



Department of Agriculture

Records Retention Schedule

Prepared by the State Records Branch
Public Records Division

Approved by the State Archives and Records Commission



Kentucky Department for
Libraries and Archives

This records retention schedule governs retention and disposal of records created, used and maintained by the Department of Agriculture. Government records in Kentucky can only be disposed of with the approval of the State Archives and Records Commission (the Commission). This agency-specific schedule was drafted by Department of Agriculture personnel and Public Records Division (PRD) staff, and reviewed and approved by the Commission. This schedule provides the legal authority for Department of Agriculture to destroy the records listed, after the appropriate retention periods have passed.

Department of Agriculture personnel should use this agency-specific schedule in combination with the *General Schedule for State Agencies (General Schedule)*, also approved by the Commission. The *General Schedule* applies to records that are created, used and maintained by staff at all or most state agencies. Agency-specific retention schedules are used only by specific agencies and apply to records that are created only by a particular state agency, or to records that a state agency is required to retain longer than the approved time period on the *General Schedule*. The *General Schedule* and agency-specific retention schedule should cover all records for the Department of Agriculture.

This retention schedule applies to state agency records and information regardless of how it is created or stored. For example, information created and sent using e-mail is as much a public record as materials created or maintained in paper. Kentucky law defines public records, in part, as "documentary materials, *regardless of physical form or characteristics*, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410[1]). This means that records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless medium. Records retention scheduling is important in developing, using, and managing computer systems and other electronic devices. Records management practices encourage cost-effective use of electronic media through accurate retention scheduling and legal destruction of records.

All state government employees are responsible for maintaining records according to the retention schedule, whether those records are stored electronically or in paper. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met, regardless of the records storage medium.

This retention schedule covers the content of records created by the Department of Agriculture, including records created or stored using computers and computer systems. The *General Schedule for Electronic and Related Records* applies to records related to computers or a computer system. Examples of these include system documentation and use records, backup files, or website format and control records.

Audits and Legal Action

Agency records may be subject to fiscal, compliance or procedural audit. If an agency should maintain records longer than the approved retention period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records that are subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings or open records matters. These records must be retained at least until all legal or investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

Vital Records

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

Confidential Records

While all records created, used and maintained by government agency personnel are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is determined by the state's Open Records laws and other relevant state or federal statutes and regulations. Restriction of public inspection of confidential records may apply to the whole record or only to certain information contained in the record.

Kentucky's public records are considered open for public inspection unless there is some specific law or regulation that exempts them. Agency personnel who believe certain records are confidential should submit a citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority. **State agency heads have the responsibility to know all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained by their agency and to see that those laws are enforced.** Even though a record series may or may not be marked confidential on a retention schedule, contradictory laws or regulations that are passed after the schedule has been approved must be honored.

Copies of Records

Agency personnel often make copies of records for internal use or reference purposes. Agencies should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful.

Updating the Retention Schedule

Per 725 KAR 1:010, the head of each state government agency is required to designate a member of his or her staff to serve as a records officer. The agency records officer represents that agency in its records-related work with the Public Records Division. The agency records officer is responsible for assisting the Public Records Division in drafting a records retention schedule, and in finding any schedule updates to bring before the Commission. The retention schedule should be reviewed on a regular basis to suggest appropriate changes to the Commission.

Department of Agriculture

The Department of Agriculture was created to promote the interests of agriculture and horticulture in the Commonwealth of Kentucky and is governed by Kentucky Revised Statutes 246 – 263.

The first agricultural government unit in Kentucky was established in 1817 in Fayette County and has evolved through the years. The Department of Agriculture was established in 1942 as part of Agriculture, Labor and Statistics. In 1962, the Department of Agriculture was created as its own entity and is under the direction of an elected Commissioner.

The Department of Agriculture consists of the Office of the Commissioner; Office of the Chief Executive Officer; Office for Agricultural Marketing and Product Promotion; Office for Consumer and Environmental Protection; Office of State Veterinarian; Office for Strategic Planning and Administration; and State Board of Agriculture.

RECORDS RETENTION SCHEDULE

Signature Page

Department of Agriculture
Agency

Schedule Date

Unit

Change Date

Date Approved By Commission

APPROVALS

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

James R. Comer
Agency Head

11/14/2013
Date of Approval

[Signature]
Agency Records Officer

11-12-2013
Date of Approval

Barbara Tye
State Archivist and Records Administrator
Director, Public Records Division

12/5/13
Date of Approval

Wayne Orbet
Chairman, State Archives and Records Commission

12/12/13
Date of Approval

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

Pam Compton
Records Analyst/Regional Administrator

12-04-2013
Date of Approval

[Signature]
Appraisal Archivist

12/4/2013
Date of Approval

[Signature]
State/Local Records Branch Manager

12/4/13
Date of Approval

The determination as set forth meets with my approval.

Brian Hopkins
Auditor of Public Accounts

12-12-13
Date of Approval

**STATE AGENCY RECORDS
 RETENTION SCHEDULE**

Agriculture, Department of

**Record Group
 Number
 0080**

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| 06192 | <p>Egg Retail License File</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p> | <p>This series documents licenses issued to persons in the retail egg business in the Commonwealth pursuant to the requirements of KRS 260.600. Licenses are renewed annually and expire on April 1 of each year. Egg retailers may engage in more than one type of activity.</p> <p>KRS 61.878 (1) (a) re personal information</p> <p>Series may include: Name, address, phone numbers, and Social Security number of licensee; fee assessed; business location.</p> <p>Retain in agency and destroy one (1) year from date license is issued.</p> |
| 06204 | <p>Grain Warehouse/Dealer License File</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p> | <p>This series documents licenses issued to any person, firm or corporation who purchases or stores grain from producers in the Commonwealth pursuant to provisions of KRS 251.430. Licenses are renewed annually. This series further documents all inspections conducted by Department of Agriculture personnel.</p> <p>Series may include: Name, address, location of storage facility; name and address of purchaser and date of purchase; type and amount of grain; inspection dates, name of inspector, reports; correspondence</p> <p>Retain in agency three (3) years, then destroy.</p> |
| 06480 | <p>Department of Agriculture's Website</p> <p>Change Date: 12/12/2013 Added series</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p> | <p>This series is a snapshot of the Department of Agriculture's website. The website functions as a central communication, outreach, and documentation tool for the Office. The website provides online public access to information about the Office's activities and allows the public to contact the Office by email, use online forms to apply for and submit material, and search records held by the Office. It makes multiple records available in a central location. Some of these records may be listed on the Office's records retention schedule, or the General Schedule for State Agencies, and may be transferred to the State Archives in different formats than those found online the website. The website may contain the original version of these records series or duplicate copies.</p> <p>The website also connects to the social media sites of the Office, allowing wider public notification of its activities.</p> <p>None</p> <p>Series may contain: Commissioner's biography, organizational information and structure of the Department of Agriculture; speeches; press releases; photos; annual and summary reports; publications; and audio and video recordings. The website also contains a variety of files and scripts that allow for the website to function. These are covered by the series, Website Format and Control Records (E0058).</p> <p>Through arrangement with the Department of Agriculture, KDLA will take periodic snapshots of the website at various times during the term of each Commissioner of Agriculture, including the beginning and ending of each four-year term and any significant changes made to the overall website. Snapshots will be retained permanently.</p> |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Animal Health

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|---|
| 01901 | Herd Health Files (Excluding horses) (V) | This series documents the testing and movement of animals, other than horses, into and out of a herd within the state. As required in KRS Chapter 257, each farm must have animals tested for diseases before buying, selling, importing, exporting, or moving them across the state. The tests are sent to the Division and a folder is established on each herd. Once a file is created, herds can be followed until all of the animals have been slaughtered. If an animal has tested positive for any disease, the entire herd is quarantined until treated. The series enables the Division to trace herds suspected of carrying diseases, so that treatment can be continued, as required by procedures. The series also provides information on animals purchased from other states, as well as herds moving within the state. Information from the series is of value to the U.S. Department of Agriculture, Animal and Plant Health Inspection, in cooperation with the Department of Agriculture. |
| | Access Restrictions | None |
| | Contents | Series may include: Brucellosis test record; vaccine certification; in-state and out-of-state health certificates; tuberculosis test record; suspect record; order of quarantine; appraisal and indemnity claim; field investigation of brucellosis market test reactors; official quarantine release; and related correspondence. |
| | Retention and Disposition | Retain in agency. Destroy non-infected herd records after ten (10) years. Destroy infected herd records after fifteen (15) years. |
| 01916 | Brucellosis Laboratory Daily Reports of Tests | This series represents a daily summary of the brucellosis test results sent in from the federal/state laboratories. These laboratories are required to send a copy of the results to the Division of Animal Health. It is used as a quick reference tool to see which herds have been tested. |
| | Access Restrictions | None |
| | Contents | Series may include: County; Vet name; Herd owner; number of samples submitted; suspects or reactors; date. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 01921 | Garbage Feeding Swine Permit File | This series documents the process by which an owner obtains a permit to feed his swine herd garbage food pursuant to KRS 257.600. All garbage fed swine are under quarantine and are sold to slaughter only. Garbage food is any food leftover from schools, restaurants, nursing homes, etc. The permits are renewed annually. Before feeding, the garbage food must be cooked at a temperature of two hundred twelve (212) degrees Fahrenheit for thirty (30) minutes. The farmer may accomplish this by wet steaming or boiling in a open vat, dry steaming, steaming in pressure cooker, using a steam boiler, or cooking directly over an open fire. This is to prevent the transmission of viral, bacterial and parasitical diseases to man or animals. This is a co-operative program between the United States Department of Agriculture and the KY Department of Agriculture. The farmers' feeding processes are inspected by federal inspectors monthly. |
| | Access Restrictions | None |
| | Contents | Series may include: Permit - number, owner, address, date issued, number of swine, description of swine, cooking temperature, inspection applied by, termination of certificate, signature of state veterinarian; Application, Renewal letters; Correspondence. |
| | Retention and Disposition | Retain in agency and destroy two (2) years after date of last renewal. |
| 03712 | Swine Herd Owner File | This series documents all activities of swine herd owners within the state, including information on the movement, selling and testing of swine herds throughout the State. Pursuant to 302 KAR 20.080, all swine must be tested and treated to control infectious swine diseases. These tests are done by a licensed veterinarian and sent to a state/federal lab for processing. The tests and the results are then sent to the Division of Animal Health. The records are used in tracking swine herds to prevent the spread of diseases. |
| | Access Restrictions | None |
| | Contents | Series may include: Initial Qualification and Maintenance of Qualified Pseudo rabies (Negative Swine Herds); Initial Validation and Maintenance of Validated Brucellosis; Brucellosis Test Record; Correspondence; Official Quarantine Release; Quarantine for Retest; Certificate of Veterinary Inspection; Pseudo rabies Test Record; Tuberculosis Test Record; Certificate of Veterinary Examination. |
| | Retention and Disposition | Retain in agency permanently. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Animal Health

