



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Kentucky Horse Park
Agency

March 1989
Schedule Date

Unit

Change Date
March 9, 1989
Date Approved by Commission

APPROVALS

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

Lee S. Clark
Agency Head

2-28-89
Date of Approval

John A. ...
Agency Records Officer

Feb. 27, 1989
Date of Approval

Richard H. Felder
State Archivist and Records Administrator
Director, Public Records Division

March 3, 1989
Date of Approval

[Signature]
Chairman, Archives and Records Commission

3/9/89
Date of Approval

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

Kathy Hilliland
Records Analyst/Regional Administrator

February 23, 1989
Date of Approval

Charles A. Probst
Appraisal Archivist

March 3, 1989
Date of Approval

Diana G. Moore
State/Local Records Branch Manager

Feb. 23, 1989
Date of Approval

The determination as set forth meets with my approval.

James M. ...
Auditor of Public Accounts
for Bob Babbage

March 6, 1989
Date of Approval

**STATE AGENCY RECORDS
 RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
 Kentucky Horse Park
 Education Serv. of KY Horse Park

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
03413	Museum Education File	The purpose of this file is to provide a resource of educational materials. The materials are used for tours, and for informational and educational presentations to schools. The provide a record for school visits and educational services of the Kentucky Horse Park. Slides, vcr tapes, and other resources and educational mateials give students and general public some insight into the historical significance of the horse, the role of the horse in present dy society, in particular, its importance in Kentucky industry. These pieces of information are changed as new materials are created, organized, or become available.	Correspondence, mailing lists, VCR tapes, slides, pamphlets, tour reservation, pre and post visit educational materials, tor scripts, resource materials for tours, educational materials.	Agency: Indefinite	Records Center: NA	Archives Center: NA
				Maintain in current file. Destroy obsolete material as needed.		

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Kentucky Horse Park
Equine Operations

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
03403	Seattle Slew Scholarship File	This series documents those students who have received Seattle Slew Scholarships and the amount of the scholarship. Student are selected on the basis of economic needs by the Board of Directors of Kentucky Equine Institute (K.E.I.). Information and applications on the students selected go into the K.E.I. student file(03402). The Seattle Slew Syndicate originated this scholarship by auctioning a progeny of Seattle Slew. (The Foundation is a smaller committee of the Seattle Slew Syndicate.)	list of students awarded scholarships; date of term; amount of money awarded; correspondence.	Agency: 1 year Destroy	Records Center: NA	Archives Center: NA
03402	Kentucky Equine Institute Student File (C) Krs 61.878 (la,e) (V)	The Kentucky Equine Institute was created to provide unique education opportunities for students to study and work with 30 breeds of horses and to become well qualified and conscientious employees of the equine industry. Funding for the Institute is primarily provided by tuition. The program includes instruction in anatomy, physiology, reproduction, nutrition, stable mangement and health for a 5 month period of time. This series originates when a student makes application for acceptance, then it is maintained keeping records of the student's grades and activities through graduation. It is the record source for employment and referrals following graduation. This series documents the scholastic activities of a student during his/her training at the Kentucky Equine Institute. Reference to the file is depent upon calls or inquiries from potential employers. They are subject to audit by the Veterans Administration in case of students that are veterans.	application; transcripts/copies of tests; recommendation forms (3); final grade summation; copies of diploma; applications for scholarships; resumes.	Agency: 20 years Destroy	Records Center: NA	Archives Center: NA
03401	Individual Equine Record (V)	This series was originated to have an information file for every animal housed at the Kentucky Horse Park, past and present. When a horse is stabled at the Horse Park, the following documents are completed; the contract or donation agreement (lending papers), health records, and registration records. If a horse is sold, traded or returned to its original owner, the original records will stay at the Horse Park. Copies are made and given to the owner. ** Reference to these files is dependent on the horse, type of horse, age and health of the horse, also the use of the horse. NOTE: The Individual Equine Record of the horses used by the Mounted Police are maintained in the Mounted Police office.	registration papers; donation or loan agreement; receiving and departure forms; medical records; training records.	Agency: Indefinite Destroy five years after departure or death of horse.	Records Center: NA	Archives Center: NA

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Kentucky Horse Park
International Museum of the Horse

