RECORDS RETENTION SCHEDULE

Office of the Governor

Department of Military Affairs

Schedule Date: October 1, 1982

Change Date: June 12, 2008

Prepared by

STATE RECORDS BRANCH

Public Records Division

Kentucky Department for Libraries and Archives

Printed with State Funds

RECORDS RETENTION SCHEDULE

SCHEDULE FOR:

DEPARTMENT OF MILITARY AFFAIRS

Agency

Unit

SCHEDULE DATE: Oct. 1982

DATE APPROVED BY COMMISSION 10-7-82

APPROVALS

The undersigned approve of the following schedule.

Agency Head — Date of Approval

Records Officer — Date of Approval

State Archivist and Records Administrator
Director, Public Records Division — Date of Approval

Chairman, Archives and Records Commission — 10-7-82 Date of Approval

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We the undersigned or the agents thereof have examined the record items and recommend the disposition as shown.

Darrell Gabhart — Records Analyst

Larry B. Farston — Assistant State Records Adm.

Jeffrey Michael Duff — Assistant State Archivist

The determination as set forth meets with my approval.

James P. Graham — Auditor of Public Accounts

10-6-82 Date of Approval

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Adjutant General's Office

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
03651	Kentucky Vietnam Veterans Memorial Fund, Inc. Closed Date: 6/30/1990	Closed series: This series documented the organization, funding, and construction of the Kentucky Vietnam Veterans Memorial. The Kentucky Vietnam Veterans Memorial Fund, Inc. was incorporated in 1984, taking over the responsibility for establishing a Vietnam Veterans Memorial from the Vietnam Veterans Leadership Program. In 1984, the Kentucky General Assembly passed a resolution for the memorial fund to "design and raise the necessary funds for a monument to those Kentuckians who fought and died in Vietnam." A national search was conducted for a design for the Memorial. The primary criterion was that the design must contain all the names of Kentuckians who died or are listed as missing in action (MIA). Helm Roberts, a Lexington, Kentucky, architect and veteran, submitted the unique sundial concept that was selected. The shadow of the sundial's gnomon falls upon the name of the deceased on the anniversary of his death. The names of the MIAs are listed in front of the gnomon where the shadow never falls. Funds for construction were provided through private donations from businesses, corporate and individual sources. The people of the Commonwealth of Kentucky donated the land on Coffee Tree Road in 1987. Upon completion, the memorial was transferred to the Commonwealth, with perpetual maintenance provided by the Memorial Fund.	Series contains: correspondence; financial statements; names of casualties/MIAs listed; biographical information; list of Medal of Honor winners; list of names added/changed; corporate documents; maintenance agreement; solicitations; photograph contest; educational fund proposal; ceremonies; dedication committee; brochures; publications; speeches-poems; design (drawings, blueprints, changes); Board of Directors (minutes, agenda, list of Board Members); Vietnam Veterans Leadership Project papers; videotapes; photographs; tax exempt purchases; insurance papers	Agency: 0	Records Center:	Archives Center: P
				Transfer to the State Archives Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the

Military Affairs, Department of Administrative Services

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01695	National Guard Payroll - (State duty)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01696	Military Vehicle Accident Reports			Agency: I	Records Center:	Archives Center:
				Destroy ten years after settlement of any claims		
01697	Accident Claims Against the State			Agency: I	Records Center:	Archives Center:
				Destroy ten years after settlement of any claims		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Air National Guard

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01738	AF Form 10 - Personnel Records Group (C) Federal Privacy Act (V)		Includes enlistment, assignments, promotions, education, medals, discharges, medicals	Agency: I	Records Center:	Archives Center:
				Transfer to the State Archives Center after Statement of Service is prepared		
01739	Unit Organizational File		Includes orders of activation and deactivation	Agency: P	Records Center:	Archives Center:
				Retain in agency. Transfer to the Military Records and Research Library when unit becomes inactive		
01740	Unit History File		Includes orders, reports, and rosters	Agency: P	Records Center:	Archives Center:
				Retain in agency. Transfer to the Military Records and Research Library when unit becomes inactive		
01741	Air National Guard Orders			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01742	Aircraft Accident Reports			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01743	Accident Claims Against the State - (Duplicate) - (Original in Administrative Services)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
01744	Training Directives - (Duplicate)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the