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|--|
| 03713 | Feeding Swine Permit File | This series documents the process by which a person applies for a permit to buy feeding swine for slaughter. This permit allows a person to purchase swine weighing at least one hundred fifty (150) pounds from a stockyard and fatten them for slaughter. These swine do not have to be tested but are automatically under quarantine until slaughter. The farmer cannot have any other swine on the farm and there cannot be any other swine within a one (1) mile radius of his farm. The permit is renewed annually. |
| | Access Restrictions | None |
| | Contents | Series may include: Permit (Permit number); Date of issue; Expiration date; Name of owner; Address - City, County; Name of premises; Location and description of premises; Conditions of permit; Permit petitioner signature; KY state veterinarian signature; Livestock inspector signature; Correspondence; Order of Quarantine. |
| | Retention and Disposition | Retain in agency and destroy two (2) years after date of last renewal. |
| 03714 | Official Quarantine Release - Swine | This series represents the quarantine release sent by the Division to the owner of a diseased swine herd. If a pig or several pigs tests positive, the entire herd is put under quarantine. This quarantine is in effect until all animals have been treated and cured. During this time, none of the animals can be sold or moved from the owners farm. Once the treatment is completed and the herd is cured, the release is sent to the owner and animals may then be sold. |
| | Access Restrictions | None |
| | Contents | Series may include: Date of release; Remarks; Herd owner name; Address; County; Herd number; Number of animals; Type of animal; Quarantined for; State veterinarian signature. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 03715 | Pseudo-Rabies Surveillance Card Request | This series documents the process by which a person applies for a pseudo-rabies surveillance card. All swine herd owners must contact their veterinarian and request testing of breeding swine according to all regulations. The veterinarian will then submit the samples to the diagnostic laboratory for brucellosis and pseudo rabies testing. The request form is completed and submitted to the Division of Animal Health. The PS cards will be issued to the herd owner when all requirements have been met. The cards will be used by the herd owners to market feeder pigs within Kentucky and to move feeder pigs into other states requiring surveillance testing and monitoring for psuedo-rabies. The cards must be renewed annually. |
| | Access Restrictions | None |
| | Contents | Series may include: Date bled; Test chart number; County; Herd owner name; Complete address; Phone number; Veterinarian; Vet code; Complete address; Phone number; Total number of sows, boars, breeding swine over 6 months of age in herd; Total number of sows, boars, breeding swine bled; Percentage of sows (or breeding swine) bled in herd; Owner's statement; Signature; Veterinarian 's statement; Signature. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 03716 | Swine Slaughter Traceback File | This series is created when an animal or herd of animals has tested positive at a slaughter house and the disease must be traced back to the original herd owner. Once a positive test is received at the Division of Animal Health, the county inspector assigned to that market is notified. The inspector traces the tag number to the original herd owner. A letter is sent to the herd owner advising of the positive traceback. A determination is then made whether or not to quarantine the herd. |
| | Access Restrictions | None |
| | Contents | Series may include: Correspondence; Epidemiology report; Market testing records; PRV positive investigation report. |
| | Retention and Disposition | Retain in agency and transfer to Swine Herd Owner File (03712 - permanent retention) once traceback is complete. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Animal Health

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| 03717 | Import Swine Herd File | This series documents information on swine that are imported into Kentucky, so that diseased herds can be traced back to original owner and state. Pursuant to 302 KAR 20:040 (4), all swine imported into Kentucky must be quarantined for no less than thirty (30) days and must provide a negative post movement brucellosis test within thirty (30) to sixty (60) days. The herd owner is notified that the herd is under quarantine and must be retested. |
| | Access Restrictions | None |
| | Contents | Series may include: Test chart from other state; Quarantine order for retest; Brucellosis test record; Correspondence. |
| | Retention and Disposition | Retain in agency permanently. |
| 03718 | Contagious Equine Metritis Complement Fixation Test | This series documents the blood test required for horses being tested for Contagious Equine Metritis (CEM). CEM is a venereal disease common in horses that is highly contagious, but can be successfully treated. Mares and fillies are required to have the test prior to entering the breeding shed. Imported mares, mares bred to imported stallions, or mares that follow an imported mare at the shed are required to have the test fifteen (15) to forty (40) days post-breeding. |
| | Access Restrictions | None |
| | Contents | Series may include: Accession number (determined by the testing lab); owner name and address; referring veterinarian, code number, address; breeding history; date sample drawn; test conducted by, date, signature; animal information (name, age, sex, breed, color); lab results; reason for test; signature of veterinarian. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 03719 | Contagious Equine Metritis Culture - Accession Sheet | This series documents the treatment each horse imported into Kentucky is required to have in addition to the Contagious Equine Metritis (CEM) CF (complement fixation) test. The accession sheet documents the results of culture sites and comes from the testing laboratory, along with the CEM CF test. Any horse imported into the State from another country must be treated by or under the direct supervision of a veterinarian licensed to practice in Kentucky before being used for breeding. |
| | Access Restrictions | None |
| | Contents | Series may include: Name of lab; case number; date sampled; breed; sex; age; animal name/number; veterinarian name, address, city, phone number, signature; owner/farm name, address, city, phone number; animal's breeding history; clinical signs; anatomical area sampled; culture results; comments; laboratory personnel signature/initial, call, date reported. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 03720 | Contagious Equine Metritis Imported Horse File | This series documents the testing for and treatment of Contagious Equine Metritis (CEM). It also documents the worksheet kept on all mares and stallions under quarantine that have been imported into Kentucky from countries whose animals are known to be infected with CEM. Once a horse is imported into the state under quarantine, a licensed veterinarian must administer the CEM test and cultures. |
| | Access Restrictions | None |
| | Contents | Series may include: Notice from broker regarding importation of animal (name, sex, breed, destination, estimated date of arrival); contract signed by farm personnel that all testing and treatment requirements will be met; order of quarantine; copies of accession sheets documenting sites cultured and results; letter from attending veterinarian determining whether imported mare is in foal or barren; worksheet from testing veterinarian documenting that all testing and treatments have been completed and are negative and copy of quarantine release. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Animal Health

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|--|
| 03721 | Equine Infectious Anemia Test | This series reflects the testing for equine infectious anemia (EIA) required for all horses six (6) months old and older before being sold, raced, showed, and/or exported. This test is completed by a licensed veterinarian and sent to a state or federal laboratory for processing. Results are sent to the Division of Animal Health. If the test is negative, it is kept for one (1) year. If the test is positive, the results are transferred into the Equine Infectious Anemia Positive Case History Report (03725). This disease is very contagious and is often spread by biting insects in summer. All horses must be tested before entering Kentucky. |
| | Access Restrictions | None |
| | Contents | Series may include: Owner; Address; County; Date samples drawn; Total number of samples; Case number; Tube number; Name of horse; Age; Sex; Breed; Tag; Tattoo; Color markings; Lab results; Ref. Vet.; Address; Code number; Test conducted by (Sale, Show, Racing, Export); Date; Signature of Veterinarian. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 03722 | Equine Infectious Anemia Positive Case History Report | This series represents case histories of all horses that tested positive on the equine infectious anemia (EIA) test. All horses six (6) months old and older must be tested before they are sold, raced, showed, or exported. The records provide a method of tracking diseased horses or herds. These horses must be quarantined until they are destroyed or they die and must be tracked because owners may try to sell a diseased animal in another state. |
| | Access Restrictions | None |
| | Contents | Series may include: Present owner/agent; Street/Route; City, State, Zip; Breed; Name/Age; Sex/Markings; General Information regarding owner and animal - Where purchased; Health history; Date purchased; Signature of owner; Date; Inspector; Additional comments; Reviewer; Signature; Date. |
| | Retention and Disposition | Retain in agency fifteen (15) years, then destroy. |
| 03723 | Equine Viral Arteritis Test Record File | This series documents the diagnostic test used to determine if an animal has been exposed to Equine Viral Arteritis (EVA). Thoroughbred stallions standing stud in Kentucky are required to test negative prior to their initial EVA vaccination. |
| | Access Restrictions | None |
| | Contents | Series may include: Accession number; owner name, address; referring veterinarian, address, vet code; breeding history (bred to, date, farm); date sample drawn; testing laboratory, date, signature; vaccination (yes/no, date); animal data (name, age, sex, breed, markings) lab results; reason for test; and signature of veterinarian. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 03724 | Equine Viral Arteritis Vaccination Record File | This series documents the vaccination given to horses to protect against Equine Viral Arteritis (EVA). The vaccinations are required for all thoroughbred stallions standing stud in Kentucky. |
| | Access Restrictions | None |
| | Contents | Series may include: name of horse/identification; location (farm); date vaccinated; vaccine used, date of expiration; signature of veterinarian. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 03725 | Brucellosis Testing File | This series documents information received on the animal brucellosis testing per 302 KAR 20:055 and required by the Division of Animal Health. This series also provides a history of all animals and herds throughout the Commonwealth. |
| | Access Restrictions | |
| | Contents | Series may include: Ear tag number; Back tag number; Name and address of owner; Results of test; Name of farm or stockyard from which the test came; Veterinarian name; Date; County; Breed; Age; Sex; Name of Animal. |
| | Retention and Disposition | Retain in agency twenty (20) years, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Animal Health

