

# County Record Retention Matrix

<b>Record Series Number</b> 'L' identifies as following the Local Government Schedule 'U' identifies as following the State University Schedule	<b>Record to be Filed</b>	<b>Retention Requirements</b>
<b>Administrative Affairs</b>		
L4956	Equipment manuals & warranties	As long as equipment is owned
L4958	Minutes of meetings	Transfer 1 copy to University Archives for permanent retention. Retain 1 copy in the creating unit permanently.
U0130	Minutes - Staff Meetings	Retain 3 years
L4966	Meeting Notices/Agendas/Iteneraries/Schedules	Retain 1 year
U0137	Attendance Rosters	Retain until superseded or obsolete, then destroy.
L4957	Annual & 4-Year Plan of Work	Permanent
L4969	Telephone Record/Log	Retain 1 year
L5821	Vehicle Information File	Destroy when vehicle is no longer owned
L5364	Surveillance Video/Audio Recordings	Retain 30 days, then destroy or re-use if no litigation is pending
L4968	Press Releases	Retain 1 year
U0111	Mailing Lists (gender and race)	Update every 90 days
U0140	Membership Lists (gender and race)	Permanent
U0111	News Articles	Current + 1 year
L4956	Newsletters, circular letters	Current + 1 year
L6648 / U0600	Accident Report File	Retain 5 years for adults. For minors retain until age 18 plus 5 years or until litigation is complete, whichever is longest.
L6648	Incident Forms/Notes	Retain 5 years for adults. For minors retain until age 18 plus 5 years or until litigation is complete, whichever is longest.
L5848	Insurance Claims (Non-liability general and auto)	Retain 2 years
L5847	Insurance Claims (Liability General and Auto)	Retain 5 years after claim is settled. If a minor, destroy when/he she reaches the age of 23.
L4967	Records Destruction Certificate File	Forward 1 copy to Kentucky Department for Libraries and Archives, Archives and Records Management division. Retain 1 copy permanently.

U0135	4-H Camp Paperwork	If program is grant-funded, retain until three (3) years after the end of the grant project, then destroy. If program is not grant-funded, retain until three (3) years after last contact with client, then destroy.
U0135	Event/Activity Forms	If program is grant-funded, retain until three (3) years after the end of the grant project, then destroy. If program is not grant-funded, retain until three (3) years after last contact with client, then destroy.
<b>Affirmative Action</b>		
U0646	Affirmative Action Plan	Retain 3 years
U0646	Compliance Statements	Retain 3 years
U0646	Correspondence related to Affirmative Action	Retain 3 years
U0646	Documentation of All Reasonable Efforts	Retain 3 years
U0646	Civil Rights Reference documents and legislation	Permanent, or until replaced
<b>Fiscal Affairs</b>		
L4971	Blueprints, Plans and Specifications for Buildings, Grounds and Landscapes File	Retain until no longer useful, then transfer to the University Archives for permanent retention; or retain permanently in the creating unit, which, in some universities, is the Facilities Office.
L4971	Construction/Renovation File	Retain until three (3) years after building project is closed, then transfer to the University Archives for permanent retention; or retain permanently in creating unit, which at some universities may be Facilities or Capital Construction Projects.
L5014	Contracts	Retain for 15 years after completion or termination and audit (KRS 413.090)
L4992	Financial records for District Board and/or Extension Council (Journals, cash receipts, payment vouchers, credit card logs, cash transmittals, invoices, travel vouchers, personal vehicle mileage logs, county vehicle mileage logs, bank statements, check stubs, other fiscal related items.)	Retain record copy for three (3) years or until after audit is completed, whichever is longer, then destroy.
L5014	Memorandums of Agreement	Permanent
L5014	Schedule of Disbursement	Permanent
L4994	Year-end Financial Statements	Permanent
L4996	Periodic Financial Statements	Retain for three (3) years, then destroy after audit.
L4998	Annual Audit	Permanent
L5029	Form 1099	Current + 5 years

