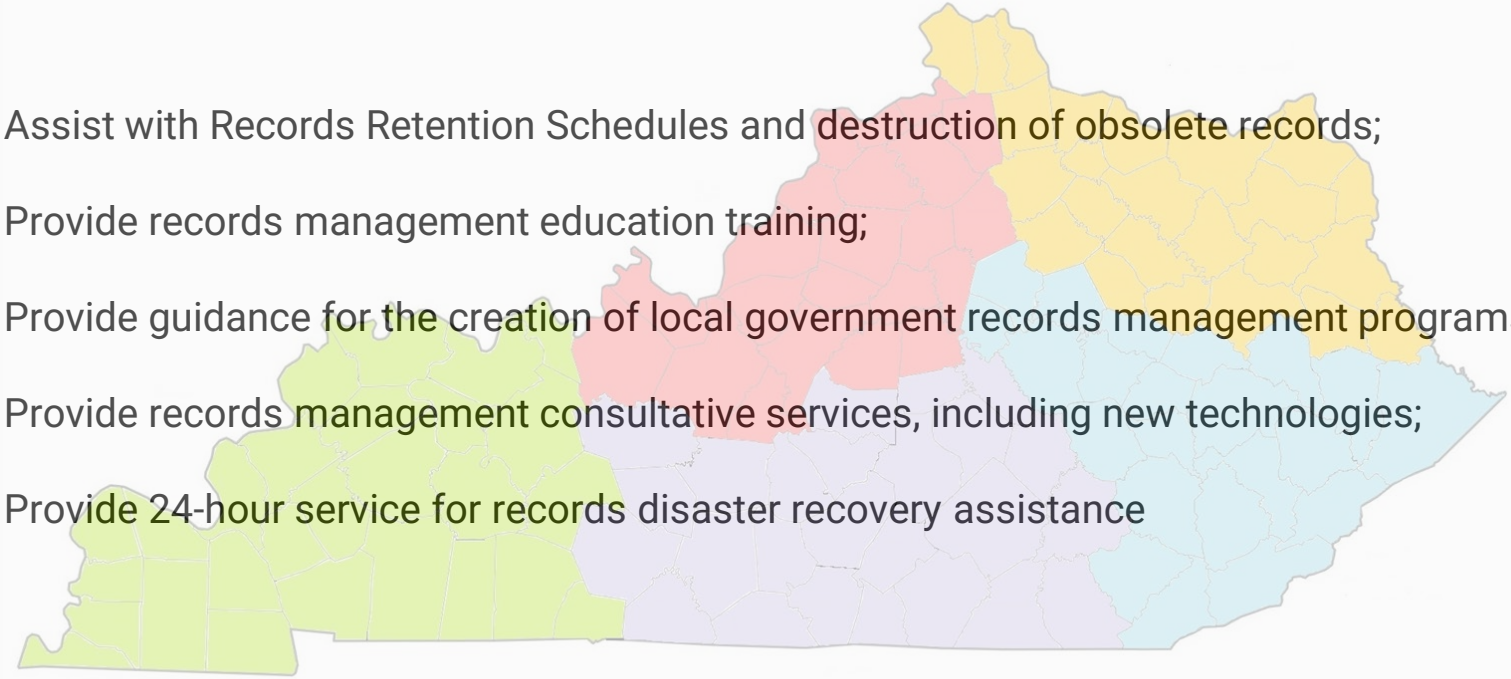
KDLA website:
https://kdla.ky.gov/Pages/index.aspx

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

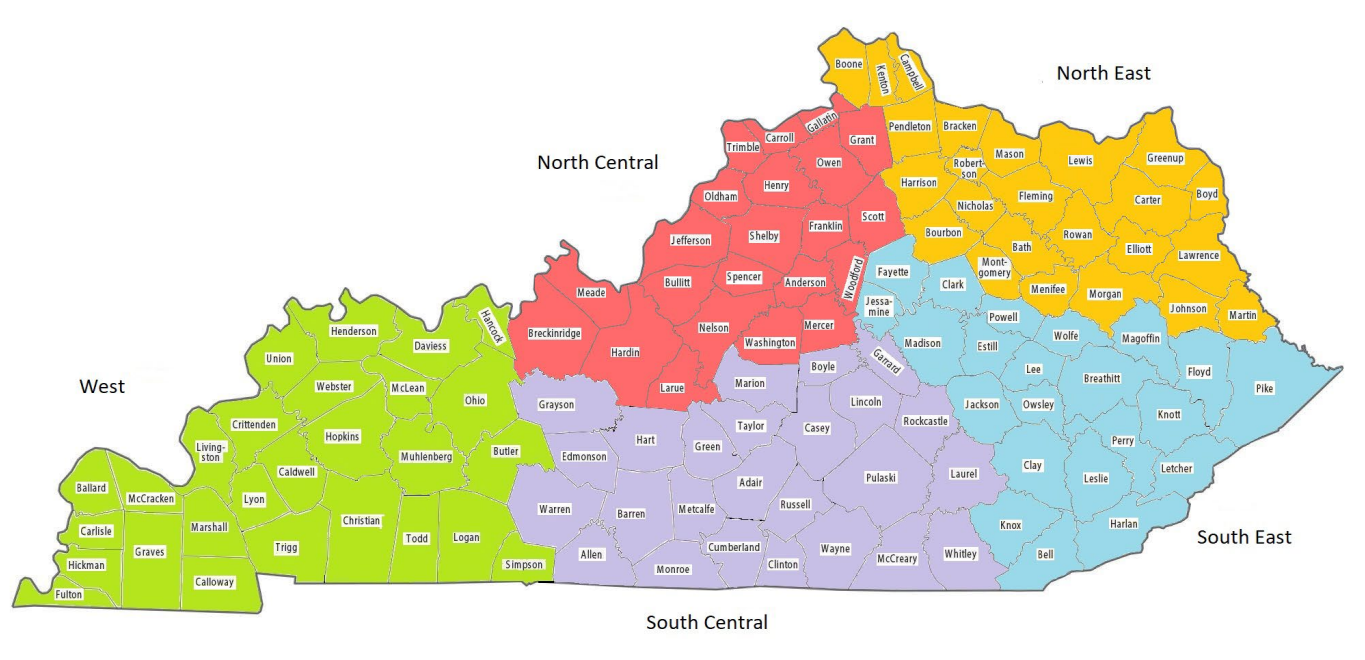
Local Records Branch Services



- Assist with Records Retention Schedules and destruction of obsolete records;
- Provide records management education training;
- Provide guidance for the creation of local government records management programs;
- Provide records management consultative services, including new technologies;
- Provide 24-hour service for records disaster recovery assistance

Local Records Branch

Local Records Branch Manager
Drew Preston
AndrewD.Preston@ky.gov
502.330.4986



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502.750.1913

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