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|---|
| 03726 | Rendering Plant License File | This series documents licenses issued to persons engaged in the business of disposing of, picking up, collecting, or operating a loading platform in connection with bodies or parts of bodies of dead or slaughtered animals, poultry, fish, scrap, offal, hides, bones, fat, grease or other raw rendering materials, or by-products thereof per KRS 263.020. Licenses are issued annually. |
| | Access Restrictions | |
| | Contents | Series may include: Application includes name, address, date of application, method(s) of disposal; License; Inedible permit; Correspondence. |
| | Retention and Disposition | Retain in agency and destroy one(1) year after date of last renewal. |
| 03727 | Livestock Dealer License File | This series documents the process by which a person becomes a livestock dealer in Kentucky. Pursuant to KRS 261.375, any person wanting to engage in the business of being a livestock dealer must first obtain a license from the Division of Animal Health. An application is filed with the Division along with a fee and the license must be renewed annually. The livestock dealer must keep records of all transactions conducted by him for the next two (2) years and make the records available to inspectors upon request. A livestock dealer is a person who buys, sells or offers to buy, sell, exchange, barter or negotiate the sale of livestock in Kentucky whether the livestock were raised in this State or imported from another state. A farmer is a person who buys or sells livestock in connection with the operation of a business of breeding, growing and feeding livestock as a part of an established farming enterprise and who does not follow a definite pattern in disposing of livestock. |
| | Access Restrictions | None |
| | Contents | Series may include: Application; Renewal Letters; Certificate information such as, license number, name, address, county, date issued; Correspondence. |
| | Retention and Disposition | Retain in agency and destroy two (2) years after date of last renewal. |
| 03929 | Calfhood Vaccination File | This series documents information recorded on each calf vaccinated in Kentucky. All calves between the age of four (4) and ten (10) months must be vaccinated against brucellosis and are vaccinated at the farm or at the stockyards when sold. This series also tracks the vaccinated calf. |
| | Access Restrictions | None |
| | Contents | Series may include: State; County; Code; Herd number; Owner number; Type of herd (dairy, beef, mixed); Certificate number; Herd owner name & address; Vaccine used and serial number; Expiration date; ID number; Age; Breed; Sex; P/B grade; Tattoos; Farm unit; Certification of owner or witness; Remarks; Date; Signature of veterinarian. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 04865 | Tuberculosis Test Record File (V) | This series documents the tuberculosis testing required on livestock in Kentucky. Per KRS Chapter 257 requirements, each farm must have its animals tested for diseases before buying, selling, importing, exporting, or moving them across the state. The tests are used to determine the health of the animal and also to meet requirements for tuberculosis accreditation herd status. These records are of value to U.S. Department of Agriculture, Animal and Plant Health Inspection Services, in cooperation with the Department of Agriculture. |
| | Access Restrictions | None |
| | Contents | Series may include: herd owner's name and address; reason for test; method of test; type of herd; test summary; signature of veterinarian conducting test; dates of injection and observation; individual animal identification (identification number, age, sex, breed); results. |
| | Retention and Disposition | Retain in agency twenty five (25) years, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Animal Health

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| 04866 | Certificate of Veterinary Inspection | This series is used to track the movement of large animals, such as horses, swine, and cattle, from county to county or state to state. The certificate is completed by the veterinarian in the state or county of origin and documents the health status of the animal. One (1) copy of the certificate is given to the owner and must accompany the animal as it travels to its final destination. The veterinarian forwards two (2) copies of the certificate to the Division of Animal Health. The Division retains one (1) copy and forwards one (1) copy to the state or county of destination. |
| | Access Restrictions | None |
| | Contents | Series may include: Certificate which documents the health status of the animal; veterinarian's name and address, and date of examination. |
| | Retention and Disposition | Retain in agency. Destroy certificates without new consignor after one (1) year. Destroy certificates with new consignor after three (3) years, with the exception of equine, which may be destroyed after two (2) years. |
| 04871 | Health Certificates for Small Animals File | This series is used to track the movement of small animals, such as dogs, cats, rabbits, etc., from state to state. The certificate is created by the veterinarian in the state of origin and documents the health status of the animal. One (1) copy of the certificate is given to the owner and must accompany the animal as it travels from place to place and two (2) copies are forwarded to the Division of Animal Health. The Division retains one (1) copy and forwards one (1) copy to the state of destination. |
| | Access Restrictions | None |
| | Contents | Series may include: Copy of the certificate which provides information regarding the health of the animal, date of examination, veterinarian's name and address. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Commissioner's Office

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|-----------------------------------|---|
| 01863 | Farm Name Registration | This series documents certificates issued to farm owners requesting registration of the names of farms in the Commonwealth of Kentucky pursuant to KRS 247.380. Applications are sent to the Department of Agriculture for processing and when a farm name has been recorded in the state, that name shall not be recorded as the name of any other farm. |
| | Access Restrictions | |
| | Contents | Series may include: Name, address of farm; County; three (3) choices of names; acreage; mailing address of owner; correspondence. |
| | Retention and Disposition | Retain in agency permanently. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Commissioner's Office
Fiscal and Personnel Section

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| 01866 | Budget Request Prior to 1968 Closed Date: 1/1/1968 | This series documents budget requests prior to 1968, which the agency submitted annually, and which were included in the State Budget. |
| | Access Restrictions | None |
| | Contents | Series may include: Date; fiscal year; administrative unit; total amount requested for agency for each year; funding sources. |
| | Retention and Disposition | Retain in agency permanently. |
| 01867 | Operating Budget Prior to 1968 Closed Date: 1/1/1968 | This series documents the operating budget for the agency prior to 1968 as set forth in the State Budget. |
| | Access Restrictions | None |
| | Contents | Series may include: Organization units, salary equity allotments, General Fund, regular appropriations; personnel costs, operating expenses, grants, total expenditures, expenditures by unit, grand totals of finances. |
| | Retention and Disposition | Retain in agency permanently. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Food Distribution

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| 01884 | <p>Emergency and Disaster Food Distribution File</p> <p>Access Restrictions</p> <p>Contents</p> | <p>This series documents United States Department of Agriculture (USDA) foods that are utilized when an emergency or disaster situation occurs and further documents records submitted by donating party or parties for reimbursement of any USDA foods given in an emergency and/or disaster.</p> <p>Series may include: Detailed specific listing of any and all USDA foods given during an emergency or disaster situation, location and nature of disaster; dates; authorizing official making request; approval; correspondence.</p> |
| | Retention and Disposition | Retain in agency four (4) years, then destroy. |
| 01886 | <p>United States Department of Agriculture Allocated Foods Tracking Log</p> <p>Access Restrictions</p> <p>Contents</p> | <p>This series documents all United States Department of Agriculture foods donated to schools, institutions, camps and agencies, including all points of the supply chain for use in the event of a dispute, hold or recall of the product(s).</p> <p>Series may include: commodities on order; allocation records; school and institution inventory; delivery orders on food and monthly summaries from schools, institutions, camps and agencies that receive or utilize USDA foods; dates; correspondence.</p> |
| | Retention and Disposition | Retain in agency four (4) years, then destroy. |
| 01888 | <p>Warehouse Reports of Stored Food</p> <p>Access Restrictions</p> <p>Contents</p> | <p>This series documents monthly inventory reports by the United States Department of Agriculture (USDA) of foods stored at approved warehouses and distributors servicing the Commonwealth of Kentucky. This allows the Kentucky Department of Agriculture to better assist schools, institutions, camps and agencies in managing their inventory of USDA donated foods.</p> <p>Series may include: Monthly Inventory Reports from approved distributors and warehouses servicing the Commonwealth of Kentucky; listings of amount of food, types, and length of storage; recipient agency USDA Foods are allocated to; dates; correspondence.</p> |
| | Retention and Disposition | Retain in agency four (4) years, then destroy. |
| 01889 | <p>Accountability Ledgers of Food Received, Shipped and/or Transferred</p> <p>Access Restrictions</p> <p>Contents</p> | <p>This series documents the monthly reports per 7 CFR, 247, 250 and 251 and Commonwealth of Kentucky Agreements of all United States Department of Agriculture- (USDA-) Donated Foods received, shipped, and transferred by a food manufacturer or distributor under the National School Lunch Program for USDA foods. This series further provides accountability for the state donating agency, manufacturer, distributor and recipient agency of USDA-Donated Foods to ensure verification by USDA that all parties involved are in compliance with federal regulations regarding USDA foods. This information may be useful in the event of a dispute regarding USDA foods.</p> <p>None</p> <p>Series may include: Accountability Ledgers of Food received, shipped and transferred; Name of entity submitting report, month reported, date report was generated, USDA Food being utilized, monthly beginning balance of food, food received, food shipped, food transferred, food lost (if applicable), and signature of authorized entity representative verifying the information contained within the report.</p> |
| | Retention and Disposition | Retain in agency four (4) years, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Food Distribution

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---------------------------------------|--|
| 01893 | Field Representatives Reports | This series documents the Kentucky Department of Agriculture field representatives' annual on-site investigation/review and verification that all recipient agencies of United States Department of Agriculture (USDA) Foods under the National School Lunch Program (7 CFR 250) are in compliance with federal and state guidelines for ordering, delivery, and use of USDA donated foods. |
| | Access Restrictions | |
| | Contents | Series may include: Name of field representative; documents and procedures reviewed; whether compliance requirements have been met; date of review; correspondence. |
| | Retention and Disposition | Retain in agency four (4) years, then destroy. |
| 04277 | Frozen Poultry Inspection File | This series documents the inspections and reports conducted by Department of Agriculture personnel of all frozen poultry sold in bulk to schools, prisons, etc. Inspections are conducted of frozen poultry to ensure that trucks are at the right temperature and that the condition of the poultry meets standard requirements. Inspectors also check the weight of the products pursuant to KRS 363.510-.850 and incorporated by reference into the National Institute of Standards and Technology Handbook. Once a new inspection is completed, the previous inspection would no longer be useful. |
| | Access Restrictions | |
| | Contents | Series may include: Poultry Products Grading Memorandum - Applicant, Name and Address of Shipper or Seller, Certificate Number, Place Issued, Place Examined, Product graded, Total Number of Containers, Total Marked Weight, Lot Number, Number Packages Per Lot, Number Packages Examined, Product Type and Class, Marked Weight of Lot, Test - Shortage/Overage, Total Net, Official U.S. Grade, Type and Condition of Containers, Warehouse Number and Car Number, Where Held and Temperature, Sample, All, Containers Were Stamped With, Remarks, Subcenter Number, Rate Code, Amount, Expense, Total, Signature of Official Grader, Date. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Market Services