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
03405	Master Loan Ledger (V)	This series provides documentation for the identification of every item that has been loaned to and loaned out of the International Museum of the Horse, the value of the item and its loaner (or in the case of the Outgoing Loan Form, destination of the item). When an item is loaned, this is the first record of its provenance. This series is referred to in locating files, identifying loaners, making an inventory of the Museum's holdings for insurance purposes, and determining values of like items. It notes if the loan is long or short term. Long term loans are indefinite in duration, generally a minimum of a year. Short term loans generally range about 3 months or less. A brief description of the article is given, and a nomenclature category included to standardize classification.	date received; date returned; loan number; description; insurance value; source; outgoing loan	Agency: Permanent t	Records Center: NA	Archives Center: NA
				Retain in Agency		
03410	Museum Archive File	This series is a research and resource file for the Kentucky Horse Park employees and the general public. It is the repository for all historical information on the Park and the International Museum of the Horse as well as information and records of collections, events, facilities and horses. The major collections are: The Article Collection, Kentucky Horse Council Collection, Kentucky Horse Park History Collection, and the Rambling Willie Collection.	Correspondence, minutes, articles, photographs, negatives, park publications, race records, programs, historical research, blueprints, design plans, proposals, drawings.	Agency: Permanent t	Records Center: NA	Archives Center: NA
				Retain in Agency		
03411	Library Reference File	This series files by subject all pieces of information relative to horses. It contains photographs, articles, pamphlets and research pieces. It serves as a source for research. It is used to answer inquiries about particular horses, types of horse, and is a resource for generating educational materials (pre and post classroom materials for school children). Information in this file could go back to the beginning of horse history. The date of some of the documents or pieces of material go back to the early 1900's. Reference material is added to the file daily.	article, photographs, research paper, pamphlets.	Agency: Permanent t	Records Center: NA	Archives Center: NA
				Retain in Agency		
03412	Card Catalog	This series is an index and cross reference to the library, periodical collection, and archive file. The cards are cross referenced by subject title, and author. The periodical collection cards are referenced by title. The archive is referenced by subject within each collection.	Title of monograph, serial or periodical; author; publisher; date of publication; number of pages; type of illustration.	Agency: Permanent t	Records Center: NA	Archives Center: NA
				Retain in Agency		
03404	Master Accession Ledger (V)	This series provides documentation for the identification of every item that has been acquired by or donated to the Kentucky Horse Park Museum, the value of the item, and its donor or source. The ledger is referred to in locating files, identifying donors, making an inventory of the Museum's holding for insurance purposes and determining values of like items. It notes if the item is currently on exhibit or can be found in storage. A brief description of the article is given, and a nomenclature category included to standardize classification.	name of item; brief description; source/donor; insurance value; accession number; date received; cost (if applicable); noted if item is in storage or on exhibit.	Agency: Permanent t	Records Center: NA	Archives Center: NA
				Retain in agency		

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Kentucky Horse Park
International Museum of the Horse

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
03406	Artifact Accession File	This series provides the documentation for items that have been brought to the International Museum of the Horse for donation or purchase. It contains the title of the items, description, value, and signature of donor. Research notes are included in the file. They aid in identifying the use of the item(s), determining the origin or Manufacturer of an item, the value of the items, and photos of the item. Dates of items received are verified if possible. The Memorandum of Gift (Donation Form) is an integral part of this series. This series contains information that is not available in the Master Accession Ledger (03404). As long as these items remain at the Museum, this series would be the key to any descriptive information on that item(s).	correspondence; Memorandum of Gift-containing source, description, date received, accession number, insurance value, signature of donor; photograph; research notes.	Agency: Permanent 5 years Retain in Agency	Records Center: NA	Archives Center: NA
03409	Insurance Records on Artifacts	This series is the record of coverage for items contained in the International Museum of the Horse. This series identifies the items, their accession numbers, their fair market value and appraisals, and the duration of the loan (if applicable). An inventory of the contents of the building is done annually. The Museum purchases Fire and Tornado Fund Coverage for the artifacts that belong to the Museum and items on long term loan. All-Risk Coverage is purchased for items on short term loan.	report; duration of loan; invoices for coverages; correspondence; policy on coverage; inventory of building	Agency: Permanent 5 years Destroy	Records Center: NA	Archives Center: NA
03408	Artifact Card File	This series provides location of each item within the International Museum of the Horse and allows sort by donor or vendor. It augments the description of the item, where space is not provided in the Master Accession Ledger (03404). This series is divided into 3 file sections arranged by 1) Accession Number, 2) Category (ie. Saddles), 3) Source or Donor/Vendor. Each card contains the same information. It is used as a reference tool and will be a key factor in the automating of the artifact description of the items in the International Museum of the Horse. Loan items are not in this index.	Accession Number; Nomenclature; Detailed Description; Condition; Value; Source; Date Received; Location in the Museum; Photograph	Agency: Permanent 5 years Retain in Agency	Records Center: NA	Archives Center: NA
03407	Artifact Loan File	This series documents items loaned to the International Museum of the Horse, either for long term/short term loans. Also those items the Museum loans to other institutions are filed with these. After the artifact or artwork is returned, the file is retained to compare values for similar items, survey a loaner's history of participation with the Museum, or reconstruct a collection or exhibit. Outgoing loan files are organized so as to keep up with pieces that are loaned out and the dates they are to be returned. Correspondance is maintained in the files. Condition of items is noted upon return. *Daily - April to October, when gallery is open.	loan form (description, loan number, provides insurance value, date received or loaned out, signature of loaner, source, length of loan, credit line of loaner)	Agency: Indefinite Destroy 5 years after termination of loan contract	Records Center: NA	Archives Center: NA

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Kentucky Horse Park
Mounted Police