Military Affairs, Department of

Air National Guard

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01745	Annual General Inspection			Agency: 5	Records Center:	Archives Center:
				Destroy		
01746	Operation Readiness Inspection			Agency: 5	Records Center:	Archives Center:
				Destroy		
01747	X-rays of Personnel			Agency: I	Records Center:	Archives Center:
				X-rays with negative results can be destroyed upon discharge from service; the remainder upon death of serviceman		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Army National Guard

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01727	Unit Organization File		Includes orders of activation and deactivation	Agency: P	Records Center:	Archives Center:
				Retain in agency. Transfer to the Military Records and Research Library when unit becomes inactive		
01728	Unit History File		Includes orders, reports, rosters	Agency: P	Records Center:	Archives Center:
				Retain in agency. Transfer to the Military Records and Research Library when unit becomes inactive		
01729	DA Form 1379 - Unit Record of Reserve Training Administrative Change Date: 3/1/1986 To combine series 01760, 01761, 01762			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01730	Permanent Orders - (Subsequent to July 1, 1976)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01731	Orders - (Subsequent to July 1, 1976)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01732	Military Investigations			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01733	Courts Martial Records			Agency: P	Records Center:	Archives Center:
				Retain in agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the

Military Affairs, Department of

Army National Guard

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01734	Training Directives - (Duplicate)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
01735	Motor Vehicle Accident Claims Against the State - (Duplicate) - (Original copy in Administrative Services)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
01736	Annual General Inspection Report			Agency: 5	Records Center:	Archives Center:
				Destroy		
01737	Technical Inspection Report			Agency: 5	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Disaster and Emergency Services

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01709	County Plan File		Includes a list of all personnel and equipment available; training performed; contingency plans for all types of disasters or emergencies	Agency: I Maintain up-to-date county plan file permanently in agency. Replace and destroy individual documents as superseded, and entire file with revised county plans every two years	Records Center:	Archives Center:
01710	Disaster Files - (Includes correspondence; reports; other materials related to each particular disaster) Change Date: 9/13/1990	This series documents the incidents that occur within the state that are weather related, search and rescue, fires, or hazardous materials spills. The Office acts as a dispatch for the Natural Resources And Environmental Protection Cabinet, the State Fire Marshal, and the Kentucky National Guard. When a phone call reporting an incident comes in, the dispatcher makes a note of the location, checks off the type of incident, lists the name of the person reporting, and initials the information. Staff then contact the appropriate agency to respond to the report. The incident numbering begins on January 1st and is consecutive for the calendar year.	Series contains: incident worksheet; incident number; date; time; name of person reporting; location; initials of the person recording the report; description of incident memoranda; correspondence; newspaper clippings; trip reports (summary of incident by area coordinator)	Agency: 5 Destroy	Records Center:	Archives Center:
01711	Individual and Family Grant Program		Includes correspondence; actions taken; cost reports; other material related to each particular grant processed	Agency: I Destroy three years after completion of program, and audit	Records Center:	Archives Center:
01712	Communication Equipment Use and Maintenance Record			Agency: I Destroy three years after disposition of equipment, and audit	Records Center:	Archives Center:
01713	Resources File			Agency: I Destroy when no longer useful	Records Center:	Archives Center:
01714	Compliance with Civil Rights Report - (Quarterly)			Agency: 3 Destroy after audit	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the

Military Affairs, Department of

Disaster and Emergency Services

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01715	Labor Standards Report - (Semi-annual)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
01716	Teletype Messages			Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Facilities

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01698	Blue Prints - (Buildings)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01699	Building Construction Records			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01700	Property Records	Used to establish responsibility and to account for all equipment issued to the Department		Agency: I	Records Center:	Archives Center:
				Destroy three years after disposition of equipment, and audit		
01701	Vehicle Purchase and Maintenance Record			Agency: I	Records Center:	Archives Center:
				Destroy three years after disposition of vehicle, and audit		
01702	Equipment Purchase and Maintenance Record			Agency: I	Records Center:	Archives Center:
				Destroy three years after disposition of equipment		
01703	Installation Management Fund Cash Authority			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
01704	Installation Management Fund Cash Bank Book			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
01705	Installation Management Fund Cancelled Checks			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the