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|--|
| 01925 | Agreements with United States Department of Agriculture | This series documents the co-operative agreement between the United States Department of Agriculture (USDA) and the Kentucky Department of Agriculture to report livestock and grain market information. The information is gathered by field staff of the Department of Agriculture and shared with other states through the co-operative agreement. The USDA provides funds to offset the cost of producing these reports and sharing them with other states. |
| | Access Restrictions | None |
| | Contents | Series may include: Information for audit of federal accounts; Pay-in-voucher; Confirmation of agreement; Amendments to agreement; Journal voucher; Request for advancement or re-imbusement; Correspondence. |
| | Retention and Disposition | Retain in agency and destroy five (5) years after expiration date. |
| 03532 | Kentucky Ginseng Marketing Program Files | This series documents the licenses and activities of ginseng dealers pursuant to KRS 246.650 - .660 and 302 KAR 45:010. Licenses are valid from September 1 until August 31 of the following calendar year. The American Ginseng Program was established in 1982 by 50 CFR Part 23.52 and Department of Agriculture has the responsibility of creating and maintaining this program for Kentucky. The American ginseng (panax quinquefolius) is native to Kentucky and added to Appendix II of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) in 1975. The federal government established programs for states to ensure the sustainable harvest of species to safeguard their existence for the future. |
| | Access Restrictions | KRS 61.878 (a) re personal information; 61.878 (b) unfair advantage to competitors; KRS 224.660 (1)(b) |
| | Contents | Series may include: Correspondence; Application Form; Ginseng Purchase Record; Ginseng Dealer Purchase Record; Dealer Transaction Sales Log; American Export Certificate; if applicable, unsold ginseng; suspended or revocation of license. |
| | Retention and Disposition | Retain in agency permanently. Transfer a copy to State Archives to be retained permanently. |
| 04068 | Kentucky Proud Application File | This series documents the application submitted to the Department of Agriculture by persons or businesses who want to use the Kentucky Proud logo on their products. Pursuant to KRS 260.015, a person shall not use the logo without prior approval from the Department of Agriculture. In order to qualify to use the logo, the product must be an agricultural product and must be born, grown, raised, or processed in the State of Kentucky. |
| | Access Restrictions | None |
| | Contents | Series may include: Company name; physical address and mailing address; contact person; telephone, Kentucky agricultural product to which logo is to be affixed, source of products, where processed, where packaged, verification of proper health and other permits, signature. |
| | Retention and Disposition | Retain in agency and destroy five (5) years after date of approval. |
| 04069 | Organic System Plan Certification File | This series documents the certification of producers, processors and handlers of organic products in Kentucky pursuant to 302 KAR 40:010 and 7 CFR 205. Upon receipt of an application, a Department of Agriculture certified inspector completes a field inspection report and applicants are notified in writing regarding approval. Field inspections are conducted annually and certifications must be renewed annually. |
| | Access Restrictions | |
| | Contents | Series may include: Name of owner; business name and address; telephone number(s); type of operation; (Grain; Fruits; Specialty crops; Nuts; Vegetables; General market; Specialty; Ethnic; Beans/peas; Honey; Other); Total acres; Total acres Irrigated; Total acres organic; Soil types; Irrigation - System type, Water Source, Sole source; Applicant's signature and date; inspection reports; annual fees. |
| | Retention and Disposition | Retain in agency and destroy five (5) years after date of last renewal. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Market Services

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| 04085 | Weekly Livestock and Grain Market Report | This series documents a weekly listing of livestock and grain prices throughout Kentucky. This information is gathered by field staff of the Department of Agriculture and sent to the Division of Market Services each week. The Division then compiles the statistics and produces the weekly report. It is created to assist individuals in making informed buying or selling decisions regarding livestock and the grain markets. The report is available to the public and is used by economists, livestock dealers, and others interested in predicting future market prices and trends in livestock and grain prices. |
| | Access Restrictions | None |
| | Contents | Series may include: Department of Agriculture address and phone number; Volume number; Issue number; Date released; Kentucky hog prices; Kentucky grain prices; Kentucky cattle prices; Kentucky dairy cattle prices; Louisville Area; Green River Area; Purchase Area; Pennyrile Area; Mammoth Cave Area; Lake Cumberland Area; Lincoln Trail Area; Bluegrass Area. |
| | Retention and Disposition | Retain in agency five (5) years, then transfer to the State Archives Center for permanent retention. |
| 06205 | Specialty Crop Block Grant Program File | This series documents the federal grants received by Kentucky Department of Agriculture for the co-operative agriculture programs involving state and federal governmental entities for inspection of vegetables, statistical reports and any similar programs regarding agriculture pursuant to 7 CFR 3016.42. |
| | Access Restrictions | |
| | Contents | Series may include: Date, amount, and purpose of grant received; inspection reports, statistical reports, and audit reports. |
| | Retention and Disposition | Retain in agency three (3) years after final expenditure made from specific grant and audit, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Pesticides

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|---|
| 01936 | <p>Investigations and General Information on Licensed Pest Control Companies File (V)</p> <p>Access Restrictions None</p> <p>Contents Series may include: Name, address, location of company; owner and address; State registered as corporation (if applicable); phone numbers; inspection dates and name of inspector; narrative reports and any corrective action needed; names, addresses, date pesticide applied in schools and daycare centers.</p> <p>Retention and Disposition Retain in agency permanently.</p> | <p>This series documents that pesticide commercial and non-commercial applicators' licenses have been properly issued and certified per 302 KAR 29:020, Section 5. It also documents that pesticides have been properly applied according to label directions, that applicator records have been properly recorded and maintained, and that the required notification for pesticide applications in schools and daycare facilities have been distributed pursuant to 302 KAR 29:050, Section 12.</p> |
| 01937 | <p>Application for Pest Control License, Examination Material, and Result of Examination (V)</p> <p>Access Restrictions KRS 61.878 (1)(a) personal information; 61.878 (1)(g) test questions and answers</p> <p>Contents Series may include: Name, address, phone number, date of birth, and Social Security Number of applicant; verification of work history; State background check; Pest Control Advisory Board application approval; date of test; score of test and answers.</p> <p>Retention and Disposition Retain in agency permanently.</p> | <p>This series documents the licensing and certification of pest control operators pursuant to KRS 217B.515 and the regulations promulgated thereto, including whether the applicant passed or failed the examination.</p> |
| 03936 | <p>Operator Application File (V)</p> <p>Access Restrictions KRS 61.878 (1)(a) re personal information, i.e. Social Security number</p> <p>Contents Series may include: Application - includes: Name, Mailing address, Physical location, City, County, Home address, Business phone, Home phone, Social Security #, Categories currently held, Type application, Certification, Number of pieces of equipment, FAA Agricultural Operator's Certification Number, Fees and Total enclosed; Examination; Receipts; Violations.</p> <p>Retention and Disposition Retain in agency and destroy two (2) years after date of last renewal.</p> | <p>This series documents information on pesticide operator applicants pursuant to KRS 217B.080. A pesticide operator is any person employed by a pesticide applicator who operates equipment for the application of pesticides or applies pesticides manually and the applicator is defined as an individual directly in charge of any pesticide equipment. An application must be submitted to the Division of Pesticides on or before January 1 of each year and the applicant must pass an examination before being licensed. The license are renewed annually. If the license is not renewed within one (1) year, the applicant must retake the test.</p> |
| 03937 | <p>Pesticide Applicator Certification File</p> <p>Access Restrictions KRS 61.878 (1) (a) re personal information, i.e., Social Security number</p> <p>Contents Series may include: Commercial Applicator - Copy of application; CEU form; location of training; category tested in; Private Applicator - Copy of application; CEU form; Name; Address; Correspondence.</p> <p>Retention and Disposition Retain in agency and destroy five (5) years after expiration of certification.</p> | <p>This series documents training and certification for commercial and private pesticide applicators attending the Kentucky Pesticide Applicator Training Program. The University of Kentucky and county extension offices in each county hold training sessions on the proper use and purchasing of pesticides. For certification, commercial applicators must attend twelve (12) hours training in three (3) years. Private applicators must attend one (1) training session every three (3) years. The private applicator certification is issued by the University of Kentucky. Upon completion of the training, documentation is sent to the Division of Pesticides and certificates are issued to the trainees. Each applicator must attend the training program and be certified before operating pesticide equipment.</p> |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Pesticides

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|------------------------------------|---|
| 03938 | Pesticide Registration File | This series documents the registration of every pesticide company doing business in Kentucky pursuant to KRS 217B.105, 302 KAR 27:020 and 49 USC 51. Each company must pay a fee for each brand or grade of pesticide offered for sale in this State and must renew the registration prior to January 1 of each year. The registrations and labels are filed with the EPA and a copy can be obtained by the Department of Agriculture after the two (2) year retention period, if needed. |
| | Access Restrictions | |
| | Contents | Series may include: Name of company; Address; Name of Registration Manager; Telephone Number; Registration Fee; Late Penalty Fee; Total Fee Remitted; Item Number; Complete Brand Name of Pesticide; EPA Reg. Number; New; Renewal; Restricted-use Pesticide; General-use Pesticide; Beginning date and ending date; Receipt Number; Check Number; Number of Products. |
| | Retention and Disposition | Retain in agency two (2) years, then destroy. |
| 03939 | Equipment Registration File | This series documents the registration of equipment used in applying pesticides in Kentucky pursuant to KRS 217B.170. Pest control, lawn care companies, and any companies applying pesticides must register their equipment with the Division of Pesticides annually. |
| | Access Restrictions | None |
| | Contents | Series may include: Business name; Mailing address; Location; City; State; Zip; County; Business phone; Number of pieces equipment; FAA Agricultural Operator's Certification number; License fees; Motorized equipment; Signature; Date; Office Use Only - County No., Company No., Inspector Assigned, Categories. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 03940 | Insurance Verification File | This series documents the financial responsibility, pursuant to KRS 217B.130, of pesticide applicators who are applying pesticides to the lands of others, by providing evidence of a surety bond or liability insurance policy, or certification of the bond or a liability insurance policy, to protect persons who may suffer legal damages as a result of the applicant. The amount of the surety bond or liability insurance shall be not less than one million dollars (\$1,000,000). |
| | Access Restrictions | |
| | Contents | Series may include: Verification of Insurance; company name; address; Underwriter; policy number; date effective; anniversary date and signatures; Insurance Agent; date; firm name and address. |
| | Retention and Disposition | Retain in agency three (3) years, then destroy. |
| 03941 | General Inspection File | This series documents Department of Agriculture employees' routine inspections regarding: pesticide dealers, market places, commercial and non-commercial operators, pest control operators, producer establishments under the proper conditions; dealers licensed for sale of restricted products; pesticide applicators for proper licensing, certification, record keeping and applications according to the label. Inspections are conducted to ensure compliance with provisions of KRS 217B, including seeing that pesticides are correctly labeled with warnings and stored under the proper conditions. |
| | Access Restrictions | None |
| | Contents | Series may include: narrative report; violations; investigation identification; dealer affidavit; uniform investigation report; use affidavit; marketplace label review; dealer inspection report; producer establishment inspection report; official statement form; violation notice; and custody transfer. |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Pesticides

