RECORDS RETENTION SCHEDULE

COUNTY CORONER

Schedule date: December 1989

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

Printed with State Funds

AGENCY FUNCTION AND RECORDS SUMMARY

County Coroner

Agency Function and Recordkeeping Requirements

In Kentucky, the Office of Coroner was elective under the first state Constitution. However, under the second Constitution (1799) the governor was allowed to appoint the coroner. In 1850 the coroner's office was again made elective. Section 99 of Kentucky's present Constitution establishes the Office of Coroner as a constitutional county office. Coroners and their deputies have the full power and authority of peace officers, including the power of arrest, the power to bear arms and to administer oaths. In performing investigation, the coroner or his deputy may enter onto public or private property, seize evidence, interrogate persons, and require the production of medical records, documents, or evidence. He may impound vehicles involved in fatal accidents. The principal duties of the coroner are to; determine the cause of death, order autopsies, hold inquests, complete death certificates, and attempt to locate next of kin. In unnatural deaths, a coroner's case is opened and maintained in the office along with any evidential material.

This coroner's retention schedule takes the place of the one completed for the 1976 county model.

RECORDS RETENTION SCHEDULE

Signature Page

COUNTY MODEL
Agency

December, 1989
Schedule Date

CORONER
Unit

Change Date

December 14, 1989
Date Approved by Commission

****

APPROVALS

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

Agency Head — Date of Approval

Agency Records Officer — Date of Approval

Richard [illegible]
State Archivist and Records Administrator
Director, Public Records Division
12-7-1989
Date of Approval

Chairman, Archives and Records Commission
12-14-89
Date of Approval

****

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

Jerry W. Carlton Jeffrey Michael Duff
Records Analyst/Regional Administrator
12-7-89
Date of Approval

Charles A. Robb
Appraisal Archivist
12/18/89
Date of Approval

Darrell Gabhart
State/Local Records Branch Manager
12/7/89
Date of Approval

****

The determination as set forth meets with my approval.

Cindy M James CPA for
Auditor of Public Accounts
Bob Babbage
12-13-89
Date of Approval

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY

County Coroner

Schedule Date: December 14, 1989

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2615	Case File -- (Confidential while case pending) (C) Open cases restricted to coroner & police use. (V)	P	Retain
L2616	Investigation Report -- (Confidential while case pending) (C) KRS 61.878, OAG 82-458-Pending unnatural deaths. (V)	P	Retain
L2617	Index to Investigation Reports and Case Files (V)	P	Retain
L2618	Annual Statistical Report	P	Retain
L2619	Certificate of Death (V)	I	Destroy when no longer useful.
L2620	Provisional Report of Death	2	Destroy
L2621	Evidence in Coroner's Cases -- (Confidential while case pending) (C) While investigation open. KRS 61.878 1f OAG 82-458 (V)	I	Destroy after final disposition of case and when no longer needed.

C = Confidential Record I = Indefinite P = Permanent V = Vital Record