Military Affairs, Department of

Facilities

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01706	Installation Management Fund Deposit Slip and Bank Statements			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
01707	Installation Management Fund Cash Account and Operating Statement			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
01708	Installation Management Fund Standard Vouchers			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Military Records and Research Library

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01724	Personnel Records Jacket File - (201 File) - (Establishes eligibility for future entitlements for military service) (C) Federal Privacy Act Change Date: 12/12/1996 (V)	This series documents military service for members of the Kentucky Army and Air National Guard. The file documents service beginning with enlistment to separation. Specifically, it documents promotions, awards, periods of service (state and federal), and serves as the basis for qualifying service for retirement purposes. It is used to verify eligibility for future entitlements. The DD-214, discharge document (01759), is the basis for establishing eligibility for future entitlements for military service. **Rolls of microfilm total 91 and cover period 1875-1980; hard copy records total 256 cubic feet and cover period 1875-1940.	Series may contain: enlistment forms; assignment orders; promotion orders; diplomas; awards; statement of medical history; report of latest physical exam; copies of investigations (line of duty); National Guard Bureau (NGB) - 22, discharge documents; statements of service; vital statistics documents such as marriage certification, divorce decree, or birth certificates	Agency: P Destroy records not needed to substantiate details of military service. Retain balance of file permanently	Records Center:	Archives Center:
01726	Index Cards - Army National Guard Personnel			Agency: P Retain in agency	Records Center:	Archives Center:
01748	Adjutant General's Reports and Other Historical Volumes		Includes Corn Stalk Militia (Officers) 1792-1811; War of 1812; War With Mexico, 1846-1848; Civil War, 1861-1865; Spanish American War, 1898-1899; World War I, 1917-1921; World War II, 1941-1946; Korean Conflict, 1950-1953	Agency: P Retain in agency	Records Center:	Archives Center:
01749	Unit Muster Rolls		Includes units from the War of 1812; the Civil War, Union and Confederate, 1861-1865; the Spanish American War, 1898-1902; Mexican Border, 1916; World War I, 1917	Agency: P Retain in agency	Records Center:	Archives Center:
01750	Casualty Lists		Includes World War I; World War II; the Korean Conflict; Vietnam and Southeast Asia; National Guard, from July 16, 1966	Agency: P Retain in agency	Records Center:	Archives Center:
01751	Index to Adjutant General's Reports		Includes the War of 1812; the War with Mexico; the Civil War; the Spanish American War	Agency: P Retain in agency	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Military Records and Research Library

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01752	Special Orders - (Army Reserve National Guard 1860 to July 1976)			Agency: P	Records Center:	Archives Center:
				Transfer records dated 1860 to 1870 to the State Archives Center, in their original form. Retain records dated after 1870 in agency		
01753	Kentucky Active Militia Enlistment and Discharge Records - World War II			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01754	AGO Form 724, Statement of Service - World War I			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01755	Kentucky State Bonus Records - (April 21, 1898 to January 31, 1955)		Includes claim folders by number assigned; log books; claims by stages and dates; ledger books; receipts and number assigned; standard operating procedures	Agency: P	Records Center:	Archives Center: P
				Transfer to the State Archives Center after being microfilmed. Retain		
01756	Kentucky State Bonus Index Cards - (By applicant's name)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01757	Payrolls - (Federal) - (Air National Guard and Army Reserve National Guard to June 30, 1974)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01758	Deactivated Unit History File		Includes orders, reports, and rosters	Agency: P	Records Center:	Archives Center:
				Retain in agency		