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|---|
| 03942 | <p>Public Complaints/Inspection File</p> <p>Access Restrictions</p> <p>Contents</p> | <p>This series documents complaints and inspections that result from complaints filed with the Department of Agriculture. Complaints are generally made regarding homeowners, farmers, tree companies, gas and electric companies, golf courses and lawn care companies with regard to pesticide treatments. Upon receipt of the complaint, an inspector conducts a site visit to determine whether the pesticide application was made in accordance with the label of the product. The inspector then files a report noting observations, including any corrective action to be taken. If warranted, follow-up inspections are conducted to ensure that proper corrective action was taken.</p> <p>Series may include: Name, address, phone number, and nature of complaint; Narrative reports; violation suspected; samples collected; investigation identification; uniform investigation report; use affidavit; deal inspection report; producer establishment inspection report; official statement; violation notice; custody transfer and related correspondence.</p> |
| | Retention and Disposition | Retain in agency five (5) years, then destroy. |
| 04867 | <p>Wood-Destroying Organism Services Report File - (Monthly)</p> <p>Access Restrictions</p> <p>Contents</p> | <p>This series provides information on all licensed pest control companies performing pest control or wood-destroying organism services as required in 302 KAR 29:020 Section 2 (3). All persons holding a pest control applicator's license are required to submit monthly reports detailing all work completed for control or prevention of wood-destroying organisms. Wood-destroying organisms include termites, powderpost beetles, and wood borers.</p> <p>Series may include: company name, address, city, state; license number; treatment code; contract number; property owner; complete address of property treated; phone number and treatment.</p> |
| | Retention and Disposition | Retain in agency three (3) years, then destroy. |
| 04868 | <p>Pesticide Control Operator Examination File - Failed</p> <p>Access Restrictions</p> <p>Contents</p> | <p>This series documents information on applicants who failed the operator license examination. Per KRS 217B.530 (2), an applicant is allowed to take two (2) consecutive licensing examinations. If the applicant has not passed the examination after two (2) attempts, he shall wait one (1) year and complete and pass a training course approved by the Department before reapplying to take the examination. If the applicant does not pass the test the third (3rd) or subsequent time, he must wait two (2) years and complete and pass an additional course approved by the Department before reapplying .</p> <p>KRS 61.878 (1)(a) and (1)(g)</p> <p>Series may include: Application, which includes name, mailing address, physical location, city, county, home address, business phone, Social Security Number, type of application, experience history, education history, photograph, felony or misdemeanor history, and employment verification. The examination consists of questions and identification questions, applicant name and Social Security Number.</p> |
| | Retention and Disposition | Retain in agency ten (10) years, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Weights and Measures

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|--|
| 01871 | Egg Wholesalers and Distributors File | This series documents all licensed egg wholesalers and distributors doing business in the Commonwealth of Kentucky and includes inspections conducted by Department of Agriculture personnel pursuant to provisions specified in KRS 260.540 - .650. Licenses are issued annually and inspections are performed randomly to ensure businesses are meeting requirements determined by United States Department of Agriculture and Kentucky's egg marketing law . |
| | Access Restrictions | KRS 61.878 (1) (a) re personal information, i.e. Social Security number |
| | Contents | Series may include: Name; Address; County; Date; Phone Number; License Number; applications; assessment fee reports; inspections and correspondence. |
| | Retention and Disposition | Retain in agency three (3) years, then destroy. |
| 01873 | Egg Dealers License File | This series documents the licensing of all egg dealers doing business in the State of Kentucky. KRS 260.550 and .600 requires that individuals who buy, sell, trade, traffic, or process eggs in Kentucky must have a license issued pursuant to the egg marketing law. An egg dealer license expires April 1 of each year. |
| | Access Restrictions | KRS 61.878 (1) (a) re personal information, i.e., Social Security number |
| | Contents | Series may include: Application, including name, address, Social Security number, phone number(s) of applicant; Receipt for fees; Copy of License; Correspondence. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 01875 | Egg Inspection File | This series documents the inspection of eggs bought, sold, or processed in Kentucky. Pursuant to KRS 260.640, the Commissioner of Agriculture may employ inspectors for the purpose of enforcing the provisions of the egg marketing law. These inspectors may examine any eggs offered or exposed for sale for human consumption at such times and places and in such manner as the commissioner may direct. KRS 260.610 requires that all eggs bought or sold by or to retailers, consumers, and institutional users by licensees be identified according to grade and size using United States Department of Agriculture standards and weight classes for consumer grades. Each inspection is unique to each situation and therefore once a new inspection is completed, the old inspection would be of little value. |
| | Access Restrictions | None |
| | Contents | Series may include: Name; Address; County; Time; Date; Source of Supply; Address; How Represented for Sale; Plant Number; Brand; Package Date; Grade; Size; Candling and Grading Report; Size; Sample; Soil; Check; Under Wts.; Total Approved; Total Condemned; Remarks; Inspector's Signature; Owner/Manager's Signature. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 01951 | Citations | This series represents the citation given to violators of weights and measures laws. Pursuant to KRS 363.760, price shall not be misrepresented nor shall price be represented in any manner calculated or tending to mislead or deceive an actual or prospective purchaser. A citation is given to an owner/operator when errors are found during the inspection of scales or other measuring devices. The business owner must correct the problem within twenty-four (24) hours of the time of notice. A re-check is done at that time by the inspectors to determine if the problem has been corrected. If the problem(s) is not corrected to meet necessary standards, the incorrect scale or measuring device can be shut down or confiscated by the Division of Weights and Measures. Once the citation is issued and the problem is corrected, the citation is no longer useful. A new citation would be issued at the next inspection if a problem still exists. |
| | Access Restrictions | None |
| | Contents | Series may include: Date; Name of Station; County; Address; Advertised Price; Selling Price; Error; Statement of KRS 363.760; Date Corrected; Inspector's Signature; Owner/Operator's Signature. |
| | Retention and Disposition | Retain in agency three (3) years, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Weights and Measures

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| 01952 | Small Scales Inspection File | This series documents the inspection of small scales used by businesses who sell products by weight. Grocery stores, hardware stores, etc., use small scales to weigh produce, nails and other items which are sold by weight and usually weigh less than fifty (50) pounds. Pursuant to KRS 363.510 - 363.850, the Department of Agriculture, Division of Weights and Measures, is charged with the responsibility of inspecting weights and measures of every kind with the exception of electricity, gas (natural gas or manufactured), or water when the same are operated in a public utility system. The Division of Weights and Measures has the power to issue stop-use orders, stop-removal orders, and removal orders when violations are found during inspections. The weights and measures are marked or tagged as rejected or approved once an inspection is completed. The Division may also condemn, seize and destroy any weights and measures devices that are not susceptible of satisfactory repair. The director of weights and measures has special police powers and is authorized to arrest, without formal warrant, any violator of weights and measures laws, and has the authority to enter any structure or premises to carry out his duties. |
| | Access Restrictions | |
| | Contents | Series may include: Date; County Code; Name; Address; Phone Number; Inspector's Name; Type of Inspection; Routine; Request; Recheck; Complaint; Name of Scale; Use; Capacity; Serial Number; Balance; Level; Inspector; Scale Reading; Indication; Error; Test Load; Zero Load Balance; Decrease Test; Divisions; Number Scale Divisions; Customer Indication Visible Yes/No; Digital; Money Value; Remarks; Number of Scales Approved/Rejected; Condemned; Owner/Operator Signature. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 01953 | Stockyard Scales Inspection File | This series documents inspection information for all scales used to weigh livestock at stockyards in Kentucky. Pursuant to KRS 261.270, the Department of Agriculture or a scale agency approved by the Department, must test the scales at all stockyards every six (6) months. Certification of such scales must be exhibited before issuance or renewal of any stockyard license. Additional inspections are done within the year if complaints are filed with the Department. Once an inspection is completed, the previous inspection would no longer be useful. |
| | Access Restrictions | |
| | Contents | Series may include: Page Number; County; Test Agency; Scale Manufacturer; Model Number; Serial Number; Type Indicator; Scale Owner/Operator Name, Address, Phone Number; Balance Indicator; Pit Depth; Type Levers; Scale Capacity; Scale Division; Class of Scale; Platform Size; Platform Capacity; Species Weighed; Accessories; Access to Scale for Testing; Test Date; Date Last Tested; Condition; Test Results; Test Data; Zero Load; Maximum Load; Range; Balance; Test Weights; Decreasing Load Test; Approved; Condemned; Repairs, Adjustments, or Changes Made At This Time; Recommendations Made; Remarks; Receipt of Report (Signature); Scale Inspector (Signature). |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 01954 | Tobacco Warehouse Scales Inspection File | This series documents the inspection of scales used to weigh tobacco at tobacco warehouses throughout Kentucky. Pursuant to KRS 248.300, the Department of Agriculture has general supervision over the sale of tobacco in warehouses throughout the state. Once a new inspection is completed, previous inspections are no longer useful. |
| | Access Restrictions | |
| | Contents | Series may include: Date; Name of Tobacco Warehouse; City; Crop Number; Basket Number; Indication Weight; Inspection Weight; Error; Balance; Total Tare; Commission; Percent of Gross; Per CWT; Basket; Other; Signature of Weighman; Bond Number; Signature of Inspector. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Weights and Measures

