

**KENTUCKY STATE UNIVERSITY**  
**Permanent Records & Records Kept over 50 Years**

**Series  
Number**

**Description**

**Disposition Instructions**

<p><b>U0112</b></p>	<p><b>Annual or Summary Reports</b></p>	<p><b>Transfer one (1) copy to the University Archives for permanent retention. Retain one (1) copy permanently in the creating unit. Retain excess copies until no longer useful, then destroy.</b></p>
<p><b>U0114</b></p>	<p><b>Reports/Special Studies</b></p>	<p><b>Transfer one (1) copy to the University Archives for permanent retention. Retain excess copies until no longer useful, then destroy.</b></p>
<p><b>U0115</b></p>	<p><b>Research Projects/Studies (Non-Sponsored) - Final Report</b></p>	<p><b>Transfer one (1) copy to the University Archives for permanent retention. Retain one (1) copy permanently in the creating unit. Retain excess copies until no longer useful, then destroy.</b></p>
<p><b>U0116</b></p>	<p><b>Speeches/Papers/Presentations (Presented by President, faculty, and administrative heads on behalf of University)</b></p>	<p><b>Transfer one (1) copy to the University Archives for permanent retention. Retain one (1) copy permanently in the creating unit. Retain excess copies until no longer useful, then destroy.</b></p>
<p><b>U0117</b></p>	<p><b>KY State Agency/University Cooperative Publications (which result from university research projects or programs funded by state government agencies.)</b></p>	<p><b>Upon publication, forward three (3) copies to the Archives and Records Management Division, KDLA. Transfer one (1) copy to the University Archives for permanent retention. Retain one (1) copy permanently in the creating unit. Retain</b></p>

		excess copies until no longer useful, then destroy.
<b>U0118</b>	<b>Theses/Dissertations -</b>	<b>Transfer one (1) copy to the University Archives for permanent retention Retain excess copies until no longer useful, then destroy.</b>
<b>U0124</b>	<b>Policies and Procedures (May be in a manual or electronic Format)</b>	<b>Retain one (1) copy of all editions permanently in the office of origin. Retain duplicate copies until superseded or no longer useful, then destroy.</b>
<b>U0126</b>	<b>Records Transmittal File - Permanent Records (Locator copy - Original in Archives and Records Management Division)</b>	<b>Retain permanently.</b>
<b>U0128</b>	<b>Microfilm Quality Evaluation Form (Duplicate - Original in Archives and Records Management Division)</b>	<b>Retain permanently.</b>
<b>U0129</b>	<b>Records Destruction Certificate File</b>	<b>Forward one copy to Kentucky Department for Libraries and Archives, Archives and Records Management Division Retain one (1) copy permanently at university and M</b>
<b>U0131</b>	<b>Maps - This series represents maps</b>	<b>s s s</b>

**data or archaeological sites in  
Kentucky. These maps may be**

**Notification File**

**years after the specific  
hazardous material is no  
longer used on campus,  
then destroy. A specific**



the work may no longer be re-nominated, whichever is longer; then destroy. Some award programs may elect to retain these for a longer period.

~~Presentations Materials~~

~~Financials~~

**Award Winning Works**

**Transfer at least**

**years after graduation or  
last date of attendance,  
then destroy.**



<p><b>U0452</b></p>	<p><b>Student Government Files –</b> (Contains by-laws, minutes, correspondence, agendas, etc.)</p>	<p><b>Transfer to the University Archives for permanent retention</b></p>
---------------------	---	---

**U0452**

**Student Awards and Honors**

coq Ra s Aif

**Send notification of award or honor to University Archives and Registrar at the end of each grading period to be included in student file. Retain file until no longer useful, then transfer to the University Archives for permanent retention**

Ê Ú1 Ar  
hives for p  
n 1pš

<p><b>U0505</b></p>	<p><b>Collection Management Records</b></p>	<p><b>Retain finding aids/reference guides until superseded or obsolete, then destroy. Retain all other records permanently in the beating unit.</b></p>
<p><b>U0506</b></p>	<p><b>Visitor Records</b></p>	<p><b>Retain for fifty (50) years, then destroy.</b></p>

r

**U0613**

**Job Description/Classification File**

**Retain permanently in creating unit. Retain department or subunit copies until no longer**

Receipt

o 1

0

Usefi 1 <

---

**termination, then destroy.**

		<b>year after employee separation, then destroy. Retain asbestos exposure records for thirty (30) years after employee separation, then destroy</b>
--	--	---

**U0910**

**Catastrophic Injury  
Insurance Records**

**Retain for ~~seventy-five (75)~~  
years, or until after estate  
settlement, whichever is**

<b>U2200</b>	<b>Donor/Endowment Records</b>	<b>Retain records documenting the university's efforts to develop donors, such as correspondence or biographical data, until superseded or no longer useful, then destroy. Retain records of minor donors, such as gifts-in-kind or annual fund campaign records for seven (7) years, then destroy. Retain records of major donors, such as planned gifts or endowments, permanently.</b>
--------------	--------------------------------	---

**Last Updated: September 2021**