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01759	DD Form 214 - Certificate of Release or Discharge from Active Duty (C) Federal Privacy Act (V)	This series is a certificate that documents an individual's release or discharge from active military duty. It is used to confirm that a person is eligible for educational, medical veterans' benefits, home purchases, job placement points, or bonuses. ** Dependent upon number of requests for confirmation of eligibility. NOTE: Some of the certificates are from regular armed services records, which are federal records. Kentucky Army and Air National Guard personnel receive the form if they are called up to active military duty then released back to the Kentucky National Guard. NOTE: For the period 1940 - 1989, hard copy files were transferred to the State Archives Center because a few of the certificates were illegible on the microfilm, due to the poor quality of the original.	Series contains: name; grade rank; department; social security number; pay grade; date of birth; last date stationed; command to which transferred; specialty number; record of service; date entered; military education; decorations/citations; remarks; signature; type of character of separation (honorable); address after separation	Agency: P Retain in agency. Transfer hard copy records to the State Archives Center after filming, only if film images are illegible due to poor quality of original	Records Center:	Archives Center: P
01763	Army National Guard Technician Personnel Folders Closed Date: 1/1/1969 Administrative Change Date: 6/1/1990 To remove access restriction	Closed Series: This series documented the work history of civilian personnel hired by the military prior to 1969. After 1969, the positions were classified as state employees and the personnel records are now maintained by the Kentucky Personnel Cabinet. If a person entered the state workforce, a notation of the most recent job action was noted and a new folder begun.	Series may contain: appointment letters; applications; duty assignments; job classification; performance evaluations; salary changes; travel/leave papers; course assignment papers; correspondence	Agency: 0 Transfer to the State Archives Center	Records Center:	Archives Center: P
01764	Air National Guard Technician Personnel Folders Closed Date: 1/1/1969 Administrative Change Date: 6/1/1990 To remove access restriction	Closed Series: This series documented the work history of civilian personnel hired by the military prior to 1969. After 1969, the positions were classified as state employees and the personnel records are now maintained by the Kentucky Personnel Cabinet. If a person entered the State workforce, a notation of the most recent job action was noted and a new folder begun.	Series may contain: appointment letters; applications; duty assignments; job classification; performance evaluation; salary changes; travel/leave papers; course assignment papers; correspondence	Agency: 0 Transfer to the State Archives Center	Records Center:	Archives Center: P
01765	National Guard Register - (Air National Guard and Army Reserve National Guard officers)			Agency: P Retain in agency	Records Center:	Archives Center:
01766	United States Army Registers - (Active and retired officers)			Agency: P Retain in agency	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Military Records and Research Library

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01767	General Orders - (Army Reserve National Guard - 1860 to July 1976)			Agency: P	Records Center:	Archives Center: P
				Transfer records dated 1860 to 1870 to the State Archives Center, in their original form. Retain records dated after 1870 in agency		
01768	Photographs		Includes photographs of dignitaries; parades; special events; armories; disasters	Agency: I	Records Center:	Archives Center:
				Transfer to the Military History Museum when no longer needed		
01769	Negatives of Photographs			Agency: I	Records Center:	Archives Center:
				Transfer to the State Archives Center when no longer needed		
03810	Kentucky Vietnam Veterans Bonus File Closed Date: 12/31/1990 Change Date: 6/12/1997	Closed Series: This series documented claims by Kentucky veterans of the Vietnam War for a one time money bonus. To qualify for the bonus, veterans must have been residents of Kentucky six months prior to entering the service. Kentuckians who served for more than ninety days in Southeast Asia, from 1958 to 1975, or elsewhere, from 1964 to 1975, were eligible to apply for the bonus. Those veterans who served in Southeast Asia received $25 for each month of service, for a maximum of $500. Those veterans who were stationed elsewhere received $15 for each month of service, for a maximum of $300. Widows and children of veterans also were eligible to apply. The Veterans' Bonus Branch, which was created in 1989 to administer the bonus, processed more than 99,000 claims, 86,782 of which were paid. It was closed in 1990, after all claims were processed. At that time all records documenting the program were transferred to the Military Records and Research Library. (The money for the bonus came from Kentucky Lottery Corporation revenues.) The file was previously scheduled as permanent; however, legislative intent is satisfied by the permanent retention of DD-214s, the formal discharge document (01759), and the Veterans Applications Bonus System (03811). Note: 70 cubic feet of these records were destroyed as a result of the 1997 flood, which prompted the reexamination of the entire series and its subsequent destruction.	Series contains: application form; Form DD-214 - discharge or separation from active duty (01759); Form 1300 - casualty (01750); correspondence; proof of residency; letter of rejection; appeal information	Agency: I	Records Center:	Archives Center:
				Destroy five years after all bonus payments have been awarded, and audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the