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---------------------------------------|---|
| 01956 | Service Agency License File | This series documents registration information on all service agencies doing business in Kentucky. A registered service agency means any agency, firm, company, or corporation which for hire, award, commission, or any other payment of any kind, installs, services, repairs, or reconditions a commercial weighing or measuring device. These agencies must register with the Division of Weights and Measures. Under agency registration, identification of individual servicemen is not required. Service agency registrations are renewed in January of each year. |
| | Access Restrictions | None |
| | Contents | Series may include: Service Agency Registration Application - Company Name; Address; Telephone Number; Equipment Qualified to Service; Scales Small/Large; Meters Pump/Petroleum; Testing Equipment Possessed; Date Equipment Last Calibrated; By Whom; Signature; Date; Agency Registration Number; Application Approved; Certificate Mailed. |
| | Retention and Disposition | Retain in agency until one (1) year after date of last registration, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years. |
| 04273 | Service Agency Inspection File | This series documents the inspection of all service agencies doing business in Kentucky. All service agencies registered with the Department of Agriculture must submit to the Division of Weights and Measures, for examination and certification, any standards and testing equipment that are used, or are to be used, in the performance of the service and testing functions with respect to weighing and measuring devices for which competence is registered. A registered service agency cannot use its servicing commercial weighing and measuring devices or standards of testing equipment that have not been certified by the Division of Weights and Measures. Inspectors employed by the Division check the equipment to ensure compliance with the testing standards. After careful investigation and consideration, the Division may suspend or revoke a service agency's certificate of registration. Once a new inspection is completed, the previous inspection is no longer useful. |
| | Access Restrictions | None |
| | Contents | Series may include: Report of Test; Calibration Certificate; Tagged Device Report Form; Serviceman's Placed-In-Service Report (Measuring Devices); Serviceman's Placed-In-Service Report (Weighing Devices). |
| | Retention and Disposition | Retain in agency one (1) year and transfer to the State Records Center for one (1) year, then destroy. Total retention is two (2) years. |
| 04274 | Serviceman Registration File | This series documents registration information received by the Department of Agriculture, Division of Weights and Measures on all servicemen doing business in Kentucky. A registered serviceman means any individual who for hire, award, commission, or any other payment of any kind, installs, services, repairs, or reconditions a commercial weighing or measuring device, and must register as such. Registration is required annually. |
| | Access Restrictions | KRS 61.878 (1) (a) re personal information |
| | Contents | Series may include: Serviceman Registration Application - Type of Equipment Serviced - Scales, Meters; Name; Address; Age; Company Represented; Company Address; Telephone Number; Fax Number; Testing Equipment to be used; Last Date Equipment Calibrated; By Whom; Training Schools Attended; Years of Field Experience; Give at least three references other than present employer who are familiar with your ability as a serviceman; Applicant Signature; Date; License Fee; Registration Number; Application Approved By; Date Certificate of Registration Issued. Renewal Application - Name; Registration Number; Address; Company Name and Address; Serviceman's Signature; Date; Application Received and Approved By; Date Certificate of Registration Mailed; Remarks. |
| | Retention and Disposition | Retain in agency one (1) year after date of last registration and transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years. |
| 04275 | Scanners Inspection File | This series documents the inspections of all barcode scanners used by businesses in the state. Pursuant to KRS 363. 610 and 302 KAR 80:010, any business using barcode scanners for totaling merchandise must comply with National Institute of Standards and Technology Handbook 130, Examination for Procedure for Price Verification. Routine inspections are conducted by Department of Agriculture, Division of Weights and Measures personnel to ensure the scanned price reflects the advertised or shelf price. Once a new inspection is completed, the previous inspection would no longer be useful. |
| | Access Restrictions | None |
| | Contents | Series may include: UPC Scanner System Inspection Report - Business Name, Address, Phone Number, Date, County, Commodity, Describe Item, Units, Shelf Price, Scan Price, Error +/-, Money Error, Remarks, Total Money Error, Acknowledgement of Receipt of Report (Signature), Inspector's Signature. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Weights and Measures

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| 04282 | Wholesale Prepack Inspection File | This series documents the inspection of non-consumer packages or packages of non-consumer commodities at all wholesale distributors in the state of Kentucky. Inspectors employed by the Department of Agriculture, under KRS 363.720, inspect all non-consumer packages at the distributor to make sure the products are labeled correctly and that the weight, measure, or count is accurate. A non-consumer package is any commodity in package form other than a consumer package, and particularly a package designed solely for wholesale distribution. Once a new inspection is completed, the previous inspection is no longer useful. |
| | Access Restrictions | None |
| | Contents | Date; Business Phone Number; Location of Test; Address of Wholesaler; Inspection Lot Size; Sample Size; Tare Sample Size; Allowed Number of Unreasonable Errors; Unit of Measure; Tare Used/Unused; Package; Average Tare; Product Description; Lot Code; Unit Price; Tare Weight; Labeled Weight; Package Error; Lot Disposition; Greater than zero; Average Error; Lot Accepted; Lot Rejected; Total; Total Error; Official; Acknowledged Receipt of Report. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 04293 | Tobacco Warehouse License File | This series documents the licensing information on all tobacco warehouses in the state. Pursuant to KRS 248.290, each tobacco warehouse shall pay to the Department of Agriculture an annual license fee. The license fee is paid on July 1 of each year. Also, each weigh man employed by the tobacco warehouse must pay a bond to the Department of Agriculture for the faithful performance of his duty. |
| | Access Restrictions | |
| | Contents | Series may include: Application for Tobacco Warehouse License - Name of Business, Address, County, Phone Number, Bond Issued By, Amount of Bond, Expiration Date, Number of Scales in Warehouse, Name of Owner(s), Signature of Owner/Manager, Address of Manager, Date; Correspondence; Copy of License. |
| | Retention and Disposition | Retain in agency one (1) year after expiration of license, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention three (3) years. |
| 04294 | Tobacco Check-Weight and Tare File | This series documents the inspections and reports conducted by Department of Agriculture personnel of tobacco already weighed by the tobacco warehouse employees and inspections of equipment used to weigh the tobacco. Per KRS 248.310, inspectors employed by the Department of Agriculture perform a general inspection service of all tobacco warehouses. The inspector may re-weigh any reasonable amount of tobacco that has been received by the tobacco warehouse; determine the weight of all containers and devices used in the transport for the purpose of weighing tobacco on the warehouse floor; and establish a weight tare for each warehouse. The tobacco weigh personnel must use the same tare as that set by Division of Weights and Measures. Once a new inspection is completed, the previous inspection is no longer useful. |
| | Access Restrictions | None |
| | Contents | Series may include: Date; Name of Tobacco Warehouse; City; Crop Number; Basket Number; Indication Weight; Inspection Weight; Error; Balance; Total Tare; Commission; Percent; Gross; Per CWT; Basket; Other; Signature of Weigh man; Bond Number; Signature of Inspector; Tobacco Basket Tickets. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 04298 | Scales Inspection File | This series documents the inspections and reports by Department of Agriculture personnel of all scales used in businesses pursuant to KRS 363.510 - .850 and incorporated by reference the National Institute of Standards and Technology Handbook. The inspections are conducted to ensure the scales are weighing correctly. In the event there is a discrepancy with the weight, the scales are shut down until the necessary corrections are made. Once a new inspection is completed, the previous inspection is no longer useful. |
| | Access Restrictions | None |
| | Contents | Series may include: Scale Owner; Address; County; State; Date; Scale Manufacturer; Model Number; Serial Number; Type Indicator; Balance Indicator; Pit Depth; Type Levers; Scale Capacity; Scale Division; Class of Scale; Platform Size; Platform Capacity; Products/Species Weighed; Access to Scale for Testing; Test Date; Date Last Tested; Condition of Gates and Racks; Test Results; Approved; Rejected; Condemned; Other; Test Data; Balance; Range; Decreasing Load Test; Remarks; Receipt of Report (Signature); Scale Inspector's Signature. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Weights and Measures

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------|--|--|
| 04299 | Rack Meter Inspection File | This series documents the inspections and reports completed by Department of Agriculture personnel of rack meters used to measure large volumes of fuel put into tank trucks at the distributor. Inspections are conducted to ensure the meters register the correct amount of fuel to be delivered. Once a new inspection is completed, the previous inspection is no longer useful. |
| | Access Restrictions | None |
| | Contents | Series may include: Name; Date; Address; Product I.D.; Make of Meter; Serial Number; Security Seals; Meter Number; Top Loading; Bottom Loading; Beginning Totalizer; Ending Totalizer; Printing Type; Computing Type; Line Temperature; Run #1,2,3; 450, 900, Average; Prover Temperature; Gross Meter Reading; Prover Volume Reading; Corrected Gross Meter; Corrected Prover Volume; Net Computer Reading; Corrected Computer Reading; Gross Meter Variation; Net Computer Variation; Gross Meter Approved/Rejected; Net Computer Approved/Rejected; Inspector's Name; Company Representative; Remarks. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 04300 | Tank/Meter Inspections File | This series documents the inspections and reports by Department of Agriculture personnel of all tanks and meters regulated in the Commonwealth. Inspections are conducted of tanks to ensure the weight is accurate, condition of tank is in compliance and meters are accurate pursuant to KRS 363.510 - .850 and incorporated by reference the National Institute of Standards and Technology Handbook. Once a new inspection is completed, the previous inspection is no longer useful. |
| | Access Restrictions | None |
| | Contents | Series may include: Name; Address; Date; Make of Meter; Serial Number; Security Seals; Bottom Loading; Top Loading; Meter Number; Beginning Totalizer; Ending Totalizer; Printing Type; Run #1,2,3; Computing Type; Line Temperature; Prover Temperature; Gross Meter Reading; Prover Volume Reading; Corrected Gross Meter; Corrected Prover Volume; Net Computer Reading; Gross Meter Variation; Net Computer Variation; Gross Meter Approved/Rejected; Net Computer Approved/Rejected; Inspector's Name; Company Representative; Weight and Condition of Tanks; Remarks. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 04301 | Check-Weighing Feed, Seed, Fertilizer, Retail Pre-pack File | This series documents the periodic checking of feed, seed, fertilizer and consumer packages sold at the retail level by businesses in Kentucky. Inspectors employed by the Department of Agriculture randomly re-check weights of these products to ensure the scales are still weighing correctly after a regular inspection has been completed pursuant to KRS 363.720 and all provisions of KRS 363.510 - .850. Also, incorporated by reference in statute is the National Institute of Standards and Technology Handbook. Each re-check is separate from the regular inspection so the previous re-check is no longer useful once a new re-check is completed. |
| | Access Restrictions | None |
| | Contents | Series may include: Date; County; Name of Business; Address; Name of Scale; Use; Serial Number; Balance; Level; Inspector's Name; Pounds of Test Weights 50, 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000; Scale Indication; Error; Approved; Rejected; Condemned; Remarks; Signature Owner/Operator; Commodity Brand, Packer or Distributor. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |
| 04302 | Livestock Check-Weighing Report File | This series documents the periodic re-checking of livestock weights at stockyards throughout the Commonwealth pursuant to KRS 363.510 - .850 and incorporated by reference the National Institute of Standards and Technology Handbook. Department of Agriculture personnel periodically send groups of livestock back through the sale ring to re-check the scales and weight of the animals. This is done without prior notice to the stockyards. Once a re-check is completed, the previous re-check is no longer useful. |
| | Access Restrictions | None |
| | Contents | Series may include: Name of Market; Location; Date of Inspection; Weighmaster; Manager; Serial Number of Scale; Scale Capacity; Minimum Graduation; Condition of Scale, Weighbeam, or Dial; Balance Indicator (Make); Balance Condition on Arrival; Last Date Tested; Platform Size; Time of balance shown on tickets; Time of Arrival; Time of Check Weight; Begin/End; Weather Conditions; Feed and Water Availability in Pens; SR at zero load; Results of Check-Weighing; Number of Head; Kind; Mark; Pen Number; Buyer; Seller; Sales Weight (lbs.); Check Weight (lbs.); Gain/Loss; Witness to Weighing; Inspector's Name. |
| | Retention and Disposition | Retain in agency one (1) year, then destroy. |