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
03415	Mounted Police Case Log (C) KRS 61.878 (1.H)	This series serves as an index to the Kentucky Horse Park Mounted Police Case File (03417). As each case is created, it is in turn written into the Mounted Police Case Log (03415) by date of occurrence, name of victim or offender, and assigned the case number. It identifies the officer number and the type of case (criminal, injury, accident, other). It helps determine staff requirements, preventive crime measures and tactical decisions.	date, name of victim or accused, type of case (report), report #, trooper #	Agency: Indefinite	Records Center: NA	Archives Center: NA Destroy after submission of Annual Report (M0022).
03414	Courtesy Notice (C) KRS 61.878 (1.h)	This series serves as a corrective measure for minor infractions. It provides documentation which may result in citations due to repeated incidents of recorded minor infractions. It serves, also, as a record of assistance given to disabled motorists. These will be retained on file for reference, especially in the case of a repeat offender. The officer is allowed to use his discretion in giving a Courtesy Notice (03414). Violations of a more serious nature or with an appearance of malicious intent could result with a uniform Citation (creating the Kentucky Horse Park Mounted Police Case file (03417). Even though these have only been used a few months, security does not anticipate further use of them after 3 months. Outside of 90 days the information is obsolete.	date, operator's name, vehicle make, registration #, state, trafficway, county, infraction (speeding, signal, right-of-way), deflection or inadequate equipment, officer's Signature, badge #, Post #, motorist assistance.	Agency: 3 months Destroy	Records Center: NA	Archives Center: NA
03416	Board of Claims File (C) KRS 61.878 (1a)	This series serves as a reference copy of claims that are filed against the state due to incidents that took place at the Kentucky Horse Park. All claims are originally filed with the board of Claims. The Board of Claims will send bills to the Horse Park because of a related incident. The Captain of the Mounted Police then sends the bill with a Claims Form Back to the Board of Claims. All other information that comes to the Horse Park related to an incident will go into the file. The Board of Claims is required to complete all claims within a year's time.	copies of claims, copy of uniform offense report, statement finding from the Board of Claims.	Agency: 1 year Destroy	Records Center: NA	Archives Center: NA

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Kentucky Horse Park
Mounted Police

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
03417	Mounted Police Case File (C) KRS 61.878 (1.h) (V)	<p>This series reflects information necessary to record police related events of a non-routine nature. The elements of this series will include a viction or an accused or both. The key document in this series is the Uniform Offense Report (U.O.R.) which describes the nature of the incident that has occurred, ie. personal injury, property damage, theft or other violation. The other forms that complete or help to make up a part of this file are triggered off of this form. As a case file is created, the supervisor assign it a case number and logs it in the Case Log (03415). It will remain in the file drawer for reference except for request from individuals, insurance companies, Board of Claims or the courts.</p> <p>** Reference activity will vary according to the nature of the case, ie. expire tags would be looked at one time. A lawsuit would require much more activity on an indefinite time frame. A lawsuit would be filed through the Board of Claims, and the Kentucky Horse Park would be filed through the Board of Claims, and the Kentucky Horse Park would only obtain duplicate copies of the same information. (see Board of Claim File (03416).</p> <p>IN the case of a juvenile, the citation does not reveal a name. It recognizes the youth as "juvenile". There is a one hour time requirement to get a juvenile to a court designated worker.</p>	<p>This series would include any one or combination of the following: uniform offense report; uniform citation; traffic accident report; DWI arrest report; Kentucky missing persons report; Witness interview sheet; permission to search form; advise of rights form; adult case summary; supplemental report; evidence; audiotapes; photographs; juvenile case summary</p>	<p>Agency: Indefinite</p> <p>Records Center: NA</p> <p>Archives Center: NA</p>	<p>Destroy 3 after closure of case</p>	
03419	Mounted Police Personnel File (C) KRS 61.878 (1a, e, f)	<p>This series documents those individuals on the Mounted Police Force that have met the requirements of the Special Law Enforcement Officer (SLLEO) of the Criminal Justice Department (CJD). Part of this file will duplicate what is maintained at the CJD. The CJD holds originals of required documents, i.e.. promotion, disciplinary action. This file will have other pieces of information that is not required by the CJD, such as equine training information, first aid training or general memoranda, and that which is not found in the individual's personnel file. Duties and description of a Special Law Enforcement Officer can be found in KRS 61.900 to 61.930.</p> <p>There is no activity with inactive employee files. All reference to or for previous employees would be handled through the Personnel Office at the Horse Park, Department of Personnel, Frankfort, or the Criminal Justice Department.</p>	<p>copy of Special Law Enforcement Officer application copy of Police Records check, copy of application for training , Academy scores, equine training information, first aid training, other unofficial correspondence or memoranda.</p>	<p>Agency: Indefinite</p> <p>Records Center: NA</p> <p>Archives Center: NA</p>	<p>Destroy 5 years after termination of employment</p>	
03418	Mounted Police Shift Report	<p>This series is a written account of an officers' activity while on duty. It will give a brief description of any occurrence while that officer was on duty. It also identifies the time in which something might have occurred.</p>	<p>officer's name, officer's #, date, equipment used (if applicable), weather conditions, duties performed, short explanation of occurrences, time of occurrence, Sargent's signature, Captain's signature.</p>	<p>Agency: 1 year</p> <p>Records Center: NA</p> <p>Archives Center: NA</p>	<p>Destroy</p>	