L5005	Budget Drafts	Current Copy
L5006	Budget Work Papers	Current Copy
L5007	Annual Approved Budget	Permanent
L5010	Grant Administration File	Retain for 3 years after submission of final report and audit
L4944	Publication of Legal Notices	Permanent
L4997	Equipment Inventory	Retain for three (3) years after update, then destroy after audit.
L4997	Surplus Property Sales File	Retain for three (3) years or until after audit, whichever is longer
L5015	Bid Files - Successful	Retain for 3 years after specifications are met or completed of contract or agreement and audit
L5016	Bid Files - Unsuccessful	Retain for 1 year, then destroy after audit.
L5017	List of Bidders	Retain for 2 years
L5008	Bond Record File	Transfer to the University Archives for permanent retention after all financial transactions are completed and after audit. Retain cancelled bonds and coupons until three (3) years after maturity and audit, then destroy. Retain other material permanently.
L5009	Cancelled Bonds and Coupons	Transfer to the University Archives for permanent retention after all financial transactions are completed and after audit. Retain cancelled bonds and coupons until three (3) years after maturity and audit, then destroy. Retain other material permanently.
L4964	Bond Documents (Treasurer)	Retain for 5 years after cancellation or expiration and audit
L4964	Insurance Policies	Retain for 5 years after cancellation or expiration and audit
<b>Correspondence</b>		
L4954	Correspondence - Official (policy statements)	Permanent
L4955	Correspondence - General (letters, memos, email, etc)	Retain 2 years
<b>Reports</b>		
U0112	Annual Accomplishments	Reports - Annual or Summary Permanent in University Archives and in creating unit
U0113	Success Stories (Impact Statement/bullets)	Retain 2 years
U0113	Monthly Statistical Report	Current + 1 year
U0113	Monthly Summary of Meetings & Activities	Current + 1 year
U2507	Soil Test Results (individual)	5 years, or until retested
U0111	Reference files	Until obsolete

L4957	Publications	Transfer 1 copy to University Archives for permanent retention. Retain 1 copy permanently in creating unit.
U0109	Report to the People	Permanent
<b>Personnel</b>		
U0239	Travel Authorizations	Retain record copy for three (3) years or until after audit is completed, whichever is longer, then destroy. Retain departmental copies for three (3) years, then destroy.
U0645	Hiring Process Materials	UK's online Integrated Employment System (IES) has all of these going back to 2014, and will retain them indefinitely going forward. So, there's no need to keep the posting position descriptions in District or County offices. For Agent Positions, Extension Human Resources retains these records. For county positions, the District Admin will gather copies of the offer, acceptance, PES results, linkblue, advertisement and interview notes and will send all of those together to Extension Human Resources to retain in our hiring files. We keep Agent materials 5 years because of the confidentiality agreements, which are for 5 years. We will keep our records for 5 years for all positions for consistency. Extension Human Resources will manage the retention schedule for all Extension agent and staff positions.
L5038	Applicants - Persons NOT Hired	Destroy after two (2) years or after close of litigation whichever is longest.
U0620	Personnel File	Once an employee separates, the District Admin moves the district personnel file from the current staff folder to past staff and adds a destroy date that is the first January that occurs after the 5 year anniversary of termination. I.e., if someone terminated in September 2019, the file name would be the same except "Destroy January 2025" would be added to the end of it. Extension Human Resources will take care of the personnel records destruction process. District admins are responsible for moving the personnel file from the current to past staff folder and adding the destroy date. <b>Counties should not be keeping their own personnel files.</b> All personnel files should be kept electronically at the district level in the shared drive. If we are directly employing our own temporary workers (not STEPS or through an agency), follow the same process as for regular staff.

U0642	Family and Medical Leave Case File	There should be NO FML, ADA OR ILLNESS documentation kept with a personnel file. All medical documentation must be kept separate and secure (limited access) from the district personnel file. Extension Human Resources has a secure place to store such information. It should be sent to Extension Human Resources Director for secure storage. We shouldn't have much FML documentation, because it's handled centrally now. Anything received regarding FML should also be sent to Phillip Neeley, our University FML consultant.
U0647	Periodic Payroll Reports (Includes Time Sheets/Time Cards)	We should not have separate records from what is in UK Payroll. (Via Extension HR Director)
<b>Organizations (Councils, clubs &amp; volunteer groups)</b>		
U0140	4-H Enrollment Forms	Retain for seventy-five (75) years. Retain terminated applications until one (1) year after termination.
U0112	4-H Report (ES237)	Transfer one (1) copy to the University Archives for permanent retention. Retain one (1) copy permanently in the creating unit.
	Insurance Medical/Excess Insurance	If we are directly employing our own temporary workers (not STEPS or through an agency), follow the same process as for regular staff.
U0135	4-H Cross County Lines Participation Forms	If program is grant-funded, retain until three (3) years after the end of the grant project, then destroy. If program is not grant-funded, retain until three (3) years after last contact with client, then destroy.
L4958	Minutes of meetings	Permanent
L5003	Charitable Gaming Organization Activity Registration Form	Current + 5 years
L5004	Charitable Gaming Organization Quarterly Accounting Report	Current + 5 years
L4959	By-laws of organizations	Permanent
L5822	Volunteer Files (Inactive Volunteer)	All records should be kept on file for six (6) years after the volunteer is no longer involved in a KY CES program due to the statute of limitations for filing civil and criminal actions.