STATE AGENCY RECORDS RETENTION SCHEDULE

Agriculture, Department of
Weights and Measures

Record Group
Number
0080

| Series | Records Title and Description | Function and Use |
|--------------|---|--|
| 04303 | Amusement Rides Inspection and License File | This series documents the licenses, inspections and reports completed by Department of Agriculture personnel for amusement rides and amusement ride companies operating in the Commonwealth. Pursuant to KRS 247.232 - .236 and 302 KAR 16.010 - .080, the owner or operator must provide the Commissioner of Agriculture a written itinerary showing the location of the first setup as well as the balance of the Kentucky itinerary as known on the date of notification. On or before the date of the initial inspection, the applicant must provide proof of liability insurance on each ride or attraction. Each owner or operator of an amusement ride or attraction must submit an application to the Commissioner to obtain a permit before operating the rides or attractions. Once the permit has been issued, a seal will be affixed to a permanent and accessible section of the ride or attraction for which the permit was issued. The amusement inspector determines the nature and severity of safety violations and such determinations are based upon accepted industry standards. Amusement rides and attractions are inspected and permits are issued annually. |
| | Access Restrictions | None |
| | Contents | Series may include: Amusement Law Permit; Amusement Rides and Attractions Inspection Report and Continuation Sheet; KART Inspection Check List; Tramways-Aerial Lifts-Surface Lifts-Tows Inspection Report; Stop Operation Order; Certificate of Proof of Financial Responsibility; Itinerary - Mobile Rides/Attractions; Application for Mobile Rides and Attractions; Accident and Fatality Report Form; Amusement Law License. |
| | Retention and Disposition | Retain in agency one (1) year after expiration of license, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years. |
| 04304 | Agricultural Limestone Inspection and License File | This series documents the licensing of all agricultural limestone quarries in Kentucky, and includes the inspections and reports completed by Department of Agriculture personnel. Pursuant to KRS 250.660 - .720, any person operating a business for the purpose of offering or exposing for sale agricultural limestone must register with the Department of Agriculture before selling. A license renewal is issued annually by the Department of Agriculture. After a new inspection is completed, the previous inspection is no longer useful. |
| | Access Restrictions | None |
| | Contents | Series may contain: Limestone Analysis Report - Source of Material; Plant Location; County; State; Sampled By; Date; Sample Taken; Chemical Analysis; CaCo3; Passing #10 Sieve; Passing #50 Sieve; Signature of Analyst; Date Chemical Analysis Completed; Remarks; Owner/Operator's Signature; Application for License; Copy of License; Correspondence |
| | Retention and Disposition | Retain in agency and destroy one (1) year after expiration of license. |

Electronic System With Included Records Series

General Government Cabinet

Department of Agriculture

System Description: AGRMain is used to maintain data used in the verification, certification, inspection, regulation, licensing, and fee collections for functional areas within the Department of Agriculture.

System Contents: AGRMAIN-Regulation and Inspection is an Oracle system for central office staff & management that stores data and provides reporting of data for the following program areas:

- Motor Fuel Quality – inspection data from field staff, management of companies, management of licensing information and renewal process, letters, reports, and tracking tools.
- Limestone – in-house sample testing results, management of companies, management of licensing information and renewal process, letters, reports and tracking tools.
- Tobacco Warehouse – inspection data from field, management of companies, management of “weigh persons” and bonds, management of licensing information and renewal process, letters, reports, and tracking tools.
- Teens & Tobacco - inspection data from field, management of companies and reporting.
- Devices (Meters, Scales & Scanners) - inspection data from field, management of companies and reporting.
- Packages - inspection data from field, management of companies and reporting.
- ServiceMan – registration of people who service scales in-house, with an outside company or independently. Stores test results, management of companies, licensing information and renewal process, letters, reports, and tracking tools.
- Amusement Rides - inspection data from field staff, equipment search capability, management of companies, management of equipment, management of licensing information and renewal process, letters, reports, and tracking tools.
- Eggs - inspection data from field staff, management of companies, management of licensing information and renewal process, letters, reports, and tracking tools. Also assessment fee year-end process and packer plant maintenance.
- Hay – inspection data from field staff, management of producers, buyers, and county agents. Letters, reports and tracking tools. This program also has an interface to our web server for transferring “hay for sale” data to the Hay web page utilizing SQL Server.
- Grain - inspection data from field staff, management of companies, producers, surety and insurance companies. Management of licensing information and renewal process, letters, reports and tracking tools.
- Administration – Maintenance of entire company and chain company tables, owner history search capability, inspector maintenance. Management and search for payment data for license fees, fines, etc. for all program areas. User capability to maintain static data changes. Ability to extract company data (all or by program) for import into WinWam field inspection system (Microsoft Access interface).
- Environmental Services is responsible for regulating the registration, sale, distribution, proper use, storage, disposal, and application of pesticides in Kentucky. This is another module to the Oracle system for central office staff & management that stores data and provides reporting of data for the following program areas:

- Product Registration maintains registration data on each and every pesticide product sold and/or distributed in Kentucky. Collection of licensing fees, delinquency notices, product inactivation, reports. Online registration and approval fee collection process.
- Commercial Licensing and Certification (Ag Branch) maintains data for licensing and certification information of pesticide dealers, operators, and applicators in all categories except for those involved in the structural pest control industry. (Structural Branch) maintains data for licensing and certification information of all pest control companies/individuals performing work in Kentucky.
- Continuing Education/Certification – maintains data of licensee CEU training hours and test scores.
- Environmental Services:
 - Structural – more investigative and narrative type -- regulate pesticides in structures, extermination in nursing homes, day cares, housing authorities, vehicles which carry pesticides and private home inspections for proper application of pesticides.
 - Agricultural – investigative and check lists , same inspections as structural on farms, also misuse, drift complaints, consumer and environmental protection
 - Pest & Weed – non-inspections -- controls applications for noxious weed, spray for mosquitoes, thistle, bird
 - Technical - Pesticides farm collection for unwanted pesticides and disposed of properly, rinse and return program

General Schedule Items:

| System Title: AGRMain | | Alternate Title: |
|------------------------------|---|--|
| Series #: | Series Title: | Disposition Instructions: |
| 01871 | Egg Wholesalers and Distributers File | Retain in agency three (3) years, then destroy. |
| 01873 | Egg Dealers License File | Retain in agency one (1) year, then destroy. |
| 01875 | Egg Inspection File | Retain in agency one (1) year, then destroy. |
| 01936 | Investigations and General Information on Licensed Pest Control Companies File | Retain in agency permanently. |
| 01937 | Application for Pest Control License, Examination Material, and Result of Examination | Retain in agency permanently. |
| 01954 | Tobacco Warehouse Scales Inspection File | Retain in agency one (1) year, then destroy. |
| 01956 | Service Agency License File | Retain in agency until one (1) year after date of last registration, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years. |
| 03936 | Operator Application File | Retain in agency and destroy two (2) years after date of last renewal. |
| 03937 | Pesticide Applicator Certification File | Retain in agency and destroy five (5) years after expiration of certification. |

| Series #: | Series Title: | Disposition Instructions: |
|------------------|---|--|
| 03938 | Pesticide Registration File | Retain in agency two (2) years, then destroy. |
| 03939 | Equipment Registration File | Retain in agency five (5) years, then destroy. |
| 03940 | Insurance Verification File | Retain in agency three (3) years, then destroy. |
| 03941 | General Inspection File | Retain in agency five (5) years, then destroy. |
| 04273 | Service Agency Inspection File | Retain in agency one (1) year and transfer to the State Records Center for one (1) year, then destroy. Total retention is two (2) years. |
| 04274 | Serviceman Registration File | Retain in agency one (1) year after date of last registration and transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years. |
| 04293 | Tobacco Warehouse License File | Retain in agency one (1) year after expiration of license, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention three (3) years. |
| 04294 | Tobacco Check-Weight and Tare File | Retain in agency one (1) year, then destroy. |
| 04299 | Rack Meter Inspection File | Retain in agency one (1) year, then destroy. |
| 04300 | Tank/Meter Inspections File | Retain in agency one (1) year, then destroy. |
| 04301 | Check-Weighing Feed, Seed, Fertilizer, Retail Pre-pack File | Retain in agency one (1) year, then destroy. |
| 04303 | Amusement Rides Inspection and License File | Retain in agency one (1) year after expiration of license, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years. |
| 04304 | Agricultural Limestone Inspection and License File | Retain in agency and destroy one (1) year after expiration of license. |
| 04868 | Pesticide Control Operator Examination File - Failed | Retain in agency ten (10) years, then destroy. |
| 06192 | Egg Retail License File | Retain in agency and destroy one (1) year from date license is issued. |

Electronic System With Included Records Series

General Government Cabinet

Department of Agriculture

System Description: The Department of Agriculture inspects point of sale weighing devices for accuracy. These include large industrial scales that are used by industry; large vehicle scales found at weigh stations, power plants, coal mines, grain warehouses and other similar businesses; and livestock scales used to determine market weights for livestock. WinWAM contains records used to analyze and track weights and measures data for compliance and certification in Kentucky.