Military Affairs, Department of

Military Records and Research Library

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
03811	Veterans Applications Bonus System - (VBAPS) - (Electronic) Closed Date: 12/1/1990 Change Date: 12/13/1990	Closed series: This series is an electronic system used to facilitate the verification of applications and claims for the Kentucky Vietnam Veterans Bonus. Information was input into the system from the application form, Form DD214 - Discharge or Separations (01759), and Form 1300 - Casualty (01750). The system calculated the payment amount according to time served in Southeast Asia and elsewhere. It is the only place where the payment amount is noted. Payment amounts were not noted in the hard copy file, Kentucky Vietnam Veterans Bonus - (03810). * Dependent on number of claim appeals. After the last claim is processed, information from the system will be loaded onto floppy disks for use with a personal computer operated by the Military Records and Research Library.	See attachment	Agency: P Retain in agency	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the

Military Affairs, Department of

National Guard Army and Air Technician

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
01722	Army and Air National Guard Technician Folders - (Since 01/01/1969) (C) Federal Privacy Act (V)		May include request for position certification; National Guard Association insurance; authorization for temporary appointments; civil service test; civil service recruitment; civil service action on request for conversion; civil service certificate of eligibility; results of selection board; applications for open positions or promotions; review board proceedings on performance reports; Federal compensation.	Agency: P	Records Center:	Archives Center:
				Forward to the Federal Records Center upon termination of employment. Forward to other Federal agency when employee is transferred		
01723	National Guard Association of the United States Insurance Completed and Filed			Agency: I	Records Center:	Archives Center:
				Transfer to the United States Property and Fiscal Office of Kentucky when completed. Destroy five years after termination of employment		

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Youth ChalleNGe, Division of
Bluegrass ChalleNGe Academy, Kentucky

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
05790	Cadet Meal Records Change Date: 6/12/2008	This series documents the records of cadet meal consumption at the ChalleNGe Academy. The forms support submission of School Lunch Program reports. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense. The National Guard Youth ChalleNGe Academy is an intervention program for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve month Post-Residential Mentoring Phase. Bluegrass ChalleNGe Academy is a preventive rather than remedial youth-at-risk program, targets participants who are unemployed, drug-free and law-free high school dropouts, between 16 - 18 years of age. The core components of the program are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.	Series may contain: Cadet Headcount Sheets for each meal at the Academy; Dining Facility Meal Count Summary	Agency: 3 years Destroy after audit	Records Center:	Archives Center:
05789	Cadet Clinical Therapy File (C) KRS 61.878 (1) (a); HIPAA Change Date: 6/12/2008 (V)	This series documents records of cadet clinical therapy sessions and progress reports received throughout the Residential Phase of the Bluegrass ChalleNGe Academy. Kentucky Bluegrass ChalleNGe Academy contracts with independent therapists for these visits and the originals are maintained with the treatment facility and copies and/or summaries of the treatment are sent to Kentucky Bluegrass ChalleNGe Academy. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense. The National Guard Youth ChalleNGe Academy is an intervention program for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve month Post-Residential Mentoring Phase. Bluegrass ChalleNGe Academy is a preventive rather than remedial youth-at-risk program, targets participants who are unemployed, drug-free and law-free high school dropouts, between 16 - 18 years of age. The core components of the program are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.	Series may contain: Name of patient; Date of Birth; Social Security Number; Therapist notes; consent forms for counseling; physician notes relating to medication; and Platoon Referral Form	Agency: I Destroy five years after departure from Academy.	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Youth ChalleNGe, Division of
Bluegrass ChalleNGe Academy, Kentucky