System Contents: Weights and measures data gathered during inspection relating to motor fuel, propane, and commercial scales. This includes: inspection reports, owner/operator information, inspector's name, scale readings, test and inspection weights, recommendations, meter readings, serviceman registration, and scale data.

General Schedule Items:

System Title: WinWAM

Alternate Title:

| Series #: | Series Title: | Disposition Instructions: |
|------------------|--|--|
| 01875 | Egg Inspection File | Retain in agency one (1) year, then destroy. |
| 01951 | Citations | Retain in agency three (3) years, then destroy. |
| 01952 | Small Scales Inspection File | Retain in agency one (1) year, then destroy. |
| 01953 | Stockyard Scales Inspection File | Retain in agency one (1) year, then destroy. |
| 01954 | Tobacco Warehouse Scales Inspection File | Retain in agency one (1) year, then destroy. |
| 01956 | Service Agency License File | Retain in agency until one (1) year after date of last registration, then transfer to State Records Center for two (2) years. Destroy after audit. Total retention is three (3) years. |
| 04273 | Service Agency Inspection File | Retain in agency one (1) year and transfer to the State Records Center for one (1) year, then destroy. Total retention is two (2) years. |

System Title: WinWAM

Alternate Title:

| Series #: | Series Title: | Disposition Instructions: |
|------------------|---|--|
| 04275 | Scanners Inspection File | Retain in agency one (1) year, then destroy. |
| 04282 | Wholesale Prepack Inspection File | Retain in agency one (1) year, then destroy. |
| 04294 | Tobacco Check-Weight and Tare File | Retain in agency one (1) year, then destroy. |
| 04298 | Scales Inspection File | Retain in agency one (1) year, then destroy. |
| 04299 | Rack Meter Inspection File | Retain in agency one (1) year, then destroy. |
| 04300 | Tank/Meter Inspections File | Retain in agency one (1) year, then destroy. |
| 04301 | Check-Weighing Feed, Seed, Fertilizer, Retail Pre-pack File | Retain in agency one (1) year, then destroy. |
| 04302 | Livestock Check-Weighing Report File | Retain in agency one (1) year, then destroy. |

Electronic System With Included Records Series

General Government Cabinet

Department of Agriculture

System Description: The Motor Fuel Quality Program is responsible for the inspection and testing of gasoline, gasoline-alcohol blends, diesel, and biodiesel fuels to ensure that the quality of the product complies with Kentucky state law and ASTM (American Society for Testing and Materials) standards and specifications.

Fuel quality pertains not only to factors affecting the drivability of a vehicle and the volatility of the fuel, but also to health and environmental issues.

Inspections are conducted routinely across the state and in response to consumer complaints.

The gas pump program is responsible for the testing of retail motor fuel dispensers to ensure that the quantity delivered is accurate and that the total price is computed correctly.

The Motor Fuel system records data pertaining to the Motor Fuel Quality Program and the Gas Pump Program. This includes fuel samples, fuel testing, and gas station inspection. Each sample undergoes different tests such as engine test, distillation, alcohol and ethers, workmanship, etc. The fuel tests are passed or failed based on fuel standards.

System Contents: Fuel sample data (octane, distillation, alcohol, viscosity); meter information; line and prover temperature; weight and condition of tanks.

General Schedule Items:

| <i>System Title:</i> | Motor Fuel | <i>Alternate Title:</i> |
|-----------------------------|-----------------------------|--|
| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> |
| 04299 | Rack Meter Inspection File | Retain in agency one (1) year, then destroy. |
| 04300 | Tank/Meter Inspections File | Retain in agency one (1) year, then destroy. |

Electronic System With Included Records Series

General Government Cabinet

Department of Agriculture

System Description: The Compliance Activity Tracking System (CATS) is an application used to track environmental services complaints and inspection data within the Department of Agriculture.

System Contents: Complaint and inspection data: name, address, nature of complaint, narrative reports, violation suspected, samples collected, investigation reports, official statements, violation notices, and correspondence.

General Schedule Items:

System Title: Compliance Activity Tracking System

Alternate Title: CATS

Series #: ***Series Title:***

Disposition Instructions:

03942 Public Complaints/Inspection File

Retain in agency five (5) years, then destroy.

Electronic System With Included Records Series

General Government Cabinet

Department of Agriculture

System Description: ExamHand is used by the Kentucky Department of Agriculture's Grain Regulation Branch to facilitate examination of grain warehousemen and grain dealers in Kentucky.

The Grain Regulation Branch is responsible for administering inspections to ensure that grain production and contractual agreements are secured and stable. Financial and accounting records of licensed grain businesses are audited to ensure that the farmers of the Commonwealth are being paid for their grain commodities.

System Contents: ExamHand contains grain inspection data and reports gathered during these inspections: name and address of producers, location of storage facilities, purchaser information, type and amount of grain, inspection dates, name of inspector, inspection reports, correspondence, Kentucky grain prices.

General Schedule Items:

| <i>System Title:</i> | ExamHand | <i>Alternate Title:</i> |
|-----------------------------|-----------------|--------------------------------|
|-----------------------------|-----------------|--------------------------------|

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> |
|-------------------------|--|--|
| 04085 | Weekly Livestock and Grain Market Report | Retain in agency five (5) years, then transfer to the State Archives Center for permanent retention. |
| 06204 | Grain Warehouse/Dealer License File | Retain in agency three (3) years, then destroy. |

Electronic System With Included Records Series

General Government Cabinet

Department of Agriculture

System Description: The Office of State Veterinarian is responsible for the control and eradication of infectious and communicable animal diseases in Kentucky. KY Herds contains data used to track animal IDs, movement, and vaccinations. This includes information relating to bovine, camelids, cervids, equine, goats, honeybees, poultry, sheep, and swine.

System Contents: Application functions include the following: Animal testing; tracking state and federal premise IDs; veterinarian tracking; GIS integration; tracks resources, premises, and animals involved with agriculture incidents (emergency reporting); maintains information for livestock markets, location and contact information; maintains producers and their locations and contact information; and houses animal disease data. Information from this database integrates into mapping system for surveillance purposes.

General Schedule Items:

| | |
|-------------------------------|-------------------------|
| System Title: KY Herds | Alternate Title: |
|-------------------------------|-------------------------|

| Series #: | Series Title: | Disposition Instructions: |
|------------------|---|--|
| 01901 | Herd Health Files (Excluding horses) | Retain in agency. Destroy non-infected herd records after ten (10) years. Destroy infected herd records after fifteen (15) years. |
| 01921 | Garbage Feeding Swine Permit File | Retain in agency and destroy two (2) years after date of last renewal. |
| 03712 | Swine Herd Owner File | Retain in agency permanently. |
| 03713 | Feeding Swine Permit File | Retain in agency and destroy two (2) years after date of last renewal. |
| 03714 | Official Quarantine Release - Swine | Retain in agency five (5) years, then destroy. |
| 03715 | Pseudo-Rabies Surveillance Card Request | Retain in agency five (5) years, then destroy. |
| 03716 | Swine Slaughter Traceback File | Retain in agency and transfer to Swine Herd Owner File (03712 - permanent retention) once traceback is complete. |
| 03717 | Import Swine Herd File | Retain in agency permanently. |

System Title: KY Herds

Alternate Title:

| <i>Series #:</i> | <i>Series Title:</i> | <i>Disposition Instructions:</i> |
|-------------------------|---|---|
| 03718 | Contagious Equine Metritis Complement Fixation Test | Retain in agency five (5) years, then destroy. |
| 03719 | Contagious Equine Metritis Culture - Accession Sheet | Retain in agency five (5) years, then destroy. |
| 03720 | Contagious Equine Metritis Imported Horse File | Retain in agency five (5) years, then destroy. |
| 03721 | Equine Infectious Anemia Test Record | Retain in agency one (1) year, then destroy. |
| 03722 | Equine Infectious Anemia Positive Case History Report | Retain in agency fifteen (15) years, then destroy. |
| 03723 | Equine Viral Arteritis Test Record File | Retain in agency five (5) years, then destroy. |
| 03724 | Equine Viral Arteritis Vaccination Record File | Retain in agency five (5) years, then destroy. |
| 03725 | Brucellosis Testing File | Retain in agency twenty (20) years, then destroy. |
| 03726 | Rendering Plant License File | Retain in agency and destroy one(1) year after date of last renewal. |
| 03727 | Livestock Dealer License File | Retain in agency and destroy two (2) years after date of last renewal. |
| 03929 | Calfhood Vaccination File | Retain in agency five (5) years, then destroy. |
| 04865 | Tuberculosis Test Record File | Retain in agency twenty five (25) years, then destroy. |
| 04866 | Certificate of Veterinary Inspection File | Retain in agency. Destroy certificates without new consignor after one (1) year. Destroy certificates with new consignor after three (3) years, with the exception of equine, which may be destroyed after two (2) years. |
| 04871 | Health Certificates for Small Animals File | Retain in agency one (1) year, then destroy. |

Electronic System With Included Records Series

General Government Cabinet

Department of Agriculture

System Description: Kentucky Proud is the trademarked brand for Kentucky's agricultural products grown and produced in the commonwealth. The KY Proud database is a repository of data and reports that supports promotional campaigns designed to sell and promote Kentucky products, network producers and retailers.

System Contents: Vendors: company name, address, telephone number, email, and product information

Products: product name, product category: this includes livestock, plants, vegetables, meats, fruits, dairy products, baked goods, honey, crafts, nuts, sauces, seafood, beverages, and wine

General Schedule Items:

System Title: KY Proud

Alternate Title: Kentucky Proud database

Series #: ***Series Title:***

Disposition Instructions:

04068 Kentucky Proud Application File

Retain in agency and destroy five (5) years after date of approval.