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
05788	Cadet Medical File (C) KRS 61.878 (1) (a); HIPAA Change Date: 6/12/2008 (V)	This series documents all cadet medical records and activity throughout the Residential Phase of the National Guard Youth ChalleNGe Academy. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense. The National Guard Youth ChalleNGe Academy is an intervention program for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve month Post-Residential Mentoring Phase. Bluegrass ChalleNGe Academy is a preventive rather than remedial youth-at-risk program, targets participants who are unemployed, drug-free and law-free high school dropouts, between 16 - 18 years of age. The core components of the program are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.	Series may contain: Physical examination completed form; Drug Urinalysis; TB skin test; non-prescription medication sheet; medication protocol sheet; physician and nursing notes; pharmacy receipts; individual medication inventory sheets; medical records from primary care or other treatment centers; and medical insurance information.	Agency: I Destroy five years after departure from Academy	Records Center:	Archives Center:
05786	Cadet Application (C) KRS 61.878 (1) (a) Change Date: 6/12/2008	This series documents the application process, including applicant and family information, necessary for consideration and approval to attend the Kentucky Bluegrass Youth ChalleNGe Academy. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense. The National Guard Youth ChalleNGe Academy is an intervention program for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve month Post-Residential Mentoring Phase. Bluegrass ChalleNGe Academy is a preventive rather than remedial youth-at-risk program, targets participants who are unemployed, drug-free and law-free high school dropouts, between 16 - 18 years of age. The core components of the Academy are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.	Series may contain: Applicant and parent information; medical history; insurance information; criminal background history, if applicable; applicant goals and acknowledgement; school verification form, completed by school Superintendent or designee; mentor application and authorization to release background information, including criminal history check; copy of official birth certificate; copy of Social Security card; copies of all insurance cards; copy of Immunization/Shot Record psychiatric, residential treatment, health assessment and medical Power of Attorney.	Agency: I Destroy 5 years after departure from Academy	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Governor, Office of the
Military Affairs, Department of
Youth ChalleNGe, Division of
Bluegrass ChalleNGe Academy, Kentucky

Series	Records Title and Description	Function and Use	Contents	Retention Disposition Instruction		
05791	GED Eligibility File (C) KRS 61.878 (1) (a) Change Date: 6/12/2008	This series documents the eligibility of cadets to have the GED test. These pre-tests are administered to each cadet during the Residential Phase of the Academy. The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense. The National Guard Youth ChalleNGe Academy is an intervention program for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve month Post-Residential Mentoring Phase. Bluegrass ChalleNGe Academy is a preventive rather than remedial youth-at-risk program, targets participants who are unemployed, drug-free and law-free high school dropouts, between 16 - 18 years of age. The core components of the program are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.	Series may contain: Name of Cadet; Date of Birth; Social Security Number; Official Practice Test Score Sheets	Agency: I Destroy two years after the completion of Residential Phase	Records Center:	Archives Center:
05787	Cadet Performance Evaluation File (C) KRS 61.878 (1) (a) and HIPAA Change Date: 6/12/2008	This series documents a cadet's performance of all program phases throughout attendance, including the Residential and Post Residential Phases. These records are maintained by the Case Manager until completion of the Post Residential Phase and then transferred to the Cadet Application File (series 05786). The National Guard Youth ChalleNGe Academy is a program created under the National Guard Youth Foundation, a non-profit organization and is administered by the National Guard Bureau on behalf of the Department of Defense . The National Guard Youth ChalleNGe Academy is an intervention program for at-risk youth consisting of a twenty-two (22) week Residential Phase followed by a twelve month Post-Residential Mentoring Phase. Bluegrass ChalleNGe Academy is a preventive rather than remedial youth-at-risk program, targets participants who are unemployed, drug-free and law-free high school dropouts, between 16 - 18 years of age. The core components of the program are citizenship, academic excellence, provides the cadets the opportunity to earn a GED or high school diploma, life-coping skills, community service, health and hygiene, skills training, leadership/followership abilities, and physical training.	Series may contain: Platoon assignment; Mentor/Cadet Agreement; Agreement Contract; Stipend Stipulation; Residential performance appraisal; counseling notes; promotion results; disciplinary actions, physical fitness test results; community service performance; academic performance; and special training performance.	Agency: I Destroy five years after departure from the Academy or upon completion of Post Residential Phase, whichever is later	Records Center:	Archives Center: