



# COUNTY CLERK

# RECORDS RETENTION SCHEDULE

Prepared by the Local Records Program  
Public Records Division

Approved by the State Archives and Records Commission



Kentucky Department for  
Libraries and Archives

## GLOSSARY OF TERMS For Records Retention Schedules

- Permanent (P)** Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
- Confidential (C)** Records deemed unavailable for review by the public after applying the state’s Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. **It is important to note that the local government head has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.** Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
- Vital Record (V)** Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
- Duplicates** Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the “copy of record”, it must be retained according to the retention period on the schedule.
- Destruction Certificate** A destruction certificate should be used to document the destruction of public records and may be found, along with the instructions at the Kentucky Department for Libraries and Archives website ([www.kdla.ky.gov](http://www.kdla.ky.gov)). It should be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government agency may be destroyed unless it is listed on the retention schedule and a destruction certificate completed and the original copy sent to the Department for Libraries and Archives (Department).
- After Audit** A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed. Example: 3 years and audit: This means that the record series must be kept for 3 years after last activity or date in a file. The record must have gone through the annual audit before it can be destroyed.

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**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Administration

**Record Group  
 Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L1477	<b>Register of Redeemed County Bonds</b>	This series documented a list of funding bonds that were issued by Counties and redeemed by individuals. It stated how much the bonds were worth and what rate of interest they earned at maturity. Coupons were attached when they were redeemed and the date of redemption was stamped on the coupons.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Bonds, Bond coupons, signature of County Judge and County Clerk, Bond number, date of issue, interest rate at time of maturity,
	<b>Retention and Disposition</b>	Retain Permanently
L1479	<b>Record Book of Fees Collected (Fee Book, Day Book, Cash Book)</b>	This record series documents the daily record of fees collected from citizens by the county clerk for services rendered: documents recorded, licenses issued, taxes paid, etc. It is frequently referred to as the Fee Book or Day Book. Fee Books and Day Books were more commonly used during the 19th and first half of the 20th century.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain amount received, from whom received, service rendered, date and totals.
	<b>Retention and Disposition</b>	Retain 3 years. Destroy after audit
L1481	<b>Daily Cash Sheets (Daily Check-Out Sheets)</b>	This record series is used to document the process whereby the books are balanced at the end of each day. It provides a per transaction record of cash receipts for each working day. It is the daily cash check-out instrument.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, transaction, amount, totals, balances.
	<b>Retention and Disposition</b>	Retain 3 years. Destroy after audit
L1490	<b>Monthly Report of Legal Process Tax Receipts</b>	This record series documents the process, the number of each, tax rate and amount collected for each type process. The total amount collected for all process types is figured and documented. The County Clerk certifies the report, prepares a check and sends both to the Revenue Cabinet, Department of Tax Compliance.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the county preparing report, Month of report, date report was submitted, Kind of process, # of items, tax rate, amt collected, Clerk's commission, net tax due, penalty and interest, Clerk's certification.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Administration

Record Group <sup>2</sup>  
Number

Series	Records Title and Description	Function and Use
L1491	<b>Weekly Report of all Money Collected - (Department of Revenue)</b>	This record series documents all monies collected by the Clerk's office. The report documents how much money was collected for each service provided and total amount collected for all services provided by the office. It also includes the daily totals, account receivable, payments on account, funds transferred, Deposit totals, adjusting entries and net daily totals.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain date, monies collected & etc., List all services rendered that produced fees, Starting and ending date of report, totals for all categories listed, clerk's certification.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1492	<b>Report of Occupational License Fees Collected - (To County Treasurer)</b>	This record series documents the amount of occupational tax collected by the clerk for a specific period (usually on a quarterly basis). It also list where each portion of the money is to go (County Clerk and County).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the month of collection, amount collected, clerk's fee, amount due county, total for each of the months included on report for each of the items listed.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1494	<b>Real Estate Transfer Tax Quarterly Report</b>	This record series is used to report the collection of real estate transfer tax. The transfer tax is collected on the actual consideration paid or to be paid in the deed, unless it is a gift. If the deed is a gift or indicates nominal consideration, the tax is paid on the estimated price the property would bring in an open market. This report goes to the county treasurer every 3 months.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the transfers, amount of taxes, parties involved and certification by the clerk.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy.
L2774	<b>Receipt for Recorded Instrument</b>	The record series is used to document that an original instrument has been presented to the County Clerk for recording and provides the necessary proof of ownership to allow the person to later retrieve the original instrument after it has been duly recorded. The receipts are issued due to the quantity or complexity of a request and oftentimes because the patron is unable or unwilling to wait for the recorded instrument. It serves as a check and balance to see if the documents have been copied and to determine who picked up the instrument. The series is being added to the schedule through the requests of the Jefferson County Clerk and is the type of record that might be created by counties with high volumes of copying requests for recorded instruments.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the number of receipt, office requesting instrument, place, date, attorney, signature of person receiving instrument. There is tear-off stub which the requestor is given which has a receipt that is used to retrieve the document. The stub states that if the instrument is not picked up in ten days that it will be mailed.
	<b>Retention and Disposition</b>	Retain 1 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Administration

Record Group **3**  
Number

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6444</b>	<b>Periodic Reports to the Department of Revenue</b>	This record series is used to document reports that are requested by the Department of Revenue. These include weekly, monthly and quarterly reports dealing with property tax, motor vehicle tax and other jurisdiction of the Department of Revenue. The county clerk may also create records that report the transfer of fees collected for designated funds such as affordable housing and others.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the county, date, type of report, amounts collected and signature of the county clerk.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit.

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Bonds

**Record Group  
 Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L1371</b>	<b>Public Official Bonds</b>	Surety bond furnished by county clerk insuring faithful performance of duties. May be in separate volumes for these offices are in any combinations within volumes: Justice of the Peace, Magistrate, Sheriff, Sheriff's Three, Superintendent of Schools, School Commissioner's, School District Treasurer's, County Judge's, County Judge/Executives', Jailer's, County Treasurer's, Police Judge's, Constable's, Town Marshall's, Surveyor's, Inspector's, Paymaster's, coroner's, Tax Collector's, Assessor's, County Clerk, Poorhouse Keeper's, etc. They are sometimes recorded/filed in Miscellaneous Bond Books (L1374) with Occupational Bonds (L1372) and Notary Public Bonds (L1373).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Showing: names of principal and surety, date, number and amount of bond, signatures of principal and surety, attestation by authorized official, and sworn statement of surety.
	<b>Retention and Disposition</b>	Retain Permanently
<b>L1372</b>	<b>Occupational Bonds</b>	Surety bond furnished by county clerk insuring faithful performance of duties. May be in separate volumes for these occupation holders are in any combination with volumes: Tavern Keeper's, Druggist's, Minister's, Ten Pen Alley (Bowling Alley)Operator's, Retail Liquor Dealer's, Fruit Distiller's, Beer Licensee's, Coffee House Keeper's, Vending Playing Cards, and Ferry. They are sometimes recorded/filed in Miscellaneous Bond Books (L1374) with Public Official Bonds (L1371) and Notary Public Bonds (L1373).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record may show the names of principal and surety, date, number and amount of bond, signature of principal and surety, attestation by authorized official, and sworn statement of surety.
	<b>Retention and Disposition</b>	Retain Permanently
<b>L1373</b>	<b>Notary Public Bonds</b>	This record series is used to document that a person has taken an oath and posted a bond according to KRS423.010. The person must apply for a commission through the office of the Secretary of State and present the commission to the county clerk. The county clerk administers the oath and issues the bond. The bond, oath and commission are recorded. The notary commission expires every four years. The Secretary of State maintains the application and the commission permanently. To be legal a commission must be accompanied with an oath and bond. They are kept in a notary book or recorded in Miscellaneous Bond Books (L1374) and are usually indexed.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	The record may show: names of principal and surety, date, number, and amount of bond, signature of principal and surety, attestation of county clerk, and sworn statement of surety and the oath.
	<b>Retention and Disposition</b>	Destroy
<b>L1374</b>	<b>Miscellaneous Bonds</b>	Surety bond furnished county clerk insuring faithful performance of duties. These books sometimes contain Public Official, Occupational, and Notary Public Bonds.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	These records may show: names of principal and surety, date, number and amount of bond, signatures of principal and surety, attestation of the authorized official, and sworn statement of surety.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Bonds

Record Group **5**  
Number

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L1375</b>	<b>Property or Attachment Bonds</b>	Original surety bonds executed by the plaintiff as a covenant with the Commonwealth by defendants securing defendant against damages which he may sustain should the attachment issued by the quarterly court be wrongfully obtained. These bonds are often filed unbound. They are sometimes found in Record of Encumbrance Books, (L1355).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	The information shown may include: name (s) of plaintiff(s) and defendant(s), date and amount of bond, amount of attachment, and signature of plaintiff(s) and surety(ies), and the attestation of the judge.
	<b>Retention and Disposition</b>	Return to Circuit Court when conditions of bond are satisfied.
<b>L1376</b>	<b>Surety Bonds (Used to obtain releases from attachment by plaintiff in Circuit Court case).</b>	Originals are secured by the plaintiff(s) as a covenant with the Commonwealth seeking to obtain a release from a previous Property or Attachment Bond (L1375). These bonds are often filed unbound. They are sometime found in Record of Encumbrance Book (L1355).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	The information shown may include: name of the defendant(s), date and amount of the bond, reference to the affected Attachment Bond, signatures of the plaintiff(s) and surety(ies), and the attestation of the judge.
	<b>Retention and Disposition</b>	Return to bonded individual when case settled.
<b>L5156</b>	<b>Bail Bonds</b>	This record series is used to document the process whereby a property owner pledges his property as surety to secure the release of a prisoner from jail. According to KRS 431.535(5) once the property bond has been filed the Commonwealth of Kentucky has a lien on the property. A certified copy of the bail bond and schedule of real estate accompanied by the necessary recording fee which shall be paid by the affiant or affiants shall be filed immediately by the clerk of the court requiring the bail bond in the office of the county clerk of the county in which the real estate is situated. The county clerk shall record such copies of said bail bonds and schedule and the Commonwealth shall have a lien upon such real estate from the date and time of such recordation. The instruments described herein shall be recorded in the miscellaneous encumbrances book provided by the county clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the owner of the property being pledged as surety which may be the person charged with the crime, but usually it will not be. It also contains the address and/or legal description of the property being used as surety, the copy of the bond and schedule of real estate being filed must be certified by the circuit clerk of court requiring the bond.
	<b>Retention and Disposition</b>	Retain 11 years, then destroy.



**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Corporations

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1368	<p><b>Articles of Incorporation Book</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the statement of issuance of shares, articles of incorporation and restated articles of incorporation, amendment of articles of incorporation in reorganization proceedings, statement of cancellation of redeemed or purchased shares, statement relative to reduction of capital, articles of merger or consolidation, articles of dissolution and statement of intent to dissolve, statement of revocation of voluntary dissolution and articles of dissolution.</p> <p><b>Retention and Disposition</b> Retain Permanently. Return original document to owner after it is recorded. When unable to locate entitled party, destroy after 2 years, and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county (KRS 382.240)</p>	<p>This record series is used to document incorporations and limited liability corporations activity in a particular county where the instruments are brought for recording. The record provides a copy of incorporation papers at the county level. The record file is maintained permanently by the Secretary of State.</p>
L1369	<p><b>Certificate of Business Operating Under An Assumed Name (Y)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name(s) of owners and firm, nature of business, dates certificates delivered/awarded, attestation of county clerk, and date recorded.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the certificates issued by county clerk authorizing named individual(s) to transact business under partnership or assumed names. The records are occasionally recorded in Miscellaneous Books (L1753).</p>
L1370	<p><b>Register of Partnerships (V)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record contains the names of the owners of the firms, nature of business, duration of the certificate, date certificate delivered, attestation of the county clerk, and date recorded.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>Record of certificates issued by the county clerk authorizing named individuals to transact specified business matters under partnership for a permanent or limited time under partnership names. These instruments are sometime recorded in Miscellaneous Books (L1763).</p>
L1569	<p><b>General Index to Articles of Incorporations</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name, place of business, book volume and page number, date of instrument (month, day, year), date of recording (month, day, year), remarks.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series provides access to the articles of incorporations books (L1368).</p>

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Elections

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1386	<b>Poll Books (Closed 1891)</b>	This series documents the voters who participated in each election by precinct. It was used as a verification tool for checking number of voters against election totals. This particular book was also used repeatedly so that a history of participation is available. This process is thought to have ended around 1891.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	May contain oath of officer (in front of book), voter number, voter name, voter residence, precinct number, ward number, color, notation of voter participation in prior election, party affiliation, remarks
	<b>Retention and Disposition</b>	Retain Permanently
L1387	<b>Voter Registration Books (1892-1935)</b>	This series documents the voter registration process that was used from 1892-1935. It was used at each precinct to permit voters to exercise their constitutional right to vote. It provides a history of who voted in each election. These are handwritten volumes that were also sometimes called "Voter Lists". This process was replaced with a voter registration card in approximately 1936.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	May contain voter name, voter residence, precinct number, ward number, color, notation of voter participation in prior election, party affiliation
	<b>Retention and Disposition</b>	Retain Permanently
L1394	<b>Master File Activity Report (V)</b>	This series documents any changes to a voter's registration information. Changes such as address changes, party affiliation changes, etc. are made to the system. The information is then made available daily to the county clerk for verification before the changes are made an official part of a voter's file. This document is used primarily as a tool to help maintain the integrity of the information held by SBE in comparison to the voter registration information held by the county.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Date, county name and code, voter name, social security information, notation of changes made
	<b>Retention and Disposition</b>	Retain 3 months, then destroy
L1400	<b>Federal Post Card Registration and Absentee Ballot Request (V)</b>	This record series is used to document the registration record which is used primarily by military personnel and their dependents and citizens who are overseas. The document registers the individual to vote and requests an absentee ballot. The form can be printed from the Internet and/or faxed to the county clerk. The post card registration is kept for the same period as the permanent voter registration record (often attached to it) because it carries the citizen's signature.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name & address, sex, social security number, other identification number (passport, ID card, etc.), marital status, birth date, place of birth, naturalization number if applicable, place of naturalization if applicable, date of naturalization if applicable. Record of last voting: year, county, city, or township; voter registration number. Voting residence: last date of residency address. Complete mailing address for mailing ballot. Reason for absentee ballot. Election for which ballot requested. Applicant affirmation as to citizenship, etc. Signature and date.
	<b>Retention and Disposition</b>	Destroy 1 year after Voter Registration Record (L1747) is purged

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Elections

Record Group **8**  
Number

Series	Records Title and Description	Function and Use
L1405	<b>Official Count and Record of Election Totals (V)</b>	This form is used by the chairman of the county board of elections (the county clerk) to report vote totals to the Secretary of State which are then passed to the State Board of Elections for official certification. This is the permanent record of the final vote.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Information: county, date, election commissioners who canvass the returns: certification. For each office: candidate, party, office, total votes received. Total number of absentee ballots cast in the county. Signatures of the county board of elections commissioners.
	<b>Retention and Disposition</b>	Retain Permanently
L1406	<b>Certificates of Election -- (May be in book or loose form)</b>	This record series is used to formally notify the candidate of his/her election to office. County Clerk record may be in bound or loose format.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the county name and date, county election commissioners, date of election, office, signature of commissioners.
	<b>Retention and Disposition</b>	Retain Permanently
L1407	<b>Governor's Certificates of Appointment of Local Officials -- (To fill unexpired terms)</b>	This record series documents a special appointment to a constitutionally established office by either the Governor or the County Judge/Executive. If an individual, for any reason, does not complete his term of office, a successor is appointed. This certificate of appointment is then considered the authority by which the new person is able to conduct the business of the office until the next election and/or the remainder of the unexpired term.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the county name, appointee name and title, date, and special notations.
	<b>Retention and Disposition</b>	Retain Permanently
L1421	<b>Register of Candidates for Nomination in Primary Election (V)</b>	This series documents the official list of candidates that are to be placed on the ballot for the primary election. Once all requirements have been met and verified, the Secretary of State issues to each county a comprehensive list of names of candidates that are vying for eligible constitutionally established offices. This document allows each county clerk to begin the process of creating and making public an official ballot for each election.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	May contain date, name of candidate, party affiliation, name of office, incumbent notation, eligibility status
	<b>Retention and Disposition</b>	Retain Permanently
L1422	<b>Notification and Declaration Form -- (Candidates filing for primary)</b>	This series allows a citizen to officially register to be elected to a constitutionally established office. Any person who is qualified to vote in any primary election for the candidates for nomination by the party at whose hands he seeks the nomination may have their name on the primary ballot. Qualified citizens may register at either the Office of Secretary of State or the County Clerk's Office, whichever is appropriate. After an election is certified, this record is considered no longer necessary.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series contains the office sought, election, date of election, party affiliation, signature of candidate, signature of 2 registered voters and oath
	<b>Retention and Disposition</b>	Destroy 30 days after election certification

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Elections

Record Group <sup>9</sup>  
Number

Series	Records Title and Description	Function and Use
L1425	<p><b>Election Finance Report</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This report may contain full name and address of each contributor, age if less than legal voting age, the employer of each contributor and the spouse of the contributor, the name under which he is doing business, occupation of each person or group contributing in excess of \$300, the amount contributed by each and the date of the contribution, whether in cash, and a complete statement of all expenditures authorized, incurred, or made. The complete statement of expenditures include the name and address of each person to whom an expenditure is made in excess of \$25 and the amount, date, and purpose of each expenditure.</p> <p><b>Retention and Disposition</b> Destroy 1 year from date last report is required to be filed (KRS 121.180(8))</p>	<p>This record series documents the spending of candidates in any election including primary, special or general. If the candidate expects not to receive or spend more than \$3,000 in any one election they are exempt from filing a pre-election report with the registry. A final financial report is to be filed within 30 days after each election.</p>
L1742	<p><b>Death List from Registrar of Vital Statistics Change Date: 3/10/1988 (V)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of voter, address, age, birth date, date of death, race, sex, social security number.</p> <p><b>Retention and Disposition</b> Retain 4 years, then destroy.</p>	<p>This record series is used to document the death of a registered voter. this is used to cancel (purge) voters from the Permanent Voter Registration Record. This comes from the Registrar of Vital Statistics.</p>
L1745	<p><b>Voter Turnout Report</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the report date, county name and code, page number of report. By precinct: number, total registered voters, number voting, percent turnout, democrats registered, number voting, percent turnout; republicans registered, number voting, percent turnout; others registered, number voting, percent turnout. Totals also given for district and county.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to show voter turnout for each election by number voting and percent by precinct, district, and county. It is used for informational and statistical purposes. It is prepared after each election by the State Board of Elections.</p>
L1746	<p><b>Daily On-Line Application Report (V)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain a list of voter registrants for the prior day.</p> <p><b>Retention and Disposition</b> Retain 1 month, then destroy.</p>	<p>This record series documents voter registration activities that occurred at either Circuit Clerk Division of Driver Licensing, or social service agencies in any county on a daily basis. The information is made available to each county by SBE. The county is permitted to print and verify the prior day's information. This tool is used to maintain consistency between SBE and local registration information.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Elections

Record Group  
Number **10**

Series	Records Title and Description	Function and Use
L1747	<b>Voter Registration Card (V)</b>	This record series is used to document the legal registration process of citizens who qualify to vote in elections and thus participate in the political process of selecting holders of constitutionally established office holders. Voters must be a U.S. citizen, live in this state, be at least 18 years old on or before the next general election, a resident of the county for at least 28 days prior to the election, not be a convicted felon, or must hold an executive pardon, not be judged "mentally incompetent", not claim the right to vote anywhere outside the state before being permitted to register to vote. Persons may register at the county clerks office, the driver licensing section of the circuit clerks office, and some social service agencies. Once registered, a person may only be purged if convicted of a felony, change of residence out of county or state occurs, declared "mentally incompetent" in a court of law, voluntarily withdraws from the process, or upon notification of death. If updated biographical and/or party information changes are made, a new registration card is created and maintained along with the prior card. Additionally, if a permanent disability requiring assistance to vote exists, it is documented on a separate statement, but is held with this registration card.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the type of registration and/or change, precinct code and name, town name, social security number, date of birth, county, work and home phone number, sex, name, address, party affiliation, signature, date, witnesses if his/her mark is used, certification of permanent disability information requiring assistance to vote, signature, date, board of election chairman approval, signature, date
	<b>Retention and Disposition</b>	Retain 1 year after purged, then destroy.
L5147	<b>Election Processing Records (V)</b>	This record series is used to document all election processes for registered voters of a particular county. These records verify that the election was conducted in a lawful manner and that only qualified voters were allowed to vote and that all the correct procedures were followed. Prior to this, many series were listed separately on the records retention schedule, however, the records are maintained together and the retention period is the same. The same types of documents are used to conduct a primary, general, or special election. These records are sent to the State Board of Elections for certification after each election and then returned to the County Clerk. (Includes Precinct Roster, County Alphabetic Roster, Supplemental Precinct Roster, Return Sheets, Oath of Voter Requiring Assistance to Vote, Absentee Ballot, Special Ballot, Special Ballot Outer Envelope, Special Ballot Detachable Envelope Flap, Application for Special Ballot by Absent Voter, Application for Special Ballot by Disabled Voter, Medical Emergency Application for Special Ballot, List of Applicants for Special Ballots, Custodian Certificate, Receipt for Delivery of Voting Machine Keys to County Board of Elections, Election Officer's Receipt for Keys, Re-canvass, Supplemental Ballot Stubs, Receipt for Supplemental Ballots Issued, Paper Ballots, Order to Vote, Oath of Voter, Clerk of Elections Voter Name Register, oath of Election Officer, Sheriff's Post-Election Report, Board of Elections Post-Election Report, Certificate of Nomination, Election Petitions and Board of Elections Post-Election Statistical Report).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the precinct election return sheets, absentee ballot stub book, absentee ballot, absentee ballot outer envelope, absentee ballot detachable envelope flap, application for absentee ballot, paper ballots, authorization to vote at precincts, oath of voter, medical emergency application for absentee ballot, list of voters issued absentee ballot, precinct roster, supplemental precinct roster, county alphabetic roster, custodian certification, receipt for delivery of voting machine keys to county board of elections, election officer receipt for keys, receipt for absentee ballots issued and ballot boxes delivered to precincts, paper ballots, list for appointment of precinct election officers, precinct sheriffs post-election report, county board of elections post-election report, recanvass of official count and record of election totals, and other forms or records as necessary
	<b>Retention and Disposition</b>	Retain 22 months from date of election, then destroy.
L5834	<b>Voter Registration Information Postcards (Inactive Voters)</b>	This record series is used to document the process whereby the State Board of Elections has sent postcards to persons that are on the voter registration roll to see if they are still residents of a particular area. Under KRS 116.112 the State Board of Elections shall establish a voter registration purge program using the change-of address information supplied by the U.S. postal service. Post cards are sent out to the last known address. These are the post cards that are returned undeliverable. These are passed on to the appropriate county where they are filed with the registration card or maintained in a separate file that is linked to that individuals registration card. This individual must either update their address or vote within two federal general election cycles or their registration will be purged. (This record series is to be filed either with the registration card or linked to that card so that it may be destroyed at the appropriate time.)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of voter and address.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Elections

Record Group  
Number **11**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L5838</b>	<b>Voter Registration Declination Statement</b>	This record series is used to document that an driver's license applicant declines voter registration under the voter motor legislation. Pursuant to KRS 116.0455 (6) the circuit clerk shall provide to the county clerk a declination statement signed by an applicant if the applicant has declined to register to vote.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series contains the name of applicant, signature, date, and driver's license number.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy
<b>L5839</b>	<b>Precinct Notification Card (Returned)</b>	This record series is created by the State Board of Elections and shipped to the county clerk's office. These are post cards with the address of the registered voter pre-printed on them. This card is used to inform the registrant where to vote. It identifies the precinct. Most of the cards are not returned to the clerk's office but some are returned marked "return to sender". The clerk files these with the registrations. (This card is issued by the Kentucky Board of Elections is used to verify a voter's precinct. It is mailed to the last known address of the registered voter. These are the cards that are returned because the address for the voter was incorrect).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the voter's name, mailing address, precinct code and name.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy.
<b>L5840</b>	<b>Voter Address Verification Card</b>	This record series is used to verify addresses of registered voters and is mailed by the Kentucky Board of Elections. Recipients fill out the card and return it to the county clerk's office. The clerk matches the information with the registrant's card to verify the information. If there are changes the clerk will make those changes on the registration.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the verification of address, social security number, date of birth, county of registration, name of voter, address of voter and phone number.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy.
<b>L6442</b>	<b>Unvoted Paper Ballots (Unused)</b>	This record series is used to document unused paper ballots that were a part of an election. KRS 117.275(13) states that these are to be destroyed 60 days after the election in a manner to render them unreadable.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record serie may contain the name of candidates, party affiliation, and date of election.
	<b>Retention and Disposition</b>	Retain 60 days after election day, then destroy.

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Fiscal Court

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1216	<p><b>Record of Proceedings (V)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> The record series may contain the date, time, transcribed minutes and signatures of clerk and county judge.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the actions taken by the governing body of the county. This record may have minutes, claims and administrative actions taken by the fiscal court and others.</p>
L1218	<p><b>Order Book</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the minutes, claims approved, and any actions taken by the Fiscal Court.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the administrative and legislative actions of county government. The Fiscal Court, under the Kentucky Constitution of 1891 is the name given to the county legislature and governing body of each of the counties in Kentucky. The Fiscal Court is responsible for setting policy, enacting ordinances, approving the budget and voting on all fiscal matters which pertain to a variety of direct and indirect county services including roads, public safety, parks and recreation, human services, etc.</p>
L1220	<p><b>Sheriff's Settlements with Fiscal Court</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain all accounts, including taxes collected and delinquent taxes.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the final settlement(annually) by the sheriff in each county. Each sheriff shall annually settle his or her accounts with the county, and any district for which the sheriff collects taxes on or before September 1 of each year. If any sheriff resigns, dies, or otherwise vacates his or her office, the books and records shall be made available to the county, and any other district for which the sheriff collects taxes within thirty (30) days from the date that the office is vacated. The annual settlement of the sheriff shall be audited in accordance with KRS 43.070 and 64.810.</p> <p>The settlement shall show the amount of ad valorem tax collected for the county, the school district, and all taxing districts, and an itemized statement of the money disbursed to or on behalf of the county, the school district, and all taxing districts.</p>
L1221	<p><b>Poorhouse Keeper's Report</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the date of settlement, name of keeper, amount of receipts and disbursements, balance, names of inmates, amount expended on each inmate, total of inmates upkeep, sworn statement of keeper, date of approval by fiscal court and signature of presiding official.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the original statements of financial settlements made annually by keepers of the poorhouse with the fiscal court. This was done because the county fiscal court allowed for the support of the poor.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Fiscal Court

Record Group  
Number **13**

Series	Records Title and Description	Function and Use
L1222	<b>Claims</b>	This record is used to document the accounts payables which are authorized for payment by the fiscal court.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may include List of Claims Allowed, Claims Stub Book, invoices, purchase orders and submitted bills.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1758	<b>General Index to Fiscal Court Orders - Loose or Bound (V)</b>	This record series is used to access information for all Fiscal Court Orders (loose or bound). The Index provides easy access for staff and researchers alike. Orders indexed include road orders, claims against county officials, payments for services and etc.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of payees, date of order, judge's signature and date signed, Book and page number, order number or date necessary for access.
	<b>Retention and Disposition</b>	Retain Permanently
L2628	<b>County Treasurer's Settlements (Bound or Unbound)</b>	The record series is used to document the original financial statements made annually by county treasurers with commissioners and receivers appointed by the fiscal court to settle with county officials. This record shows: date of settlement, name of treasurer, period covered, itemized list of receipts and disbursements, totals and balances, sworn statement of treasurer, signature of commissioner, date settlement approved, attestation of the county judge or county judge/executive, Fiscal Court Order Book number and page reference to approved order, acknowledgement of the county clerk and date recorded.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of settlement, name of the treasurer, period covered, itemized list of receipts and disbursements, totals and balances, the sworn statement of the treasurer, signature of the commissioner, date settlement approved, attestation of the county judge or county judge/executive, fiscal court order book number and page reference to approval of order, acknowledgement of the county court clerk, and date recorded.
	<b>Retention and Disposition</b>	Retain Permanently
L6445	<b>Volunteer Fire Department Annual Financial Report</b>	This record series is used to document the financial status of the fire department. This record is required to be submitted to the county's Fiscal Court. According to KRS 65.065 the volunteer fire department district must prepare an annual financial statement. This record will become part of the official proceedings of Fiscal Court. The report is transcribed into the official minutes and are recorded in the county clerk's office. Once transcribed and recorded in the County Clerk's office, the actual hardcopy of the report becomes a duplicate and may be destroyed.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the annual receipts and disbursements for the volunteer fire department.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit.
L6449	<b>Special District Annual Financial Report</b>	This record series is used to document the financial status of special districts that have the power to levy taxes. This record is required to be submitted to the county's Fiscal Court. This record will become part of the official proceedings of Fiscal Court. The report is transcribed into the official minutes and are recorded in the county clerk's office. Once transcribed and recorded in the County Clerk's office, the actual hardcopy of the report becomes a duplicate and may be destroyed. The Uniform Financial Information report required by Department for Local Government (KRS 65.910) has the same information as this report.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the annual receipts and disbursements for the special district.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit.



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

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Hunting and Fishing

**Record Group  
 Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L1310	<b>Hunting and Fishing Licenses</b>	This record series is used to document that Kentucky residents have purchased a hunting or fishing license. The county clerk may issue the license as well as other vendors throughout the state. There are various types of licenses and fees vary.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name, type of license, date of issuance, year that it is valid and other information.
	<b>Retention and Disposition</b>	Destroy
L1311	<b>Order Form (FC-3) for Hunting and Fishing License Closed Date: 1/1/1996</b>	Closed series since 1996. This series was used to request blank Hunting and Fishing Licenses. This series has now been closed due to the license being completed on line and the printed version coming from and documented at the Department of Fish and Wildlife immediately after purchase.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1312	<b>Monthly Report of License Sales - (Duplicate) Closed Date: 1/1/1996</b>	Closed series since 1996. This series has been closed due to the license being completed on line and the Department of Fish and Wildlife having access to the data at anytime. Therefore, Fish and Wildlife can obtain the information electronically and no longer needs the information prepared by the County Clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1313	<b>Yearly License Settlement - (Duplicate) Closed Date: 1/1/1996</b>	Closed series since 1996. This series has been closed due to the license being completed on line and the Department of Fish and Wildlife having access to the data at anytime. Therefore, Fish and Wildlife can prepare the report and no longer needs the report prepared by the County Clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Marriages

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1234	<b>Marriage Book (V)</b>	<p>This record series is used to document marriages that have been legally performed. The marriage record documents the legal union of man and woman as husband and wife. Marriage books prior to the unified marriage from beginning August, 1984, varied in content and format between counties and over date spans. Each of these series may also be maintained as a distinct loose paper record series or as a distinct volume. The unified marriage book (since Aug. 1984) contains the marriage license, certificate of time &amp; place of marriage, &amp; county clerk's certificate of recording. Parental permissions are frequently also included. The marriage license provides for husband &amp; wife full name, date of birth &amp; age, birthplace, race, condition (single, widowed, divorced), number of previous marriages, name of father, maiden name of mother, occupation, &amp; residence. The license includes the county clks certificate of issuance which indicates when the license was issued by which co. clk. The certificate of time and place of marriage provides the name of the person who performed the ceremony &amp; his/her religious affiliation or civil authority, the names of husband &amp; wife, the time &amp; location where the marriage occurred, &amp; the names of witnesses. It is signed &amp; dated by the minister or city authority who performed the ceremony. The clerk recording certificate indicates recording date &amp; book and page number.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain marriage license, bond, register or return, certificate, and parental permission slips. These contain the name of the bride and groom, age, date of marriage, certification by person performing the marriage, date of actual marriage, occupation of participants, county and directory information.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1235	<b>Marriage Register Closed Date: 8/1/1984 (V)</b>	<p>This record series is used to document records all marriage licenses returned by the minister. It is a register of marriages performed. Usually appears in columnar format. This record is not maintained under the unified marriage system. Used prior to August, 1984.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain date of the license, names of the marriage parties, name of person who performed the ceremony, date and place of marriage, names of witnesses present, and license number. Exact data found in the register may vary by county.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1236	<b>General Cross Index to Marriages (V)</b>	<p>This record series is used to access the following: Marriage Books, L1234. May index: Marriage Register, L1235; Marriage Licenses (loose), L1238; Marriage Certificates (loose), L1564; Marriage Bonds (loose), L1242; Marriage Bond Books, L1566; Freedmen's Declaration of Marriage, L1247; and Freedmen's Marriage Register, L1248.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the names of groom (husband) and bride (wife's), date of marriage, book and page number where the marriage is recorded.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1237	<b>Marriage List Closed Date: 8/1/1984 (V)</b>	<p>This record series is used to document marriages that have taken place in the county. This may take the form of a list that gives the bride, groom, date and who performed the ceremony.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain, bride, groom, date, person performing, and location.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Marriages

Record Group **16**  
Number

Series	Records Title and Description	Function and Use
L1238	<p><b>Marriage License (Unbound) Closed</b> Date: 8/1/1984 (V)</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the issue date; license number; names, addresses, ages, birthplaces, occupation, and previous marital status of groom and bride; names and birthplaces of parents.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document that a license to marry has been issued. The marriage license confers legal authority upon the minister to perform the marriage ceremony in accordance with state law. It is issued by the county clerk and returned by the minister or other person authorized to perform marriages after the wedding to the county clerk who files it as a permanent record in the marriage book. Used prior to August, 1984. Under unified marriage form the Marriage License and Certificate of Time and Place of Marriage are combined into one instrument and are filed in the marriage book. No loose document file is maintained.</p>
L1239	<p><b>Parental Permissions (Unbound) (V)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain written notes or letters from parent/guardian to the county clerk. They grant permission for marriage of minors.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the written authorizations from parents or guardians to the county clerk for issuance of a marriage license to their under-age daughter or son.</p>
L1240	<p><b>Assessors List of Marriages (Created by State Auditor's Office [1852-1910] Closed</b> Date: 1/1/1910 (V)</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of bride and groom, date, who performed the marriage, where, county, witnesses, consents, certifications, and other information.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the marriages of persons and was sent to the Kentucky State Auditor. This began in 1850 but was only spardically done through the latter part of the 19th century and early 20th century.</p>
L1241	<p><b>Marriage Return (Created by State Auditor's Office [1852-1910]) Closed</b> Date: 1/1/2010 (V)</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the bride, groom, person performing, date and other pertinent information.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document those marriage returns that were required to be collected by the State Auditor. The Government of the Commonwealth of Kentucky kept no birth, marriage, or death records prior to 1852. This record series is used to document the marriages under the first vital statistics law, passed by the Kentucky General Assembly in January, 1852. It required the Auditor's Office assessors of the tax to record births, marriages, and deaths each year as they assessed property for the tax. The Auditor's Office never did the job well, and constantly complained about this additional task assigned it. This vital statistics law was repealed in 1862. These are those returns that the auditor was to receive.</p>
L1242	<p><b>Marriage Bonds (Unbound) Closed</b> Date: 8/1/1984 (V)</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the number, date, amount, names of groom and bride, names of surety, terms of the bond. Includes county clerk attestation.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the marriage bond which is a legally binding agreement entered into by the marriage parties as a covenant with the Commonwealth that the marriage will occur. Used prior to August, 1984.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Marriages

Record Group  
Number **17**

Series	Records Title and Description	Function and Use
L1243	<b>Marriage Contracts (V)</b>	This record series is used to document the terms of the marriage of a man and woman. When the Commonwealth of Kentucky was created in 1792 the county court clerk issued a license. Contracts about other issues such as finances, land and children could be agreed to by the parties. Also, the persons agreed to stated purposes and conditions of indenture.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of groom and bride, date, name of person performing the ceremony, witnesses, terms of the contract and authentic certification.
	<b>Retention and Disposition</b>	Retain Permanently
L1244	<b>Certificate of Marriage (VS-200) Closed Date: 8/1/1984</b>	This record series is no longer created. This was a commemorative certificate. The actual marriage license would be recorded in marriage record.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of bride and groom, date, signature of person performing the ceremony and other information.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1245	<b>Application for Marriage License Closed Date: 8/1/1984</b>	This record series is no longer created. This record series documented the application procedure for those seeking a marriage license. Today the license acts as the application.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of bride and groom, date, age, race etc.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1246	<b>Premarital Medical Certificate (EPID 202) Closed Date: 8/1/1984</b>	This record series is no longer created. This records series documented the medical condition of those seeking to get married.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of party, doctor, examination results and date.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1247	<b>Freedmen's Declaration of Marriage Closed Date: 8/1/1984 (V)</b>	This record series is used to document the declaration of marriage under an act passed by the Kentucky legislature on February 14, 1866 which made it legal for "negroes and mulattos" to have their marriages recognized. Couples paying a fee of 50 cents could have their marriage recorded by their county court clerk, who was to maintain separate registers for blacks and whites. These were declarations of colored persons who had lived together as man and wife for more than five years, stating their desire to continue living together as such and make the declarations as a matter of record, petitioning the county clerk to issue a marriage certificate legalizing the union.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the names of husband and wife, date, number of years together, statement of declaration, and signature of the county clerk. Also, there may be mention of children if any existed.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Marriages

Record Group  
Number **18**

Series	Records Title and Description	Function and Use
L1248	<b>Freedmen's Marriage Register Closed Date: 8/1/1984 (V)</b>	This record series is used to document the declaration of marriage under an act passed by the Kentucky legislature on February 14, 1866 which made it legal for "negroes and mulattos" to have their marriages recognized. Couples paying a fee of 50 cents could have their marriage recorded by their county court clerk, who was to maintain separate registers for blacks and whites.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of husband and wife, date, how many year they lived together, and any children.
	<b>Retention and Disposition</b>	Retain Permanently
L1563	<b>General Index to Marriages - Groom or Bride Change Date: 6/11/1987 (V)</b>	This record series is used to access the marriage books (L1234). May access other marriage records also, depending on county clerk's system: Marriage Bond Book L1566, Marriage Bonds (loose) L1242, Marriage Certificates (loose) L1564, Marriage Certificate Book L1565, Marriage Licenses (loose) L1238, Marriage Register L1235.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the names of groom (husband) and bride (wife), date of marriage, book and page number where the marriage is recorded.
	<b>Retention and Disposition</b>	Retain Permanently
L1564	<b>Marriage Certificate (Unbound) Closed Date: 8/1/1984 (V)</b>	This record series is used to document that a legal marriage has occurred. The certificate is usually also in the Marriage Book, L1234. Used prior to August, 1984. Under unified marriage form the Marriage License and the Certificate of Time and Place of Marriage are combined into one instrument and are filed in the marriage book. No loose document is created.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the marriage date, names of husband and wife, place of marriage, name of person who performed wedding, names of witnesses, and return date.
	<b>Retention and Disposition</b>	Retain Permanently
L1565	<b>Marriage Certificate Book Closed Date: 8/1/1984 (V)</b>	This record series is used to document that a legal marriage has been solemnized. It contains the marriage certificates. the book was not widely used, but does appear in some county clerk's offices. This record was more commonly recorded in the Marriage Book (L1234). Marriage certificates were completed after the marriage took place and after the minister returned license and/or information so stating. Certificates may be referred to as returns for that reason. Used prior to August, 1984.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, names of husband and wife, place, person who performed ceremony, names of witnesses, return date.
	<b>Retention and Disposition</b>	Retain Permanently
L1566	<b>Marriage Bond Book Closed Date: 8/1/1984 (V)</b>	This record series is used to document the issuance of a bond to marry. The marriage bond is a legally binding agreement entered into by the marriage parties as a covenant with the Commonwealth that the marriage will occur. Used prior to August, 1984.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain number, date, amount, names of husband and wife to be, names of surety, terms of bond. Includes county clerk attestation.
	<b>Retention and Disposition</b>	Retain Permanently

**LOCAL AGENCY RECORDS  
RETENTION SCHEDULE**

COUNTY CLERK  
Marriages

Record Group  
Number **19**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L5837</b>	<b>Marriage License - Clerk's Copy (V)</b>	This record series is used to document that a man and a woman have applied for a marriage license. The county clerk issues a marriage license with a certificate to be completed by the solemnizing party that should be returned within 30 days. The county clerk retains a copy of the marriage license. When the return is received, the clerk will replace the copy with the certified copy of the marriage license. If the person solemnizing the marriage does not return the certified license, the clerk must retain his copy in case there is litigation involving the marriage. As long as the marriage has been solemnized within the 30 day period, even though the certified copy has not been returned, the marriage is legal. This copy of the marriage license kept by the clerk may become the legal copy.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record contains the name of the bride, name of the groom, place of residence, birth, mothers name, fathers name, condition, no. of previous marriages, occupation, race, certification by groom, bride and county clerk. It also contains the marriage certificate.
	<b>Retention and Disposition</b>	Replace with the certified marriage return copy. When replaced with the certified return this copy may be destroyed.  Retain permanently if the certified marriage return is not received.

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Miscellaneous

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1225	<b>ROAD RECORDS FILE-Petitions/Orders/Boundaries/Surveys/Turnpike s/Viewers Reports</b>	<p>This record series is used to document the roads that are under the control of the county. Many of the following records are no longer created or may be a part of another record. These records include:                      Road Petitions - Petitions submitted by persons in an area calling for maintenance or a new road.                      Road Orders - Orders by the Legislative Body (Fiscal Court) for road maintenance or improvement.                      Boundaries of Roads - Actual description and drawings of the County roads.                      County Road Surveys/Maps                      Turnpike Records                      Viewer's Reports - Those persons that actually viewed the roads to see what was needed to be done.</p> <p>These records are considered to be a valuable source for the history of roads in a county how they were maintained and where the actually ran.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain maps, surveys, descriptions of roads, boundaries of roads, land adjacent to the road, names of viewers, surveyors, dates and other information</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1337	<b>Power of Attorney</b>	<p>These instruments are usually recorded in Power of Attorney Book (L1338). In some counties they are recorded in Deed Books, Miscellaneous Books, Probate (Estate) Books, or Real Estate Mortgage Books or as loose permanent records. The record shows the act of authorizing another to act as agent or attorney for the grantor in conducting legal business. It is arranged chronologically by the date of grant and may or may not be indexed. The instrument shows the intent and provisions of the grant and the signatures of the grantor and the attesting officer.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> The record shows the name of the principal and agent, purpose and limit of grant, notarized signature of the principal or grantor and the attestation of the county clerk.</p> <p><b>Retention and Disposition</b> Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 years and 30 days after public notice of pending destruction has been made in the newspaper with the largest circulation in the county.</p>
L1338	<b>Power of Attorney Book (V)</b>	<p>This record shows the act of authorizing another to act as agent or attorney for the grantor in conducting legal business. It is arranged chronologically by date of grant and may or may not be indexed or cross indexed. In some counties, besides being kept as loose permanent records, they are kept in deed books, miscellaneous books, probate (estates) books or real estate mortgage books. These records are and have been kept from the formation of the county to the present. This record should be kept in the office or vault of the county clerk and retained permanently.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record shows the name of the principal and agent, purpose and limit of grant, notarized signature of the principal or grantor and the attestation of the county clerk.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **21**  
Number

Series	Records Title and Description	Function and Use
L1478	<b>Livestock Claims -- (Sheep, poultry, etc.)</b>	This record series is used to document those claims by persons where livestock was destroyed or injured by dogs. Closed series as of 1/1/1954.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date and amount of claim, name of claimant, description of livestock, affidavits of claimant and appraisers, dates approved and paid, and signature of claimant and sheriff.
	<b>Retention and Disposition</b>	Retain Permanently
L1502	<b>General Index to Records</b>	This record series is used to access various records: deeds, mortgages, liens, affidavits, releases, appointments (e.g., of trustees), easements.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of filing; names of party or parties; kind of instrument; brief description of transaction; recording information.
	<b>Retention and Disposition</b>	Retain Permanently
L1503	<b>County Court Order Books and Indexes (Pre-1978) Closed Date: 12/1/1977</b>	This record series provides a record of civil, criminal and administrative orders issued by County Court at each daily session. Following the restructuring of the Court System that began January 1, 1978, County Court Order Books are effectively Judge/Executive Order Books as the order are no longer court orders but executive orders. Indexes provide entry into the order books.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the term date; date of order; action ordered, name and signature of presiding judge. Index provides name of parties.
	<b>Retention and Disposition</b>	Retain Permanently
L1504	<b>County Court Docket Book Closed Date: 12/1/1977</b>	This record series was used to document dates, times and parties in cases coming before the county court. The judicial function of the county court ended December 1977.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, time, parties and nature of the case.
	<b>Retention and Disposition</b>	Retain 1 years, Then destroy.
L1505	<b>County Court Orders (Unbound)(Pre-1978) Closed Date: 12/1/1977 (V)</b>	This record series is used to document civil, criminal and administrative orders issued by County Court at each daily session. They may or many not be recorded in the County Court Order Books. Following the restructuring of the Court System that began January 1, 1978, County Court Orders effectively became Judge/Executive Orders as the orders are no longer court orders but executive orders.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the book and page number; county; Judge's name and signature; term, date, action ordered, name of party or parties.
	<b>Retention and Disposition</b>	Destroy if recorded in Order Book. Retain permanently when no Order Book exists



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group <sup>22</sup>  
Number

Series	Records Title and Description	Function and Use
L1506	<p><b>County Court Minute/Order Book and Index(Pre-1978)</b> Closed Date: 12/1/1977</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the date and time of meetings, court sessions, actions taken and verdicts rendered.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series was used to document the county court proceedings, both judicial and administrative. Prior to 1978 the county court set as a judicial body and as the administrative and legislative body of the county. In this bound volume there could be both minutes of official meetings and renderings of the court.</p>
L1507	<p><b>Medical Register ( May include: Physicians, Nurses, Chiropractors, Dentists, Embalmers and Funeral Directors).</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may include: PHYSICIAN INFO: Name, age, birth place, specialization, source of authority. EDUCATION INFO: Name &amp; location of institution, date of diploma, date of registration, physician's attestation. RECORDING INFO; Note of death or removal of physician. May contain supporting documentation (e.g., copies of certificates).</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the medical practitioners having a practice in the county. This record serves as a register for those practitioners.</p>
L1508	<p><b>Occupational License Register</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the date, name, county of residence, occupation, statement of license, licensing organization, Clerk's certification.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document those doing business in the county .A record (duplicates) of occupational licenses certified by the County Clerk.</p>
L1509	<p><b>Veteran's Discharge (Bound &amp; Unbound)</b></p> <p><b>Access Restrictions</b> KRS 422.090 - Only open to certain persons.</p> <p><b>Contents</b> This record series may contain the name of soldier, place of birth, occupation, description, marital status, enlistment and service record, medical information. Later records contain social security number of soldier.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document honorable discharges from the United States Military. Any veteran who was discharged honorably may record the discharge in the county clerk's office at no charge. These discharges may be for those who fought in the Civil War, Spanish American War, WWI, WWII, Korea, Vietnam, and Gulf Wars, Iraq and Afghanistan. Persons did not have to serve in a war.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **23**  
Number

Series	Records Title and Description	Function and Use
L1510	<b>Confederate Pension Applications by Soldiers &amp; Indigent Widows</b>	This record series is used to document the application for Confederate Pensions. The Confederate Pension Act passed by the General Assembly of Kentucky on March 4, 1912 created a State Pension Board, composed of the governor, auditor, and secretary of state, to prescribe regulations governing the filing, adjudicating, and payment of all pension claims. The adjutant general and his assistant the examiner of pensions were charged with adjudicating these claims. The adjutant general was charged with submitting a biennial report to the State Pension Board showing names, county, post office, and addresses of each pensioner. An act granting pensions to disabled and indigent Confederate soldiers and their widows was passed on March 11, 1912 because they had been excluded from all Civil War Pensions awarded to Union Veterans and their widows by the federal government. In 1914 the General Assembly replaced the State Pension Board with the Confederate Pensions Department. Subsequent amendments to this Act occurred in 1918, 1928, 1932, 1936, 1942, 1952, and 1958. The last application was approved for payment in 1946 and the last payment occurred with the death of the last pensioner in October 1978.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name of widow, name of soldier, date, regiment, amount of pension and other vital information.
	<b>Retention and Disposition</b>	Retain Permanently
L1511	<b>Adoptions (1940-1946) Closed Date: 1/1/1946</b>	This record series is used to document persons who were adopted. From 1940 to 1946 the county court had jurisdiction for the adoption process. In this process persons would come before the court and apply for the adoption of children, usually those who were orphaned or indigent.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record may contain the names of the adoptive parents, the birth name of the child, date and certification.
	<b>Retention and Disposition</b>	Retain Permanently
L1512	<b>Report of Engineer and Commissioners - Railroad</b>	This record series is used to document the activities of the railroad commissioner about the engineers that actually run the trains.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, list of engineers, activities and other information.
	<b>Retention and Disposition</b>	Retain Permanently
L1513	<b>Coroner's Inquests</b>	This record series is used to document the original reports made by Coroner to County Court of inquests held on persons who have died under questionable or suspicious circumstances.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain: SUMMONS: Name of summoinee, date of appearance, place of appearance, name of deceased. INQUEST: Place, date, deceased (name, age, residence), written account of findings, witnesses' depositions.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group  
Number **24**

Series	Records Title and Description	Function and Use
L1514	<b>Vital Statistics Records and Indexes (V)</b>	This record series is used to document those records of births and deaths in Kentucky counties as kept by the individual county. No vital statistics exist for Kentucky prior to 1852. Between 1852 and 1911 individual counties kept vital statistics. These are the birth and death records for that time period. There is no index for these records.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain: BIRTHS: Date of birth; child's name; gender; dead or alive?; place of birth; father's name; mother's maiden name; race; father's place of birth; mother's place of birth; parents' residence; remarks.  DEATHS: Name; race; age; gender; marital status; occupation; date of death; cause of death; place of birth; residence; place of death; name of parents; father's place of birth; mother's place of birth; remarks.
	<b>Retention and Disposition</b>	Retain Permanently
L1515	<b>Solicitor's License</b>	This record series is used to document the issuance of a license to sell in the county. This may be for all those wishing to peddle their wares.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of solicitor, age, amount paid, expiration, date, address, type of solicitation and authentication.
	<b>Retention and Disposition</b>	Retain 1 years. Destroy after audit
L1516	<b>Sheriff's Report of Inspection of Public Facilities</b>	This record series is used to document the inspection of public buildings and report to the fiscal court any irregularities in their maintenance.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date and time of inspection, the building name, and any comments concerning the state of the building.
	<b>Retention and Disposition</b>	Retain 1 years, then destroy.
L1518	<b>Orders Relating to Closing or Demolition of Unfit Dwellings</b>	This record is used to document those building that are either closed because of building violations or those that are being demolished for reasons of safety or necessity.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of owner, address, type of business, order and other descriptive information.
	<b>Retention and Disposition</b>	Retain Permanently
L1519	<b>Surveyors/Processioners Books</b>	This record series is used to document reports made to County Court by the surveyor or processioner appointed by the Court to establish boundary lines in disputed land causes. The County Clerk files the reports after approval by the Court.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the plat or drawing of surveyed area; written description of surveyed area; date of survey; name or names of party or parties. Certificate of attestation; notices; processioner's report, depositions; affidavits.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **25**  
Number

Series	Records Title and Description	Function and Use
L1520	<b>Dog Warden Record Books</b>	This record series was used to document the activities of the dog warden (dog catcher) in the county. These could be elective or appointed positions.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of warden, date, activity (dogs caught), returned dogs and those that were killed.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy.
L1521	<b>Special Permits (Fireworks, Parades, etc.)</b>	This record series is used to document the application for permits for events that will be taking place in the public arena. Examples are parades, festivals, temporary retail outlets and others.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of applicant, description of activity, date and signature.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1523	<b>Roadhouse Permit</b>	This record series is used to document the issuance of a permit to run a roadhouse. A roadhouse is a place of entertainment offering intoxicating or nonintoxicating drinks for sale,
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name of person, name of establishment, date, address and operation.
	<b>Retention and Disposition</b>	Retain 2 years after expiration and audit.
L1524	<b>Application for Appointment of Special Local Peace Officers and Special Law Enforcement Officers</b>	This record series is used to document the special local peace officers by the Governor and also those appointed by the Justice Cabinet. The applicant must post a bond. If appointed by the Governor and affidavit and photo must be recorded in the county clerk's office. A photo must also accompany the application for those who are appointed by the Justice Cabinet.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, photo, name, address, occupation, phone and other information about the applicants background.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1525	<b>Alcoholic Beverage Control License Application File (Duplicate)</b>	This record series is used to document the issuance of licenses to sell alcoholic beverages. The fiscal court of each county or a consolidated local government in which traffic in alcoholic beverages is not prohibited under KRS Chapter 242 may impose license fees for the privilege of trafficking and manufacturing in alcoholic beverages. These licenses may be issued by the county or consolidated local government administrator. The clerk of a county whose fiscal court has imposed license fees under KRS 243.060 shall immediately notify the board of the amount of the fees fixed. The county licenses shall be issued and the fees collected by the county clerk, who may charge a fee of fifty cents(\$0.50) for his services for each license issued. The county clerk shall report and pay to the county treasurer at the end of each month such fees as he has collected. No license shall be issued without the approval of the county administrator, if there is one in the county.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name, address, phone, background information and other pertinent information.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **26**  
Number

Series	Records Title and Description	Function and Use
L1526	<p><b>School Census and Enumeration Sheet</b></p> <p><b>Access Restrictions</b> 20 USC Section 1232g</p> <p><b>Contents</b> This record series may contain the name of parents or guardians; name(s) of child(ren); date(s) of birth of child(ren); gender of child(ren); married?; address; parent's or guardian's signature; remarks.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the records of students enrolled within each school district in the county. These records are largely from the late 19th and early 20th centuries.</p>
L1527	<p><b>Annual Settlement of Common School Commissioners or Superintendent</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the date of settlement; amount and source of receipts; amount disbursed and to whom paid; approval of county judge; attestation of county clerk.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the settlement of Common School Commissioners or Superintendent with the County Court.</p>
L1528	<p><b>Common School Commissioners Financial Report</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This records series may contain the district number; date; amount received; amount disbursed; name of teacher.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the settlement of school commissioners or superintendent with the state board of education for money paid to teachers.</p>
L1529	<p><b>Report of District Trustees (To School Commissioner)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the district number; county; date of report; number of children in district; number of children in school; number of months school was taught; cost per student; money received from state the previous year; how the money was spent; signatures of trustees; attestation of school commissioner; date.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the annual statistical/financial reports from the school district trustees to the state board of education.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group  
Number **27**

Series	Records Title and Description	Function and Use
L1531	<b>Trustees Oaths of Allegiance (To United States and Kentucky Constitutions swearing not to support the Rebellion - Civil War)</b>	This record series is used to document oaths taken by trustee swearing allegiance to the Constitution and that the trustee will not aid in rebellion or in the establishment of provisional governments. This is a Civil War era record.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of trustee; text of oath; signature of trustee; name of judge witnessing oath.
	<b>Retention and Disposition</b>	Retain Permanently
L1532	<b>Indenture of Apprenticeship Book</b>	This record series is used to document the indentures of apprenticeship where a child is bound to serve a master until the child is 18 years of age.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of apprentice; master; date; court order; type of activity; length of apprenticeship; duties of each party; clerk's certification.
	<b>Retention and Disposition</b>	Retain Permanently
L1533	<b>Indenture of Apprenticeship Bonds</b>	This record series is used to document those persons who have been bound to indentures of apprenticeship usually a child to serve a master until the child is 18 years of age. This is a bond that is taken out to say that the person will serve out the apprenticeship.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the locale; name of apprentice; name of master/tradesman; length of apprenticeship; reason for apprenticeship; date; birth date of apprentice; signature of parent and witness(es); may contain conditions of apprenticeship.
	<b>Retention and Disposition</b>	Retain Permanently
L1534	<b>Writs of Ad Quod Damnum (Impact statement of proposed construction)</b>	This record series is used to document the ordered inspection of land that has been seized (e.g., to build a road) and neighboring property to determine change that will result from modification.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the location of property; date of order; date of survey; clerk's certification; order; reason for taking.
	<b>Retention and Disposition</b>	Retain Permanently
L1535	<b>Memorandum Book</b>	This record series is used to document attorneys' memoranda to the County Court Clerk to file petitions or exhibits and issue process on cases to be tried before County Court.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the memorandum number; case number; date; parties in case' attorney's name; action taken (e.g., note filed, summons issued).
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **28**  
Number

Series	Records Title and Description	Function and Use
L1536	<b>Appointments and Resignations (Local Officials)</b>	This record series is used to document appointments and resignations of county officials filed with the Fiscal Court for approval.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the APPOINTMENTS: Office; Local jurisdiction; length of term; date; seal RESIGNATIONS: Name; office; local jurisdiction; date of resignation; may contain reason or other information.
	<b>Retention and Disposition</b>	Retain Permanently
L1537	<b>Distilled Spirits Register/Records</b>	This record series is used to document those distillers of alcoholic drink in the county. This usually is for bourbon distillers. They were to register for tax assessment purposes and they had to report to the county clerk whiskey withdrawn from bonded warehouses. Other records about distilled spirits include the tax assessment and annual reports by the distillers.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name of distiller, amount distilled, amount onhand, address, and other information.
	<b>Retention and Disposition</b>	Retain Permanently
L1538	<b>Stray (Estray) Book</b>	This record series is used to document the strayed animals reported to the County Sheriff by finders of said animals.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name and address of finder; description and worth of stray; where found.
	<b>Retention and Disposition</b>	Retain Permanently
L1539	<b>Slave Records</b>	This record series is used to document those individuals that were held as slaves prior to the end of the Civil War. Kentucky was a slave holding state and even continued the practice beyond the Emancipation Proclamation (1863). Slavery was abolished in Kentucky when the Thirteenth Amendment was ratified in 1865. These slave records may be found in other records that were recorded in the County Clerk's office and also may be found in those records that just have slave information in them.
		The records may be list of slaves, manumission reports, order for mancipation (found in order books), chattel mortgages, indentures, bonds, estate settlements, tax assessments, slave deeds (deed books and unbound deeds), slave mortgages (found in deed book or mortgage book; unbound deeds and mortgages), affidavit of slave ownership (found in will books) and other records.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain owner names, name of slaves, family of slaves, selling price of slaves, tax assessment of slaves, dates, location, and other information.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **29**  
Number

Series	Records Title and Description	Function and Use
L1540	<b>Naturalization Records</b>	<p>This record series are used to document the process whereby persons become naturalized citizens of the United States. Naturalizations could be processed through any Kentucky Court, including County Court up to 1940 when the federal government took sole control of this process. Many of these are found in the County Court Order Book.</p> <p>A list of documents related to naturalization process include: Declaration of Intention, Register of Naturalized Citizens, Final Papers, Minor Aliens Admitted, Transcript of Certificates, Petitions Alien Records and Oaths.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name, date, place of birth, address, sex, length of residence in the United States, county, state, occupation, place of employment, references, statement of renouncement of allegiance to native land, signature of alien, date of arrival in the United states, attestation of county court clerk and date filed.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1567	<b>General Index to Veterans Discharges</b>	<p>This record series is used as a finding aid for the veterans discharges recorded in the veterans discharge books. The veteran is not required to record this record in the clerk's office. The discharge is also maintained permanently by the federal government. Discharge-Series L1509.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of discharged veteran, the book and page number where it is recorded.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1748	<b>Lunatic Inquest Order Book (Pre-1978)</b>	<p>This record series is used to document the proceedings of the Quasi-judicial examination to determine the mental condition of a given person, as ordered by a court having jurisdiction, on a proper application and sufficient preliminary showing of facts, held by the sheriff (or proper authority) with assistance of a special jury who hear evidence and render a verdict. The term idiot and feeble minded are also often used.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the date of inquest, name, age, sex, occupation, marital status, and address of incompetent, name of jurors statement of examining physician, names of parents, name of person to be notified in case of death, findings of court, signature of jury foreman, examining physician, county clerk, and order book and page number where action is recorded.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1752	<b>County Court Minute Books (pre-1978)</b>	<p>This record series is used to record appearances, orders and other entries which were recorded in the Order Books.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain date of meetings, copies of orders, appearances, notices, judge's signature and those in attendance.</p> <p><b>Retention and Disposition</b> Destroy if the information is recorded in its entirety in existing Order Books. Retain Permanently if no Order Books exists.</p>
L1756	<b>Tobacco Pooling Book - Burley Tobacco Society</b>	<p>This record series documents individuals growing tobacco and on what land. It documents where the land is located, who owned the land, and how much tobacco was allowed to be grown on the land</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of grower, address, description of land, how much tobacco was allowed to be grown.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **30**  
Number

Series	Records Title and Description	Function and Use
L2577	<b>County Judge/Executive Order Book (V)</b>	<p>This record series is used to document all orders of the Office of the County Judge/Executive and may contain certifications such as notary publics, solemnizing marriages, resignations of elected officials, appointments, and miscellaneous recordings. The office of the county judge/executive was established by an act of the legislature (Acts 1976, Ch. 20, Sec. 1). Prior to this the county judge was responsible for probate, judicial, and administrative duties. The office of county judge/executive took effect January, 1978. The county clerk up to this point maintained county court order books which contained probate and administrative orders. The clerk, in some instances, continued the use of these books after January 1978 in recording the orders of the county judge/executive, thus the first county judge/executive order book may contain both pre-1978 and post 1978 material.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the style of the order, the order, date and signature of the County Judge/Executive.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L2776	<b>Bastard Affidavit Book Closed Date: 12/1/1977</b>	<p>This record series is used to document that an affidavit (a written declaration made under oath before an official) has been declared. In this instance, the affidavit is of the single, unmarried woman declaring that she delivered a child out of wedlock. The affidavit identifies the birth place and the father. It further indicates residence in the county. The purpose of the affidavit was to have the county court require that financial support be provided for the child by the father. Affidavits may have been kept in a file. This is a closed series: December 1977. This function was transferred to circuit court.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the affiant's name, date, child's birthdate, child's name, place of birth, father's name. Certification by county clerk.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L2831	<b>Record Book of Common School Commissioner</b>	<p>This record series is used to document the operation of the Common School Commissioner or the successor County School Superintendent is the chief school district administrator. This volume contains primary and essential information about the operation and management of the School District. Precise informational content varies by school district, school district organization, and time period. However, this volume contained essential information for school operations and to fulfill reporting and planning requirements. This volume possesses enduring value beyond its original purpose because of its evidentiary and informational record about the county school system. As found in the county clerk's office this is usually a 19th and early 20th century record. This record may also be located in the County School Superintendent's Office. There also should be found the more current records of this series. This record is frequently found in county clerk's offices because it was common prior to 1940 for the school superintendent's office to be located in the courthouse. The clerk's office was a convenient and natural location to place these completed records.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the description of district boundaries; changes in boundaries; records relating to school trustees-name, address, div/subdist, elections, appointments, resignations, etc; record of payments to teachers-names, amts, period, div; amt of money received &amp; paid from common sch fund/record of gen receipts &amp; expenditures-school operations/trustee expenditures; record of applicants for cert to teach/teachers licensed; minutes of board of education; annual settlement of Comm'r/Supt; record of applicants for graduation/diploma-name, address, ed div, grades, av; school district roster.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **31**  
Number

Series	Records Title and Description	Function and Use
L2931	<b>Record of Name Change Book (V)</b>	This record series is used to document the name change of a child or adult. K.R.S. 401.010 provides that a person may have his/her name changed by the district court of the county in which he resides provided one is at least 18 years of age. For those under 18, both parents, if living, or one, if one is deceased may have the name of the child changed by the district court of the county in which the child resides. The procedures are that the District Court is petitioned to change the surname and based on the request motions to change the name and enter the change in the Order Book (K.R.S. 401.030). K.R.S. 401.040 requires that the District Court Clerk certify a copy of the name change order to County Clerk for record. Further 401.040(2) requires the County Clerk to keep an alphabetical index for each book which reference to the page on which the name change appears and also giving the name from and to which it is changed. In small counties, certified records of the name change may be recorded in series titled Miscellaneous Records or Judge Executive Order Book.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the copy of order changing name from District Court, copies of petition, affidavit, motion, and name change order.
	<b>Retention and Disposition</b>	Retain Permanently
L3111	<b>Going Out of Business License File -- (License to Conduct a Sale Governed by KRS 365.410, 365.480, and 365.992 File)</b>	This record series is used to document that a firm is following all statutes concerning the conduction of Fire, Removal, and Other Going Out of Business Sales of Merchandise for businesses in KY as mandated by KRS 365.410-365.480 and 365.992. The file includes: the application for the license to conduct the sale, the inventory/contents of the items to be sold, and the surety bond of the applicant that he will under the penalty of \$1,000 properly discharge the duties and requirements in conducting a Going Out of Business Sale governed by the above listed statutes. Also in this file is the actual license authorizing the business to advertise, represent and sell only those goods listed in the said application at the premises specified for the 30 day period ending (date). The license, bond, application, and the inventory/contents must be posted on the front door and/or inside the business.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the application for the License, the Inventory/Contents of Merchandise to Be Sold, the Surety Bond to conduct the sale according to the statutes, and the actual License to Conduct the Going Out of Business Sale. The application gives applicants name and address; name and style in which the sale is to be conducted; address of premises where sale to be conducted; dates and period of time sale to be conducted; name address of person in charge and responsible for conduct of sale; full explanation with regard to condition or necessity for sale; descriptive name of sale and why it is truthfully descriptive; if removal sale--state location to which business is to be removed; and if fire sale--state time, location, and cause of damage. SEE ATTACHMENT.
	<b>Retention and Disposition</b>	Retain 3 years after last day of sale and after audit.
L3167	<b>Permit to operate a place of Entertainment Files - KRS Chapter 231</b>	This record series is used to document that an individual has been granted the right to operate a place of entertainment in the county (outside the corporate limits of a city). Without this permit, a place of entertainment can not be operated within a county. This permit is not transferable from one individual to another and does not transfer to a new owner or manager. A hearing to hear evidence for and against the granting of the permit is held by the County Judge Executive of the county in which the place of entertainment will exist. After the hearing, the County Judge Executive has the responsibility of issuing/denying the permit. Some types of entertainment in which permits are required are pool tables, arcade games, health spas, soothsayers, roadhouses and etc..
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the individual's name, address, location and type of entertainment, permit number, date filed, County Judge Executive's signature.
	<b>Retention and Disposition</b>	Retain 5 years after the place of entertainment ceases to exist or permit is denied and audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Miscellaneous

Record Group **32**  
Number

Series	Records Title and Description	Function and Use
<b>L3168</b>	<b>Transient Merchant Permit Application File _ ( KRS 365.650 and 365.695)</b>	This record series is used to document that an application for transient merchant permit had been filed and that the \$25.00 charge for filing had been paid. The merchant must file the application for and obtain the permit in each county in which they desire to transact business at least ten days prior to transacting business in the county.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name and permanent address of merchant (firm or corp. if applicable), Statement showing kind of business to be conducted, estimated market value of goods, applicants sales and tax number or temporary vendor's registration number, social security number, evidence of security,
	<b>Retention and Disposition</b>	Retain 1 years. Destroy after audit
<b>L6447</b>	<b>List of Polygraph Examiners and Trainees</b>	This record series is used to document those persons who are certified to be conduct polygraphs and those in the process of being trained to become a certified examiner. Trainees must submit to a nine month internship whereby he/she is under the supervision of at least one certified examiner. At the end of the internship the trainee must pass an examination in order to become a certified examiner. The list of all trainees and examiners is sent annually to each county clerk where it is kept for public access.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series contains the names and addresses of all examiners and trainees and of all persons whose licenses have been suspended or revoked within that one year.
	<b>Retention and Disposition</b>	Destroy when updated list is received.

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Motor Vehicle

**Record Group  
 Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L1254	<b>Affidavit for License Plates for Manufacturers and Dealers</b>	This record series is used to certify persons who are dealers/manufacturers that are authorized to use dealer plates.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record may contain name, address, and attestation by notary.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1259	<b>Affidavit of Creditor in Possession (To satisfy lien per KRS 186A.190 [4])</b>	This record is used to certify that a vehicle has been stored by the affiant and the charges have not been paid by the owner of the motor vehicle, so that the affiant may obtain title. The vehicle has to have been in the possession of the affiant for 60 days (KRS 376.275). When the lien is issued the affiant may sell the vehicle when advertised in the statewide paper 3 times and a certified letter is sent to the owner. After this form is completed, a copy is sent to the Division of Motor Vehicle Licensing, attached to the title application.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date affidavit is presented; make, year, last license & state no., VIN, KY No., of vehicle; length of time in affiant's possession; Certification of: notification of vehicle's owner, owner's address, notification of lienholder(s), publication of notice of intent to obtain title; notarization; affiant's name, address, signature.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1264	<b>Affidavit for Replacement and Non-Exchange</b>	This record is used to certify that a license plate has been lost, stolen, destroyed, rested, or the county has changed. This must be presented in order for a new title, certificate of registration, plate or decal to be issued. It is also used to certify that the license plate does not accompany the paperwork of a repossessed, junked, salvaged vehicle. The license plate is normally presented when applying for a new plate, but because this is not possible at the time, this certification must be completed.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record may contain the county name, reason for replacement of title, registration, plate or decal, signature of owner, s. s. number, address, notary certification. An affidavit for non-exchange-whether the vehicle is repossessed, junked, salvaged, title only, name of company/dealership, lending institution, their address, signature of owner, and notary certification.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1266	<b>Application for Motor Number of Vehicle Identification Number</b>	This record series is used to document the application process to get a motor number of I.D. number where the number is not legible. This number is assigned and a certificate of registration is issued. It is then attached to the certificate of registration. Where a title for this vehicle does not exist, this application can be used to acquire one.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of owner, kind of vehicle, address, make of vehicle, year model, model, style body, motive power, last licensed by, present owner(location, license number and year), if not previously licensed by present owner, procured from(name and person or firm selling), address of seller, date procured, certification of application, owner's signature, number assigned.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group **34**  
Number

Series	Records Title and Description	Function and Use
L1268	<b>Claim for Refund of Motor Vehicle License Fee (Allowable only on vehicle totally destroyed by fire or accident)</b>	This record series is used to document those individuals who have lost vehicles to fire or accident to claim a refund of the motor vehicle license fee. The individual sends the completed form directly to the Transportation Cabinet who investigates and authorizes the county clerk to refund.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Name & address of owner; vehicle information; details of fire or accident; affidavit of claimant; affidavits of two other reputable persons; amount of approved refund.
	<b>Retention and Disposition</b>	Retain 1 week. Then transfer to Department of Transportation
L1286	<b>Affidavit Supporting Vehicle License Application</b>	This record is used to document that a vehicle has not been used by an applicant on a state road during a specific year or was licensed in another state for that particular year. A copy is sent to the Div. of Motor Vehicle Licensing only in a case where a vehicle is licensed in the state was not used on state roads. When completed, this affidavit gives the clerk the right to delete the registration fee.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record may contain (A) the name of county, state, name of affiant, address, vehicle description, year for license, ID number, make, model number, style body, year model, date acquired and where. (B) years licensed in Kentucky, name of county and state, date brought to Kentucky, signature of affiant and date sworn, signature of person administering oath.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit.
L1287	<b>Affidavit Supporting Repossession and Disposition of a Vehicle</b>	This record is used to certify that a secured party (bank, financial institution) is the lien holder on a vehicle used as collateral and that this lien has not been paid and the vehicle is going to be repossessed. This affidavit must be presented in order for a certificate of registration and title be established for the secured party.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record contains the county, the name of affiant, secured party, date of security agreement, name of debtor, make of vehicle, type of vehicle, I. D. number, motor number, year, model, style body, date of financing statement, file number, name of purchaser, address of purchaser, secured party, last license number, county, notary signature, and signature of person administering oath.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1288	<b>Letter of Correction</b>	This record series is used to notify the County Clerk of any Applications for Kentucky Title/Registration (TC 96-182) that have been withheld from processing, the reason for that, and the steps necessary to correct the error(s). The application and any supporting documentation will be returned to the clerk along with the letter, and must be resubmitted after correction. The clerk must respond to the letter within 30 days.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date; name & address of County Clerk; name of applicant; title number of vehicle; reason for delay in processing; corrections to be made; contact information
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group **35**  
Number

Series	Records Title and Description	Function and Use
L1295	<b>Historic Motor Vehicle Certificate of Title and Registration</b>	This record series is used to document the registration of historic motor vehicle. A vehicle is considered to be historic if it is twenty-five (25) years old or older, which is used primarily for exhibition in shows, parades, tours, and other special uses, but not for general transportation. Historic vehicles shall be registered and licensed by the Transportation Cabinet. The registration shall be in lieu of registration and license required by KRS 186.020 to 186.270. The registration license and license plates of historic motor vehicles shall be valid without renewal as long as the vehicle is in existence. If the historic motor vehicle is sold, the registration and license shall be assigned and transferred to the new owner on the records of the Transportation Cabinet upon receipt of an application in accordance with regulations. This is initiated by the County Clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of owner, address, other directory information, license number, make and model of car, and clerks certification.
	<b>Retention and Disposition</b>	Retain Permanently
L1296	<b>Application for Disabled Persons Special Parking Permit</b>	This record series is used to document the process whereby an individual applies for a handicapped special parking permit. The permit is issued based on this document. A copy is attached to the County Clerk's State Fee and Tax Remittance Adjusted Recapitulation Report which is sent to Transportation-Dept of Motor Vehicle Regulation weekly. Permanent permits are good for six years, while temporary permits are good for six months. This application data is manually entered into the AVIS data base by the clerk. A receipt is generated from AVIS, which is submitted with the Weekly Motor Vehicle Processing File (L5129). The form is a three part form: White - County Clerk File Copy; Yellow - County Clerk (Forward to Ky. Transportation Cabinet weekly); Pink - Applicant.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the applicant's name, address and phone, current parking license number, disabled veteran license number, county clerk certification that applicant is obviously handicapped and should be issued a special parking permit, licensed physician certification, applicant signature, social security number, date, signature of person administering oath, date; previous placard # and expiration date; new placard # and expiration date; replacement reason.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1299	<b>Affidavit of Motor Vehicle Assembled from Wrecked or Salvaged Motor Vehicle</b>	This record series is used to certify that a vehicle has been reconstructed from other motor vehicles. It must be presented to the county clerk along with an application for title/registration, all receipts for labor and parts, and a statement of repair. It is then sent to the Division of Motor Vehicle Licensing for approval then returned to the clerk and is attached to the certificate of registration.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series contains the name of county, affiant name, address, where the parts were bought, rebuilt vehicle description, motorcycle-motor number, affiant signature, title, notary certification and rebuilt vehicle application instructions.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1300	<b>Statement of Current Service in Kentucky National Guard</b>	This record series is used to certify that a person is a member of the Kentucky National Guard and is entitled to a special National Guard license plate. It is completed and must be accepted by the county clerk. It must be signed by the applicant's unit commander.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of person applying, rank, SS number, residence county, year of plate, signature of unit commander, National Guard Unit, and address.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group **36**  
Number

Series	Records Title and Description	Function and Use
L1309	<b>License Plate Validation Decal Book</b>	This record series is used in issuing license plate decals upon presentation of a valid certificate of registration. With the license plate permanently fixed for 5 years, this decal is issued during this time and attached to the plate as proof of current registration of the vehicle. When the decal is issued, the license plate number is written in the space it previously occupied in the book. This is used as a cross reference between the plate number and decal number. These books are issued by the Division of Vehicle Licensing with the number issued based upon the past years number of vehicle registrations.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record may contain the decals which are sequentially numbered. The cover page has the inclusive numbers of the decals maintained in the book.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L2311	<b>Motor Vehicle Register Closed Date: 1/1/1950</b>	This record series is used to document those persons registering their motor vehicles. The Acts of Kentucky: 1920, Chapter 90, Section 17, p. 415 states that before the owner of a motor vehicle could operate or be permitted to operate a vehicle on the public highways in Kentucky, the vehicle had to be registered with the county clerk in which the owner resided or with the county clerk where the vehicle was to be operated. Registration was required annually. The register is a forerunner to our present motor registration system and is no longer maintained. It is an obsolete record series, most often maintained in a bound form. While a few clerks may still use this record, it went out of general use in the 1950's. The official vehicle registration is the form supplied by the Department of Transportation.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the registration number, name of owner, address, data registered, registration fee paid, make of vehicle, year of vehicle, model, horse power, weight, loading capacity of truck, body style, motive power, chassis number, motor number, old registration number, transfer date, and remarks.
	<b>Retention and Disposition</b>	Destroy
L2583	<b>Vehicle Transaction Record: Application for Kentucky Certificate of Title/Registration (V)</b>	This record series is used to apply for a certificate of registration and a certificate of title. This application is completed when a vehicle is purchased or a vehicle registration or title is needed to replace one that has been lost, stolen, or destroyed. The original is sent to the Department of Vehicle Regulation where it is microfilmed and the original destroyed. This is a 4 part form. Copies of all supporting documents are attached to this county clerk's copy of the VTR and retained in the office. (This includes the certificate of registration and the certificate of title.)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This records series may contain the type of application desired/If duplicate, condition of original Title; VEH ID: veh id #, motor #, make, yr, model, model #, cylinders, odometer disclosure statement, seller name/sig, attesting off/title; SELLER: name, address, phone; CERT INSP: insp. name, co., phone, odometer reading, Vehicle Identification #; insp. requested by, owner/buyer drivers lic & state, sig of cert insp, insp #, date; PREV OWNER: name, last title & no, plate #, yr expires; OWNER-BUYER: birth mo, address & ss #, loan info, 1st & 2nd lien holders/addresses, co lien to be filed in, dealer no, lessee name/address, reg type applying for, owner or buyer name and sig, attesting off sig/title/date; CLERK: type appln, control #, decal #, plate #, ad valorem taxes, usage taxes, clerk id, reg expires, date of issuance, state fee, clerk fee, cert/sig/title of issuer, co, date, time, clerk cert; REV CAB USAGE TAX RETURN: new, used, trade-in veh; certification of purchase price; May include supporting documentation such as manufacturer's statement of origin or certificate of title/registration .
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group  
Number **37**

Series	Records Title and Description	Function and Use
L2585	<b>Ad Valorem Daily Activity Report</b>	This record series is used to document the listing of each transaction, including fees collected, each day. The primary purpose of this report is to document collection of ad valorem fees, registration fees, title fees, transfer fees, usage fees, and total fees. This report is for the clerk's benefit only. It is not sent to either Revenue or Transportation Cabinets. Is used by co. clerk to balance out the day's collection of all fees collected.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the report #, program #, county, run date, page date. Registration type, clerk id, node (terminal) #, plate expiration date, plate #, certif. #, reg. fee, title fee, usage tax, ad valorem tax, total collection of fees & taxes, grand total (incl. lien fee if any). Daily recap of ad valorem and other fees and taxes collected. Summary of each terminal and each deputy county clerk.
	<b>Retention and Disposition</b>	Retain 1 year. Destroy after audit
L2596	<b>Co Clerk Adjusted Recapitulation of Motor Vehicle Usage Tax (V)</b>	This record series is used to document the county clerk's final adjustment or update of the report of recapitulation of motor vehicle usage tax collected by the clerk's office during the week or as an interim report when an extension is requested. The state portion of the fee (97%) is payable to the Revenue Cabinet, Motor Vehicle Usage Tax Section. Funds are transferred electronically to the Revenue Cabinet daily. This report verifies the transfer of funds. Daily deposit slips accompany the report.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the report and program number, date, week. For each day: gross usage tax to be accounted for; frontline correction transactions for current week as shown on weekly adjustment report R5108; backline correction transactions as shown on correction report R5111; adjusted gross usage tax applicable; clerk's commission; total usage tax due; daily deposits for week; over deposits from previous week; credit from Revenue Cabinet correction notices; total deposits and credit; over deposits; under deposits. Clerk's certification/date. Correction Notice(s) - Motor Vehicle Usage Tax.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L2600	<b>County Clerk Inactive Inventory Pick up Report</b>	This record series is generated by the Department of Motor Vehicle Licensing using the Clerk's Weekly State Fee and Tax Detail Report and sent to the clerk's office quarterly. It lists the items (decals and plates) which are to be picked up by a representative of the Dept. of Motor Vehicle Licensing. These plates may have been turned in because they were no longer readable or rusty. These items also include unused plates and decals. This list is checked against the actual plates and decals which are on hand. If there is a discrepancy, an affidavit for those plates must be completed. The Clerk submits TC 96-167 in place of the missing plate or decal. The items mentioned are picked up quarterly with the original copy of the report going with those items.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the program number, report number, clerks office, location of office, dates of reports, year, month, inventory type, clerk I.D., report week, transaction date and time, exception (source-type-reason), total items, comments or remarks, certification section (county name, county clerk signature, Div. of Motor Vehicle Licensing Field Representative, MVL warehouse representative, dates, total number of items on pick up report that could not be picked up).
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L2604	<b>Affidavit of Incomplete Transfer</b>	This record series is used by the seller of a vehicle to certify that he/she sold a vehicle and that an assignment and warranty of title be executed to the transferee. This will prevent the transferee from using the seller's registration and plate and make he/she transfer it to their name when renewal is necessary. This record is attached to the certificate of registration of the seller and entered into AVIS. When entered this will stop the transferee from registering the vehicle. The seller can also use this record to initiate Civil Court proceedings against the transferee, if necessary, through the County Attorney.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of seller, vehicle year, make, ID number, name of transferee, notary certification, signature of owner, address, owner social security number, plate #.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group **38**  
Number

Series	Records Title and Description	Function and Use
L2605	<b>Odometer Disclosure Statement (V)</b>	This record series is used to certify that the odometer reading on a vehicle being transferred is accurate or inaccurate. This is for vehicles which do not have a notarized title and a Vehicle Transaction Record/Application. This is mandated by the Truth in Mileage Act P. L. 99-599. Starting in 1989 the odometer readings are included on the VTR and have been on the title since 1985. This record must accompany any transfer of out of state vehicles.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the transferors name, odometer reading, certification, make, model, body type, vehicle ID number, year, transferor's signature, address, date of statement, transferee's signature, name, and address.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L2607	<b>Application for Special Plate</b>	This record series is used in applying for special license plates and must be sent to the Division of Motor Vehicle Licensing along with all supporting documentation. The application is completed in the presence of the clerk with the original being attached to the certificate of registration and the duplicate being sent to the DMVL. This is not an application for a certificate of registration. All special plates must be applied for every year. Special plates includes: Disabled Veteran(TC96-217), National Guard, Amateur Radio(TD96-219), Judicial (TD96-221), Legislative(TD96-226), Medal Of Honor, Volunteer Firefighter(TC96-207), Prisoner of War(TC96-208), Congressional, Disaster & Emergency Service(TC96-228), Civil Air Patrol, Purple Heart(TC96-104), University(TC96-1), Pearl Harbor Survivor, Military Reserves(TC96-105), Official, State Police, Personalized(TC96-218), Handicapped Person(TC96-205).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the applicant's name, address, county of registration, owner, lessee or employee name, date, signature of applicant, county clerk signature, and supporting documentation.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L2608	<b>Certificate of Registration - Fee and Tax Receipt</b>	This record series is used to document that a vehicle has been registered for licensing and all ad-valorem, usage tax, and fees have been paid. Since the inception of the AVIS automated registration system, this record is also used to register government-owned (official) vehicles. If a vehicle is purchased and a certificate of registration is sought, a certificate of title must be presented along with a Vehicle Transaction Record. This certificate of registration must be renewed yearly, except in the case of official vehicles which are registered only once. When this record is purchased a license plate or decal is issued. This certificate of registration is used for all motor vehicles which are subject to licensing. The vehicles which are subject to licensing are trucks, cars, motorcycles, trailers, motor homes and mobile homes. The procedures for registering official vehicles differs slightly from private ones. The local government wishing to register a motor vehicle makes application for title and registration by completing the Vehicle Transaction Record (VTR) at the county clerk's office. The clerk sends the VTR to the Div. of Mtr. Vehicle Licensing (MVL) for approval. MVL approves and returns VTR and the official vehicle license plate to clerk who then enters registration into AVIS system, prints certificate of registration, and hands certif. and plate to local gov't. Div. of Veh. Reg. (DVR) maintains the official registrations permanently in AVIS; they are not subject to system purges. DVR also keeps paper record permanently. The local gov't keeps its copy; county clerk has a copy. When official vehicle is taken from service, the local gov't is supposed to return plate and registration to county clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the plate number, control number, decal number, registration type, expiration date, previous plate number, special registration/limited location, registration weight, vehicle type, vehicle ID, vehicle year, body style, make, title number, owners name, address, date of issue, clerk ID, county clerk, county of issuance, usage tax, reg. fee, title fee, ad valorem tax, and total amount.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group  
Number **39**

Series	Records Title and Description	Function and Use
L2609	<b>Notice to County Clerk of Vehicle Acquisition</b>	This record series is used by the dealer to document that a vehicle has been acquired (Not new vehicle). It must be submitted within 15 days after acquisition if the dealer does not apply for a certificate of registration and title. It is only used by dealers and when submitted attached to the certificate of registration of the previous owner. When it is sold by the dealer, a new certificate of registration and title is issued.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of dealer, dealer number, address, vehicle ID, make, model, current title number, current plate, current decal, name of previous owner, address, certification with dealer signature, title, and date.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L5128	<b>Monthly Motor Vehicle Property Tax Collections File (V)</b>	This record series is constituted by several AVIS-generated reports that document the motor vehicle property tax collection (ad valorem tax) by a county clerk for a given month. The record serves as a check on tax-collections: its purpose is to ensure that the ad valorem taxes the county has collected and documented match the figures in AVIS. The record further serves as a check on the assessment of taxes in the various districts within a county and a record of taxes collected for other counties. Any corrections or exonerations of tax assessment are handled through the county's PVA. The clerk then writes a checks to cover taxes collected to the individual districts within the county and to the state. The state then distributes taxes collected for other counties to the appropriate county.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain County Tax Collection Journal (R5509); County Clerk's Monthly Report of Motor Vehicle Property Tax Collections (62A394-MV); Executive Order Correcting Erroneous Assessment (62A366-MV).
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit.
L5129	<b>Weekly Motor Vehicle Processing File (V)</b>	This record series comes to the County Clerk's office from the Transportation Cabinet on a weekly basis. It mainly serves as a supporting document for payment to the Transportation Cabinet of fees and taxes collected by the County Clerk. It also serves to verify the County Clerk's receipts for fees and taxes collected, and to ensure that the County Clerk has collected the proper fees. When the report arrives, the Clerk matches it against his/her own figures for fees and taxes collected in the Clerk's Office. If there are discrepancies between the two sets of figures, the Clerk investigates and makes necessary corrections. Once the Clerk has corrected any differences, the correct reports are generated and the Clerk's Office issues the check for the fees and taxes owed to the Transportation Cabinet. After the County Clerk has issued the check, there is little reentry, and the record is used primarily as an audit trail document.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the Co Clk State Fee and Tax Remittance Recap Report (R5109); Co Clk State Fee and Tax Remittance Detail Report (R5103); Co Clk State Fee and Tax Remittance Summary Report (R5107); Co Clk State Fee and Tax Remittance Adjustment Report (R5108); Co Clk's Recap of MV Usage Tax (R5110); Inventory Allocation Audit Trail Report (R1425); YTD Inventory Detail Report (R5118); Co Clk State Fee and Tax Remittance Adjusted Recap Report (R5112); Co Clk State Fee and Tax Remittance Correction Report (R5111); Correction Notice - Authority to Refund Fees (L2598); Weekly Report of Transfer Certificates Issued and Usage Tax Collected (TD96-175); Weekly Report of Registrations and Usage Tax Collections (TD96-176); Weekly Recap of Motor Vehicle Tax Receipts (TD96-177); Record of Motor Vehicle License Reported (TD96-158); Co Clk's Weekly Report of For Sale and Transfer and Usage Tax Collected (TD96-197);
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit.
L5130	<b>Daily Transmittal of Title Transactions</b>	This records documents title transactions that take place in the County Clerk's office. It is used to ensure that all forms are properly completed and that there are no erroneous titles issued. The records is AVIS-generated and subsequently matched against the County's materials. This is a 3 part report: the original is sent to Transportation; the Clerk retains a copy; one copy is contained in the Weekly Motor Vehicle Processing File (L5129).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the batch date; batch number; application title number title Type; applicant name, plate/ KY number, clerk ID, discrepancy/comments.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group  
Number **40**

Series	Records Title and Description	Function and Use
L5131	<b>Motor Vehicle Usage Tax Multi-purpose Form</b>	This record is used to exempt individuals from the motor vehicle usage tax when applicable, or to document motor vehicles that have been modified or converted. The clerk fills out the form and retains a copy with the registration. The clerk submits the original to Revenue as part of the Weekly Processing File.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the Date; SECTION A: VIN, title or plate #, registration county, make, model year of vehicle, registration applicant's name; SECTION B: exemption type, relationship; SECTION C: declaration of nonresident military service exemption; SECTION D: Documentation if the vehicle has been modified or converted; SECTION E: Documentation of equipment for handicapped persons placed on motor vehicles; name and signature of applicant.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L5132	<b>Shipment Order Request -- (License plates)</b>	This records is used to document shipments of license plates to the County Clerk's Office from the Transportation Cabinet. The Clerk orders the plates, either by phone or over the computer. Once the plates are delivered, the Clerk checks the order received against the order given, and notes any exceptions on the shipment order request.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the IDENTIFICATION SECTION: Shipment request #, date/time of shipment order, warehouse clerk ID #; INVENTORY DESCRIPTION SECTION: Location, sublocation, type [of plate], year, month, quantity shipped, range[s], balance in warehouse and in clerk's office; INVENTORY EXCEPTIONS SECTION: exceptions log, exceptions codes; SHIPMENT ITEM VERIFICATION SECTION: sections for initials, lists of ranges COUNTY CLERKS ACCEPTANCE SECTION: shipment receipt date, quantity received, clerk's signature and acceptance date.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L5133	<b>Affidavit Supporting Title -- Used Vehicles Purchased Out-of-State</b>	This record is used if the paperwork (i.e., title) on a motor vehicle has been lost or destroyed, and there is no record of the vehicle in AVIS. The clerk sends the record into Transportation with an application for title and the title is issued. The Clerk has discretion as to the application of this record.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name and signature of affiant; year, make, model, number of vehicle, name of county, date, notarization.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L5144	<b>Title Lien Statement - Motor Vehicles &amp; Motor Vehicle Trailers</b>	This record series is used to document that a lien has been submitted by a secured party to the county clerk. Upon submission of the title lien statement, the county clerk notes the security interest on the certificate of title. The lien may be placed on motor vehicles and motor vehicle trailers. This is entered into the automated system(AVIS) which produces a certificate of title. No more than two active security interests may be noted upon the certificate of title. ( Includes the Continuation Statement, Amendment and Assignment).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name, address, directory information of both the lien holder and the debtor. Also the filing date and amount of debt.
	<b>Retention and Disposition</b>	Destroy after lapse(7 years) or 2 years after termination and audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

41  
Record Group  
Number

Series	Records Title and Description	Function and Use
L5145	<b>Title Lien Statement - Mobile Homes &amp; Manufactured Housing</b>	This record series is used to document that a lien has been submitted by a secured party to the county clerk. Upon submission of the title lien statement, the county clerk notes the security interest on the certificate of title. The lien may be placed on motor vehicles and motor vehicle trailers. This is entered into the automated system(AVIS) which produces a certificate of title. No more than two active security interests may be upon a certificate of title. ( Includes the Continuation Statement, Amendment and Assignment).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name, address, directory information of both the lien holder and the debtor. Also the filing date and amount of debt.
	<b>Retention and Disposition</b>	Destroy after lapse(30 years) or 2 years after termination and audit
L5146	<b>Title Lien Termination Statement</b>	This record series is used to terminate a lien on motor vehicle or manufactured housing. This document is requires the secured party of record to issue the termination. A termination must come from the secured party of record or must be accompanied with an assignment and the required fee. It is the duty of the assignee to obtain the termination from the secured party of record or file an assignment. The secured party of record is required to terminate the lien within thirty days of final payment by the debtor or within twenty days if the debtor submits a written request to the secured party.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name, address, directory information of both the lien holder and the debtor. Also the filing date and amount of debt and the numerical number of the title lien.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L6443	<b>Request for Motor Vehicle or Boat Record that Includes Personal Information</b>	This record series is used to document requests for personal information that is in the Automated Vehicle Information System (AVIS). Use this form to request information such as title history, current owner, VIN numbers, and plate #'s. This information may be given out if the requester meets certain criteria spelled out in 601 KAR 2:020, Section 4. This form is created by the Transportation Cabinet and is completed by the requester and presented to the County Clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of the requester, address, telephone, signature, and notary certification, type of information requested, VIN number, Commercial purpose and or Non-Commercial use, a check-off for the exact reason for the request.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy.
L6446	<b>Affidavit for Correction/Exoneration of Motor Vehicle/Boat/Trailer Property Tax</b>	This record series is used to document the procedure whereby an owner of a vehicle, boat or trailer completes this form at the property valuation administrator's office in order to correct owner or vehicle, boat or trailer information in the ad valorem tax computer system. The PVA presents the form to the county clerk when a tax refund is authorized. The county clerk will file this form.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name of owner, address, plate/decal/Ky #, VIN #, year, make and model. It contains a series of questions concerning the vehicle; Whether the vehicle was sold in state or out of state and when; was it in a junkyard; is there a lien on the vehicle mileage, apportioned plate information, mileage, damaged and other. It contains the signature of the owner, notary certification and signature of the PVA.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle

Record Group  
Number **42**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6448</b>	<b>Dealer/Manufacturer Plate Usage Authorization Register</b>	This record series is used to document dealers/manufacturers dealer plate usage authorization registers. Pursuant to KRS 186.070 and 601 KAR 9:220, every manufacturer of, or dealer in, motor vehicles must register with the county clerk and pay an annual registration fee. A dealer plate is issued with registration and for additional fees, additional plates may be issued. The authorization register is a list of individuals that are authorized to operate motor vehicles bearing dealer plates. The register is used to certify that the names listed qualify per statutes and regulations as "bonafide" salespersons or employees entitled to use dealer plates. Registers must be updated quarterly with the county clerk (unless additions and/or deletions of employees warrant higher frequency). Additionally, dealers are required to file with the county clerk an updated supplemental register, listing only new or terminated employee(s) within seven (7) calendar days of the employment or termination of qualifying employee(s). The county clerk enters this information into the Automated Vehicle Information System (AVIS).
	<b>Access Restrictions</b>	KRS 61.878 (1)(a) Personal Information - SSN
	<b>Contents</b>	This record series may contain: (Form TC 95-10) Dealership/Manufacturer's name, address, phone, SSN, signature, dealer license number, employee names, addresses, SSNs and employment status.
	<b>Retention and Disposition</b>	Retain 2 years, then destroy.
<b>L6450</b>	<b>Periodic Reports to the Transportation Cabinet</b>	This record series is used to document reports that are requested by the Transportation Cabinet. These include weekly, monthly and quarterly reports dealing with motor vehicle licensing. These reports are created from information entered into the AVIS. The AVIS system will be retired in 2012 with the Kentucky Automated Vehicle System.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the county, date, type of report, motor vehicle information and fees collected by the county clerk.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Motor Vehicle Licensing Records

43  
Record Group  
Number

Series	Records Title and Description	Function and Use
L2843	<p data-bbox="136 284 388 381"><b>Motor Boat Transaction Record: Application for Title/Registration</b></p> <p data-bbox="136 397 388 430"><b>Access Restrictions</b></p> <p data-bbox="136 438 388 560"><b>Contents</b></p> <p data-bbox="136 576 388 609"><b>Retention and Disposition</b></p>	<p data-bbox="388 284 2051 381">This record series is used to apply for a certificate of registration and a certificate of title for motor boats. This application is completed when a motor boat is purchased (new and transfers) or a registration or title is needed to replace one that has been lost, stolen, or destroyed. The original is sent to the Department of Vehicle Regulation where it is microfilmed and the original destroyed. This is a 5 part form. Copies of all supporting documents are attached to this county clerk's copy of the MBTR and retained in the office. (This includes the certificate of registration and the certificate of title.) Motor boat registrations are renewed yearly.</p> <p data-bbox="388 397 2051 430">None</p> <p data-bbox="388 438 2051 560">This record series may contain the SELLER: name, address; MOTORBOAT ID SECT: ky no, boat type, hull id no, yr, make, model, length, beam, hull material, propulsion, fuel, capacity, use, no toilets, type, approved, pur yr, pur amt, motor make, yr, hp, # mtrs, mtr serial no, pur yr, pur amt, certification, seller's sig/title, attesting official sig/title, notary cert; CLERK SECT: type appl, control no, decal no, clerk id, clk fee, reg exp, date of issuance, st fee; OWNER-BUYER SECT: birth date, name, SSN/fed id, name co-owner/buyer, SSN/fed id, address, phone no, citizenship of applicant, sex, dealer no, co. of dockage, lien holder info: name, address, certification, signatures, date; county clerk signature/date.</p> <p data-bbox="388 576 2051 609">Retain 2 years. Destroy after audit</p>

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Personal Property

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1358	<b>Federal Crop Mortgages Change Date: 10/1/1982</b>	<p>This record series is used to document mortgages recorded on crops by the federal government starting in the 1930's. These mortgages were on crops to be grown and were used by the farmers to secure loans to operate and keep their farms. These were considered chattel mortgages by the courts.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name and address of mortgagor, date and amount of loan, description and location of property, kind of crop, number of acres planted, copy or mortgagor's notarized signature, certification of county clerk.</p> <p><b>Retention and Disposition</b> Retain 2 years, then destroy</p>
L1360	<b>Chattel Mortgage (Bound &amp; Unbound)</b>	<p>This record series is used to document the pledging of personal property as security for the payment of indebtedness. The series takes its information content from the original instrument filed with the County Clerk. Note: This record series ceased to exist in 1960. No longer maintained.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of mortgagor and mortgagee, date mortgage made and date due, number of document, amount secured, description of property pledged, date recorded, copy of mortgagor's notarized signature, certification of county clerk, and date certificate delivered to mortgagee.</p> <p><b>Retention and Disposition</b> Retain Pre-1866 chattel mortgages Permanently, destroy all others.</p>
L1361	<b>Minutes Chattel Mortgage Books</b>	<p>This series documents and provides an abstract of chattel mortgages, deeds of trust, or other instruments intended to operate as pledges, mortgages, or liens on personal property. Such instruments are not recorded at length but are indexed and entered as an abstract of facts. In 1928, Chapter 141, Section 3 of Kentucky Statutes, authorized the creation of this specific record series and outlined the information to be recorded in the minute book. Section 5 of Chapter 141 provided that all such mortgages, deeds of trust or pledges of personal property filed with the county clerk were presumed to have been paid after the expiration of fifteen years from the date of maturity of the debt unless the county clerk before the expiration of that period should receive an affidavit in writing stating that the debt had not been paid and showing the amount due. In 1958, KRS 355.9-403 was established setting the retention of the series at five years and 60 days. Most counties no longer create this record series and have replaced it with the Debtor Index to Financing Statements (L1568). In fact, in 1960, the section of statute requiring maintenance of this series was repealed.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> Time of filing, name of mortgagor, name of mortgagee or trustee, date of instrument, amount secured thereby, when due, property mortgaged or pledged, and remarks. Under the property mortgaged column would be a general description of the property. The remarks column would be a notation of the satisfaction or assignment of the debt or lien.</p> <p><b>Retention and Disposition</b> Destroy</p>
L1362	<b>Financing Statement File Change Date: 6/10/1999</b>	<p>This record series is used to document that there is a security interest in goods and services that have been purchased. This financing statement is sufficient if it gives the names of the debtor and the secured party, is signed by the debtor and gives their addresses and contains a statement indicating the types, or describing the items, of collateral. This series is maintained as a lien on the property. A mortgage may be used as a financing statement.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of the debtor, address, name of secured party, address, a description of the property if collateral or real estate for fixtures, timber, minerals (oil and gas), signature of debtor, signature of secured party, continuation, release, and title lien.</p> <p><b>Retention and Disposition</b> Destroy lapsed statements 6 years after filing date of financing statement and audit</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Personal Property

Record Group  
Number **45**

Series	Records Title and Description	Function and Use
L1365	<b>Termination Statement</b>	This record series is used to document that a financing statement (UCC filing) or title lien statement has been terminated by the lien holder. This document is recorded in the clerk's office and in many cases is placed with the financing statement. It also may be filed separately. When filed separately the retention is 2 years from the date of filing. A.K.A Statement of Release - In Whole.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This series contains the name and address of the person, number of financing statement, date, recording date and name of financial institution.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1367	<b>Index to Financing Statements</b>	This record series is used to access the information recorded in the financing statements. It greatly enhances the usability of these documents for staff and researchers.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the file number, debtor, debtee, cost of recording, date, description of type of statement.
	<b>Retention and Disposition</b>	Destroy individual card when financing statement is destroyed.
L1568	<b>Debtor Index to Financing Statements Closed Date: 1/1/1960</b>	This record serie is used to access financing statements on file in county clerk's office. (L1362).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record seris may contain the name of debtor, debtor's address, name of secured party, assigned to, date of statement, date of maturity, date of continuation, file numbers, date assigned, date collateral release, date termination statement, file numbers.
	<b>Retention and Disposition</b>	Destroy
L4935	<b>Fixture Filings</b>	This record series is used to document goods that are considered "fixtures". KRS 355.9-313 states that goods are "fixtures" when they become so related to particular real estate that an interest in them arises under real estate law. A "fixture Filing" is the filing in the office where a mortgagor on the real estate would be filed or recorded of a financing statement covering goods which are or are to become fixtures. This record series is considered a regular UCC filing with the following requirements: 1) must also show that it covers this type of collateral. 2) must recite that it is to be filed in the same office as real estate records. 3) the description of the real estate must be shown and the name of the record owner of the real estate must be listed. The description can be more informal than is required for deeds and mortgages. 4) The county clerk shall index the names of the debtors and any owners or record of the real estate listed on the UCC as mortgagors and the secured party as a mortgagee. 5) may be amended or assigned like all other UCC filings. 6) These filings require full terminations or partial terminations, as the case may be. 7) All fees are exactly the same as all other UCC filings. A mortgage can include items which are or can become fixtures.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the debtor, the secured party, the date filed, attachments, possible mortgage and the amount of debt.
	<b>Retention and Disposition</b>	Retain lapsed filings 6 years after filing date and audit



**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Probate

**Record Group  
 Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L1314	<b>Wills (Original/Unbound)</b>	This record series is used to document the legal expression or declaration of a person's wishes as to the disposition of his/her property (real or personal), to be performed or take effect after their death. "Every will or authenticated copy admitted to record by any court shall be recorded by the county clerk, and remain in the office", except during such time as it may be carried to another court under subpoena. An attested copy of the will with an attested copy of the order of probate shall be required. District Court has probate jurisdiction.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of will, name of testator, address, statement of intent, names of beneficiaries, manner of distribution, amount willed to each heir, description of each grant, signatures of testator and witnesses, attestation of County Clerk, date recorded
	<b>Retention and Disposition</b>	Retain Permanently
L1315	<b>Will Books (V)</b>	This record series is used to document the legal expression or declaration of a person's wishes as to the disposition of his/her property (real or personal), to be performed or take effect after their death. Every will or authenticated copy admitted to record by any court shall be recorded by the county clerk, and remain in the office, except during such time as it may be carried to another court under subpoena. An attested copy of the will with an attested copy of the order of probate shall be required. District Court has probate jurisdiction.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of will, name of testator, address, statement of intent, names of beneficiaries, manner of distribution, amount willed to each heir, description of each grant, signatures of testator and witnesses, attestation of County Clerk, date recorded and a copy of the probate order is attached.
	<b>Retention and Disposition</b>	Retain Permanently
L1316	<b>General Index to Wills (V)</b>	This record series is used to access the recorded instruments found in the Will Book, arranged alphabetically by first letter of the testator's surname, and if cross indexed, alphabetically by first letter of the beneficiary's surname. These books may be handwritten, typed, or computer created. Many times the page numbers are not given. These books vary in size from roughly 12 x 17 1/2 x 4 1/2, to half of these dimensions. This record was kept from the creation of the county until the present and the date span per vol. varies depending on the population and mortality rate for the periods covered.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the recording date, will volume number, page number where recorded.
	<b>Retention and Disposition</b>	Retain Permanently
L1541	<b>Inventory, Appraisal and Sale Bill Books Closed Date: 12/1/1977</b>	This record series is used to document the appraisements of property of deceased persons and sale of same.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of deceased; attestation of appraisers or executors; list and value of property; purchaser and amount; recording information.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Probate

47  
Record Group  
Number

Series	Records Title and Description	Function and Use
L1543	<p><b>Estate Settlement Books (May be Executor's, Administrator's, Guardian's, Ward's, Committee's, or a combination). Closed Date: 12/1/1977</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of deceased; name of affiant/executor; list of receipts and disbursements; order of settlement; other actions taken by affiant/executor.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document settlement of the estates of deceased persons. An estate settlement consists of the liquidation of the deceased's, real estate, property and other possessions by the executor or administrator. The settlement is final after all debts have been paid, individual portions of the estate determined and distributed, and accounts balanced.</p>
L1544	<p><b>General Index to Estate Settlements Closed Date: 12/1/1977</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the year of settlement; name of deceased; book and page number or box number.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to access estate settlements</p>
L1547	<p><b>Executor Bonds - Bound &amp; Unbound (Includes Guardian, Committee, Administrator, Trustee, Executor and Assignee Bonds). Closed Date: 12/31/1977</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of the deceased, executor's name, surety, date and amount of bond, signatures of the executor and attesting officer.</p> <p><b>Retention and Disposition</b> Destroy unbound if recorded in book. Retain unbound if not recorded. Retain books(bound) permanently.</p>	<p>This record series documents the issuance of a bond for the purpose of insuring faithful performance of duties by an executor. This was in compliance with state statute. This bond was posted in the county clerk's office and recorded in a book usually.</p>
L1749	<p><b>General Index to Inventory, Appraisal and Sale Bill Books Closed Date: 12/1/1977</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the party's name, appraiser's name, Book and page number for specific entries date of entry</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to assist individuals and clerk's staff in locating entries for Inventories, Appraisements and Sale Bills for specified individuals. It provides the book and page number where the entry is recorded.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Probate

Record Group  
Number **48**

Series	Records Title and Description	Function and Use
L1754	<b>List of Executors and Administrators Book</b> Closed Date: 1/1/1978	This record series is used to document the executors and administrators appointed to oversee the estate of deceased persons. They were legally responsible for handling all affairs and documenting the actions taken while performing this responsibility. L
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain names of deceased and appointee, date appointed.
	<b>Retention and Disposition</b>	Retain Permanently
L1755	<b>List of Guardians Book</b> Closed Date: 12/1/1977	This record series is used to document individuals appointed to perform the duty of guardianship to minor children. They had the responsibilities of handling the child's affairs in a fair and equitable way. This activity included handling their judicial affairs. The guardian was responsible for preparing reports in order to record activities and fiscal involvement for the child.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of guardian, juveniles name, date appointed, appointee.
	<b>Retention and Disposition</b>	Retain Permanently
L2625	<b>Guardian's Covenant Book</b> Closed Date: 12/1/1977	This record series documents a binding agreement which shows the name of the guardian, the name of the infant heir, the surety to the covenant, his promise to truly collect all moneys, property, or other things to which the said ward is entitled, manage and control the same to promote the best interest and welfare of the said infant, make out and return to the County Court just and true financial account reports as often as the law requires, and at the expiration of his trust to deliver and pay over to said guardian all the estate and money due him, and the signatures of the guardian and the security. The attestation, including the date of the instrument, concludes the record. Attachments often found in this book include: nominations of guardians from the parent of the ward to the county judge, refusals to serve as guardians for the proposed ward, and authorizations for the county clerk to sign their names to the guardian bond required. This record series was closed when Kentucky's New Court System became effective January 1, 1978.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the names of: the guardian, ward/infant orphan, and surety, the promises of the principal/guardian to faithfully execute his duties, the signature of the guardian and surety, and the attestation, including date of instrument, of the county clerk or his deputy. Attachments often found in this book are: nominations of guardians from the parent of the ward to the county judge, refusals to serve as guardian for the proposed ward, and authorizations for county clerk's to sign their names to the required guardian bond.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Probate

Record Group  
Number **49**

Series	Records Title and Description	Function and Use
L2629	<p><b>Appointments of Executors -Bound &amp; Unbound (Includes appointments of Guardians, Administrators, Committees, Trustees, and/or Assignees). Closed Date: 12/31/1977</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of the deceased, beneficiaries, fiduciary, date of appointment, signature of presiding judge.</p> <p><b>Retention and Disposition</b> Destroy the unbound record if recorded in book ( County Court Order Book, Estate Settlement, Wills or Appointment of Executors Book). Retain unbound permanently if not recorded. Retain books(bound) Permanently.</p>	<p>This record series documents the designation of the executor by the county court. The executor may take the form of a guardian, administrator, trustee, committee, and /or assignee. These are appointed by the court to be administrators of the estate of deceased persons. The county court had jurisdiction in probate matters. These were also recorded in the County Court Order Book, Will Book, Inventory, Appraisement and Sale Bill Book or the Estate Settlement Book. Usually its in the County Court Order Book or an Appointments of Executors book.</p>
L2775	<p><b>Guardian Report Book Closed Date: 12/1/1977</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the ward's name, description of personal property in the hands of the guardian, money amounts that have accumulated, real estate belonging to the ward in the control of the uardian, guardian's signature, County Clerk's certification.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document that a periodic report was prepared by the guardian for the purpose of reporting to the County Court all of the personal estate of the ward that has come into the Guardian's hands since his appointment as Guardian. *This is primarily a 19th and early 20th century record, however, dates vary by usage and county. The latest date of Guardian Reports surveyed is 1939. **This record is normally 1-5 small volumes per county.</p>
L5046	<p><b>Inventory, Appraisal &amp; Sale Bill File - Unbound (Pre-1870) Closed Date: 12/31/1977</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the inventories of estates, appraisal value, date of inventory, description and quantity of each item, appraised value, total appraisal, names of decedent or ward, signature of appraiser, certification by the county clerk, date filed and appointments of appraisers, vouchers, claims and correspondence. Additional items may be maps, deeds, personal correspondence, family information and wills.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the settlement of estates . This record series was recorded in the county clerk's office after probate and may have additional information that has research value. This additional information is not recorded in the bound instrument and may include maps, deeds, wills, family information and private correspondence. These unbound papers have been issued by the appraiser of the estate and shows the inventory of the property, the appraised value and the sale of any of the property and the revenue generated. This record series is created when personal property must be sold to settle the estate. The inventory, appraisal and sale bill are usually recorded in a bound volume. This is a closed series as of 1978.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Probate

Record Group **50**  
Number

Records Title Series and Description	Function and Use
<p><b>L5047 Inventory, Appraisal &amp; Sale Bill File - Unbound (Post-1869) Closed Date: 12/31/1977</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>This record series is used to document the settlement of estates . This record series was recorded in the county clerk's office after probate. These are the unbound papers that have been issued by the appraiser of the estate and shows the inventory of the property, the appraised value and the sale of any of the property and the revenue generated. This record series is created when personal property must be sold to settle the estate. The inventory, appraisal and sale bill are recorded in a bound volume word for word. This is a closed series as of January 1978.</p> <p>None</p> <p>This record series may contain the inventories of estates, appraisal value, date of inventory, description and quantity of each item, appraised value, total appraisal, names of decedent or ward, signature of appraiser, certification by the county clerk, date filed and appointments of appraisers, vouchers, claims and correspondence.</p> <p>Destroy only if recorded in a bound volume; verification and certification of information in both bound volume and unbound file made; and permission from State Archives Staff received.</p>
<p><b>L5048 Estate Settlements File - Unbound (Pre-1870) Closed Date: 12/31/1977</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>This record series is used to document the settlement of estates by the executor. The settlement papers were filed with the county clerk for recording. Prior to the Civil War not all unbound documents submitted for recording were actually put in a bound volume. Some were recorded in the Will Books or in separate estate settlement books. Even those recorded in a book contained information not recorded in the book. That information such as maps, deeds, family information, personal correspondence and wills are of significant research value. (Includes Administrator, Executor, Guardian, Committee, Trustee, and Assignee Settlements).</p> <p>None</p> <p>This record series may contain the settlement by the executor, date the executor qualified, value of estate, date claims filed, allowed or rejected, costs of administration, summary of costs, total receipts and disbursements, balance, sworn statement of administrator, attestation of county clerk, vouchers, and claims. Also contains correspondence, maps, deeds and in some instances wills.</p> <p>Retain Permanently</p>
<p><b>L5049 Estate Settlements File - Unbound (Post-1869) Closed Date: 12/31/1977</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>This record series is used to document the settlement of estates by an executor. These records are also recorded in a bound volume in the county clerk's office. These post 1869 unbound records are recorded in the books word for word. Because this is so the unbound records are not needed as soon as they are recorded in the books.</p> <p>None</p> <p>This record series may contain the settlement, date the executor qualified, value of estate, date claims filed, allowed or rejected, costs of administration, summary of costs, total receipts and disbursements, balance, sworn statement of administrator, attestation of county clerk, vouchers, and claims.</p> <p>Destroy only if recorded in a bound volume; verification and certification of information in both bound volume and unbound file made; and permission from State Archives Staff received.</p>

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Real Property

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1317	Deed Book	<p>This record series is used to document the conveyance of real estate from one person (s) to others. Land can only be transferred from one individual to another in the legally prescribed manner. Historically speaking, a written deed is the instrument used to convey ownership of real property.</p> <p>A deed is a written instrument that transfers the title of property from one person to another. Although many types of deeds exist, title is usually transferred by a warranty deed. A warranty deed provides the greatest protection to the purchaser because the grantor (seller) pledges or warrants that she legally owns the property and that there are no outstanding liens, mortgages, or other encumbrances against it. A warranty deed is also a guarantee of title, which means that the seller may be held liable for damages if the grantee (buyer) discovers the title is defective.</p> <p>Other instruments may be recorded in the deed book such as Deeds of Release.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the grantor name, grantee name, consideration statement, legal description, source of title, preparation statement, return mail address, grantor signature, notary and county clerk certification.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1318	General Index to Recorded Instruments (V)	<p>This record provides access to the recorded instruments in the county clerk's office. These instruments may include: deeds, mortgages, modifications and extensions of mortgages, deeds of release, real estate leases, contracts, plats, estate settlements and inventories, wills, mineral leases, federal &amp; state tax liens, and lis pendens. Usual format is alphabetical by grantee and grantor, thereunder chronological by recording date. Indexes produced by automated means are alphabetical with all instruments recorded for a person, whether deed, mortgage or other are combined under that persons name. For each individual indexing data for all instruments pertaining to that individual is listed.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain name of grantee/grantor, recording date, type of instrument, book, page number, and brief description.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
L1319	General Index to Deeds - Grantor or Grantee (V)	<p>This record series is used to access the county clerk's deed books by grantor and grantee. Deed Books L1317.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain name of grantee and grantor, kind of instrument other than deed, book volume and page number where recorded, date of instrument and date of recording (month, day, year), and description and location.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **52**

Series	Records Title and Description	Function and Use
<b>L1320</b>	<b>Land Entry Record (Bound or Unbound)</b>	This record series is used to document land records from the settlement of Kentucky began in 1763 and became often used from 1779, thirteen years prior to statehood until the outbreak of the Civil War when further land speculation was no longer encouraged. In 1763 King George III made a proclamation for French and Indian War soldiers to be paid in land warrants instead of cash. Virginia, the mother colony, was too involved to effectively regulate the distribution of western lands and in 1779 a Land Law was passed which established a land office and commission to settle claims and provide for claims of existing settlers and treasury warrants were sold. Different Land Grants were called: Virginia Treasury (IN) Warrants (1780-1789), South of Green River Grants (1795-1866), U. S. Military District (OH) Grants (1796), Tellico Grants from the Cherokee Indians (1805-1853), War of 1812 Bounty Land Warrants (MO, AR, MI and IL) (1816-1873), West of Tennessee River Military Claims and West of Tennessee River Land Grants (1818-1858), Grants South of Walker's Line (1825-1923), County Court Order Grants for vacant Lands (1835), Federal Bounty Land Grants (Act of 1850), and the Homestead Act for Civil War Veterans to obtain land out west (1862). These records guaranteed legal rights to real property.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain (may be bound or loose) the actual entries, surveys, and applications for Land Grants, Warrants, Bounties, Claims, and Patents and combinations of these. Information which may be found includes: name of grantee, date of instrument, type of services rendered, number of acres in grant, signature of person filing the entry, signature of person bestowing the grant, and the clerk's attestation.
	<b>Retention and Disposition</b>	Retain Permanently
<b>L1321</b>	<b>General Cross Index to Real Estate Conveyances (V)</b>	This record series is used to access real estate-related instruments which are recorded in the county clerk's office. Included may be: deeds, mortgages, lis pendens, tax liens, assignments, quit claim deeds, affidavits of descent, easements, boundary agreements, warranty deeds, commissioner deeds, leases, wills, miscellaneous instruments, releases, terminations, powers of attorney, etc. They are commonly recorded in deed and mortgage books, but may appear in a variety of books. Series Numbers: Deed Books L1317; Mortgage Books L1344; Lis Pendens L1350; State Tax Liens L1348; Federal Tax Liens L1349; Affidavits of Descent L1336; Commissioner Deed Books L1326; Report of Commissioners' Div. of Lands Book L1328; Powers of Attorney Bk. L1337; Wills L1314; Will Books L1315; Easements L1332; Release Books L1560; Maps L1330; Plats L1329.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain names of grantor and grantee (grantor to grantee and grantee from grantor), filing or recording date (month, day, year), kind of instrument, book and page number, and description.
	<b>Retention and Disposition</b>	Retain Permanently
<b>L1322</b>	<b>Recorded Deeds (Unbound)</b>	This record series are those deeds that have been presented for recording and have not been returned to the property owner after it has been recorded. Usually the County Clerk will return the deed after recording but some may not be.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the grantor, grantee, date and all other information required by the county clerk before recording. See L1317 Deed Book for the description.
	<b>Retention and Disposition</b>	Return to owner after instrument recorded. When unable to locate entitled party, destroy after two yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
<b>L1323</b>	<b>Unrecorded Deeds</b>	This record series is used to document original deeds, transferring title of property from one party to another, that have not been recorded for one reason or another. KRS 382.190 states that "Unrecorded deeds to be advertised by clerk. Each county clerk shall, once in each year, at the April or May term, advertise by posting at the courthouse of his county, a list of all the deeds in his office unrecorded, and the reason why each one has not been recorded."
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain names of grantee, grantor, amount of consideration, date and terms of deed, location and description of property, date filed, signature of grantor, attestation of notary, date attested, and reason for not recording.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

53  
Record Group  
Number

Series	Records Title and Description	Function and Use
L1324	<b>Notice of Unrecorded Deeds Prepared Yearly</b>	This record series is used to document all the original deeds, transferring title of property from one party to another, that have not been recorded for one reason or another. KRS 382.190 states that "Unrecorded deeds to be advertised by clerk. Each county clerk shall, once in each year, at the April or May term, advertise by posting at the courthouse of his county, a list of all the deeds in his office unrecorded, and the reason why each one has not been recorded."
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the grantor and grantee, date, and reason for not recording.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1325	<b>Deed of Release (Mortgagor Copy)</b>	This record series is used to document the release of a mortgage and can be recorded in the deed book and also notation on the margin of the mortgage book. This copy is returned after it is recorded to the mortgagor.  KRS 382.360 states "Liens by deed or mortgage may be discharged by an entry acknowledging their satisfaction on the margin of the record thereof, or in the alternative, at the option of the county clerk, in a marginal entry record, signed by the person entitled thereto, or his or her personal representative or agent, and attested by the clerk, or may be discharged by a separate deed of release, which shall recite the date of the instrument and deed book and the page wherein it is recorded. Such release in the case of a mortgage or deed of trust shall have the effect to reinstate the title in the mortgagor or grantor or person entitled thereto. Each entry in the marginal entry record shall be linked to its respective referenced instrument in the indexing system for the referenced instruments."
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name of the person or entity releasing the obligation, name of individual being released, mortgage book page number, preparation statement, and county clerk signature and recording date and time.
	<b>Retention and Disposition</b>	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county (KRS 382.240)
L1326	<b>Commissioner's Deed Book</b>	This record series is used to document when property owners default on their mortgage, the mortgage company files a foreclosure action against them in circuit court. The court refers the foreclosure to the Master Commissioner for sale of the property. A sale date is set and notice of the sale is published in a local newspaper. After the sale is held a report of sale is filed and an order confirming sale is then entered. A Commissioner's Deed is executed and recorded in the real property records where the real property is located.  The commissioner issues a deed to the purchaser upon receipt of the entire amount according to the terms of the sale. Commissioner's deeds are evidence of the legality and regularity of the sale of the lands conveyed.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain names of parties, date, location and description of property, date and amount of sale, date confirmed by court, signature of commissioner, attestation by court clerk, and date recorded.
	<b>Retention and Disposition</b>	Retain Permanently
L1327	<b>Commissioner's Deeds (Unbound)</b>	This record series is used to document the land sold by court order and recorded in Commissioner's Deed Book. For a description see L1326 Commissioners Deed Book.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	For contents see L1326 Commissioners Deed Book
	<b>Retention and Disposition</b>	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **54**

Series	Records Title and Description	Function and Use
L1328	<p><b>Reports of Commissioners' of Division of Land</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>(May contain surveys, plats and report).</p>
L1329	<p><b>Plats</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain surveyor's certification, signed and dated and his seal, the owner's signed certification, signature must be notarized and source of title.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series generally documents a survey that describes the real property. It provides a map of the property and is tied to the deed transaction. The plat cannot exceed 24 X 36 inches. The plat must determine the size, shape, topography and acreage of the property and any subdivision, division and consolidation of the land.</p> <p>If there is a planning commission then the following must occur:</p> <p>KRS 100.283 states that: "After the approval of a subdivision plat by the planning commission, it shall be recorded at the expense of the subdivider in the office of the county clerk. The plat shall be in the form of a rectangle and the clerk shall not be required to record a plat exceeding twenty-four (24) inches on one side and thirty-six (36) inches on the other. The county clerk shall provide a plat cabinet with an appropriate index for those plats which are too large to be placed in a plat book."</p>
L1330	<p><b>Maps</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of the area, location, surveyor or map maker name, date and certification if needed.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document the an area and its infrastructure, terrain, roads, topography, landmarks, dwellings, or other distinctive features. These may be recorded if the documentation is needed to verify certain land instruments. Generically, maps of counties, cities and areas within them are necessary for research and certifying the legal process.</p>
L1331	<p><b>Rights of Way</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of the grantor, grantee, date, location and description of property, signature of the county clerk and date and time of recording.</p> <p><b>Retention and Disposition</b> Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)</p>	<p>This record series is used to document the process by a deed is issued for an entity to have a right of way through property owned by a person. This is usually in the form of a deed. This instrument is usually recorded in the deed book.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **55**

Series	Records Title and Description	Function and Use
L1332	<b>Easements</b>	This record series is recorded in Deed Books which is a permanent record. This instrument documents the rights of the owner of a parcel of land in regards to the right of way or use of another, for roads (egress and ingres), utilities, also including: Easement: of Affirmation, of Appurtenance, of Continuation, of Discontinuation, by Prescription; in Gross; of Access; of Convenience; of Necessity; of Equity; by Implication; Usable at Intermittent Times; Forbidding someone from Doing Something Otherwise Lawful (Negative); that are Private or Public; of the Quasi type (usually only verbal); of Reciprocal Negative type; and of the Secondary Type.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the description of the real property involved, names of the parties involved (grantor and grantee), date of the instrument, consideration involved, and dated attestation of the County Clerk.
	<b>Retention and Disposition</b>	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 years and 30 days, after public notice of impending notice has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1333	<b>Affidavits of Real Property Transfer and Report of Conveyance</b>	This record series is used to document the transfers of land, showing description of land, names of grantor and grantee, date of transfer, consideration involved, and dated attestation of the affiant.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the description of the real property involved, names of the parties involved (grantor and grantee), date of instrument, consideration involved, and dated attestation of the county clerk.
	<b>Retention and Disposition</b>	Transfer to Property Valuation Administrator when transaction complete.
L1334	<b>Warrants for Vacant Lands</b>	This record series is used to document the conveyance to assure title to property in "vacantia bona" sold, by an express covenant to that effect in deed of conveyance. It is made to stipulate by an express covenant that the title of a grantee shall be good, and his possession undisturbed.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may include the description of the real property involved, names of parties involved (grantor or grantee), date of the instrument, consideration involved, and dated attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain one copy Permanently. Transfer Duplicate to Secretary of State's Land Office.
L1335	<b>Real Estate Options</b>	These instruments are often recorded in Deed Books. They document the right of person or persons to have a special consideration to purchase real property. They allow use of real property for a purpose and usually insure ingress and egress to the site.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	They show, the date of preparation, the name and address of the owner/grantor and the name and address of the grantee for the right of option, the sum charged, the term/duration the right of option will be in effect, the specifications, including a description of the property involved, including any limitations or requirements as stated, signature of the owner(s), the grantee(s), and the notary public's and county clerk's attestation.
	<b>Retention and Disposition</b>	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 years and 30 days after public notice of impending destruction had been made in the newspaper with the largest circulation in the county. (KRS 382.240)

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group **56**  
Number

Series	Records Title and Description	Function and Use
L1336	<b>Affidavits of Descent</b>	This record series is used to document the sworn statement that the affiant is an heir to an estate. These are often recorded in Deed Books or Miscellaneous Books, which are permanent.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of instrument, relationship of heir to decedent, day of the descendant's death and place of residence, the signature of the affiant, the attestations of the power of attorney, the attorney at law who was the preparer, and the county clerk.
	<b>Retention and Disposition</b>	Return to the owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1339	<b>Contracts for Sale of Real Property</b>	This record series is used to document contracts made between named parties for specified purposes and stipulated terms recorded by the county clerk. These instruments are recorded in Deed Books in many counties.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of instrument, names of parties at interest, consideration of terms of contract, under what considerations contract to hold, certification/attestation of county clerk, date recorded, and date certificate delivered.
	<b>Retention and Disposition</b>	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 years and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1340	<b>Mineral Lease Book (May contain oil, gas, and mineral leases)</b>	Record of leases granting possession of described land for specified period of time and stated mineral rights recorded by county clerk. In most counties they are called Oil & Gas Lease Books.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record shows: date of instrument, name of lessor and lessee, description of property and purpose of lease, term, signature of lessor and lessee, witnesses, dates filed and recorded, lease volume number, page number, and certification of the county clerk.
	<b>Retention and Disposition</b>	Retain Permanently
L1341	<b>Leases (Surface real estate and mineral)</b>	Record of leases granting possession of described land for a specified period of time and stated purposes recorded by the county clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Contents of this record are: names and addresses of lessor and lessee, date of instrument, terms, purpose of lease, location and description of property, date recorded, date certificate s delivered to grantee, and attestation of the county clerk.
	<b>Retention and Disposition</b>	Retain Permanently
L1342	<b>General Cross Index to Mineral Leases (V)</b>	This record series is used to access the County Clerk's Oil & Gas Lease Books (L1340) and Mineral (Surface Real Estate and Mineral(L1341).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, names of grantors and grantees (grantor to grantee and grantee to grantor and the book and page number where the instrument is recorded.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **57**

Series	Records Title and Description	Function and Use
L1343	<b>Mortgages (Unbound) (V)</b> <b>Access Restrictions</b> <b>Contents</b> <b>Retention and Disposition</b>	<p>This instrument is a contract by which a person binds the whole of his property, or a portion of it only, in favor of another, to secure the execution of some engagement without divesting himself of possession. In the eighteenth and nineteenth centuries they were often recorded in Deed Books, (L1317)).</p> <p>None</p> <p>This record includes: the date of conveyance, names of mortgagor(s) and mortgagee(s), location and description of property, terms and amount, signature of mortgagor(s), recording date, volume and page number where recorded, attestation of the county clerk.</p> <p>Return to owner after instrument recorded. When unable to locate entitled party, after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382,240)</p>
L1344	<b>Mortgage Book (V)</b> <b>Access Restrictions</b> <b>Contents</b> <b>Retention and Disposition</b>	<p>This instrument is a contract by which a person binds the whole of his property, or a portion of it only, in favor of another, to secure the execution of some engagement, but without divesting himself of possession.</p> <p>None</p> <p>This record includes: the date of conveyance, names of mortgagor(s) and mortgagee(s), location and description of property, terms and amount, signature of mortgagor(s), recording date, volume and page number where recorded, attestation of the county clerk. (May contain Chattel Mortgages [L1360].)</p> <p>Retain Permanently</p>
L1345	<b>General Cross Index to Mortgages (V)</b> <b>Access Restrictions</b> <b>Contents</b> <b>Retention and Disposition</b>	<p>This record series is used to document and access mortgage books.</p> <p>None</p> <p>This record series may contain the date of recording, name (mortgagor to mortgagee and mortgagee from mortgagor), book (volume and page).</p> <p>Retain Permanently</p>
L1346	<b>Nonresident Lands Register</b> <b>Access Restrictions</b> <b>Contents</b> <b>Retention and Disposition</b>	<p>This record series is used to document those non- resident ipersons owning property in the county. The purpose of this was to show the assessed value of the property and make sure the owners were properly billed.</p> <p>None</p> <p>This record series may contain description of property, location, address, name of owner, assessed value and address of owner.</p> <p>Retain Permanently</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **58**

Series	Records Title and Description	Function and Use
<b>L1347</b>	<b>Mechanics Liens</b>	<p>This record series is used to document the process whereby someone or entity may place a lien on property for non payment for building repair, storage or services that have been made. KRS 376.010 states: "Any person who performs labor or furnishes materials, for the erection, altering, or repairing of a house or other structure or for any fixture or machinery therein, for the excavation of cellars, cisterns, vaults, wells, or for the improvement in any manner of real property including the furnishing of agricultural lime, fertilizer, concrete pipe or drainage tile, crushed rock, gravel for roads or driveways, and materials used in the construction or maintenance of fences, by contract with, or by the written consent of, the owner, contractor, subcontractor, architect, or authorized agent, shall have a lien thereon, and upon the land upon which the improvements were made or on any interest the owner has therein, to secure the amount thereof with interest as provided in KRS 360.040 and costs."</p> <p>Mechanic liens are also known as Materialman's lien. Other types of mechanic liens are: Agister's Liens, Veterinary Liens, Liens on Motor Vehicle Repairs and Storage, Motor Vehicle for Storage or Towing Charges, Lien for Work and Supplies on Equipment.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name and address of the claimant, name of the contractor, subcontractor or authorized agent and property owner, description of property, amount due, preparation statement, notarized, and filing date.</p> <p><b>Retention and Disposition</b> Retain 2 years. Destroy after audit</p>
<b>L1348</b>	<b>State Tax Liens</b>	<p>This record series is used to document that a lien has been placed on real estate by a state entity. Types of state tax liens may be initiated by the Revenue Cabinet, Workforce Development Cabinet (Recoupment lien), Unemployment Insurance, Workers Compensation, Inheritance Tax, and be a Notice of Seizure and Tax Lien. KRS134.420 states that "The state and each county, city, or other taxing district shall have a lien on the property assessed for taxes due them respectively for eleven (11) years following the date when the taxes become delinquent."</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of the person or entity asserting the lien, the person or persons or entity upon who the lien is being filed against, type of lien, and a preparation statement.</p> <p><b>Retention and Disposition</b> Retain 11 years. Destroy after audit</p>
<b>L1349</b>	<b>Federal Tax Liens</b> <b>Change Date:</b> <b>12/13/2001</b>	<p>This record series documents the notices of liens, certificates, and other notices affecting federal tax liens or other federal liens. These are notices of liens upon real property for obligations payable to the United States and certificates and notices affecting the liens. The original is recorded in the County Clerk's office with the duplicate going to the IRS. These are notices of federal tax liens that are filed by the U.S. government for non-payment of taxes. According to 26 CFR 400 these expire 7 years and 30 days if not released. The discharge of the lien has the same retention as a termination of a UCC filing which is 2 years.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series contains the recording time and date, name and address of the person named in the notice, the title and address of the official certifying the lien and the total amount appearing on the notice of lien.</p> <p><b>Retention and Disposition</b> Retain 7 years 30 days after filing date or Destroy 2 years after discharge.</p>
<b>L1350</b>	<b>Lis Pendens</b>	<p>This record series is used to document that there is pending litigation concerning property. The notice of lis pendens is filed on the public record for the purpose of warning all persons that the title to certain property is in litigation and that they are in danger of being bound by adverse judgement.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of persons or entity that has interest in the land the lien is being filed against, the name of the person or entity bringing the action, a legal description of the land, name of court, court action number, and preparation statement. Also, the signature of the person or entity asserting the lien.</p> <p><b>Retention and Disposition</b> Retain 11 years. Destroy after audit</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **59**

Series	Records Title and Description	Function and Use
L1352	<b>Weed Liens</b>	This record series is used to document liens that arise from the local government's determination that it must take action for public safety as the result of the owner's failure to remove a hazard (e.g. clear a property of weeds and brush). Consequently, the costs of such hazard removal is assessed against the property having the hazardous condition. For public policy reasons, such liens are not cut off by foreclosure.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of owner of the land, address, description, date and other information.
	<b>Retention and Disposition</b>	Retain 2 years after payment. Destroy after audit
L1354	<b>Federal Tax Lien Index</b>	This record series is used to document the recording of federal tax liens. An index must be created (KRS 382.480) and maintained by the county clerk and the tax liens filed. Usually, these are indexed in the encumbrance book but an individual index may be created.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of the property owner, date, owners address, collector's serial number, date and hour of filing, amount of tax and penalties.
	<b>Retention and Disposition</b>	Retain Permanently
L1355	<b>Record of Encumbrance on Real Estate Book</b>	This record series is used to document liens or other encumbrances that have been placed against real property. This could be a mortgage or other liens.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may include names of parties, real estate involved, type of lien, date, location of property, date recorded, county clerk signature, signature of parties, notary and other information as needed.
	<b>Retention and Disposition</b>	Retain Permanently
L1554	<b>General Cross Index to Deeds (V)</b>	This record series is used to access the county clerk's deed books. (L1317).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, names of grantors and grantees (grantor to grantee and grantee from grantor), book and page number where instrument is recorded. This record is frequently a manual system prepared by writing by hand.
	<b>Retention and Disposition</b>	Retain Permanently
L1555	<b>General Index to Real Estate Conveyances - Grantor or Grantee (V)</b>	This record series is used to access the real estate records recorded in the county clerk's office. They may be recorded in deed or mortgage books or in a variety of books. Any record pertaining to real estate may be included: deeds, mortgages, lis pendens, tax liens, assignments, affidavits of descent, easements, agreements, releases, powers of attorney, wills, terminations, etc.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of grantee and grantor, date filed and recorded (month, day, year), kind of instrument, book and page number where recorded, and description.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **60**

Series	Records Title and Description	Function and Use
L1556	<b>General Index to Deeds, Leases, and Mortgages - Grantor or Grantee (V)</b>	This record series is used to access deeds, leases, and mortgages recorded in the county clerk's office. It may also reference other related instruments record in deed, lease, or mortgage books.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of grantor and grantee, kind of instrument, recording date (month, day, year), book and page of recording for deeds, leases, and mortgages, description/location.
	<b>Retention and Disposition</b>	Retain Permanently
L1557	<b>General Cross Index to Miscellaneous Instruments (V)</b>	This record series is used to access the Miscellaneous Books in the county clerk's office, or miscellaneous instruments which are recorded in a variety of books. Miscellaneous instruments may include: mechanics liens, lis pendens, powers of attorney, leases, releases, agreements, assignments, contracts, waivers, etc. Miscellaneous instruments do not include deeds or mortgages. Exact titles of Miscellaneous Instruments and the general index may vary from county to county depending on the particular county application.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the names of grantor/grantee (grantor to grantee and grantee from grantor), kind of instrument, book where recorded (volume and page number), date filed or recorded (day, month, year), date of instrument, description.
	<b>Retention and Disposition</b>	Retain Permanently
L1558	<b>General Index to Miscellaneous Instruments - Grantor or Grantee (V)</b>	This record series is used to access the miscellaneous books in the county clerk's office, or miscellaneous instruments which are recorded in a variety of books. Miscellaneous instruments include: mechanics liens, lis pendens, powers of attorney, leases, releases, agreements, assignments, contracts, waivers, etc. Miscellaneous instruments do not include deeds or mortgages. The exact titles of general indexes to miscellaneous instruments may vary from county to county depending on the particular county application.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the names of grantor/grantee, other names, kind of instrument, book where recorded (volume and page number), date filed or recorded (day, month, year), date of instrument, description.
	<b>Retention and Disposition</b>	Retain Permanently
L1559	<b>General Cross Index to Real Estate Releases (V)</b>	This record series is used to access real estate releases in the county clerk's office. These are usually recorded in the release book. (L1560).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name (grantee-person borrowing and/or grantor-institution holding mortgage/loan), kind of instrument, book and page where recorded, book and page where original instrument recorded, description, date filed or recorded (month, day, year). Format varies depending on county application.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

61  
Record Group  
Number

Series	Records Title and Description	Function and Use
L1560	<b>Real Estate Release Book (V)</b>  <b>Access Restrictions</b>  <b>Contents</b>	This record series is used to document releases of mortgages, tax liens, and leases. It documents that loans have been paid off or satisfied.  None  This record series may contain the type of release, name and signature of grantor, date of release, reference to original instrument, property description, county clerk certification, recording date.
	<b>Retention and Disposition</b>	Retain Permanently
L1561	<b>General Index to Maps and/or Plats (V)</b>  <b>Access Restrictions</b>  <b>Contents</b>	This record series is used to access maps and plats on file in county clerk's office. These may be in books or in cabinets. If a plat and/or map had a revision, addition, unit change, or correction made, this may be entered into the index under the original title. If the revision involves a change in name, entries may be cross referenced under both names.  None  This record series may contain the name or title, book (volume and page), file (folio, page), date of map or plat, date recorded, cross index, remarks.
	<b>Retention and Disposition</b>	Retain Permanently
L1562	<b>General Index to Mortgages-Mortgagor or Mortgagee (V)</b>  <b>Access Restrictions</b>  <b>Contents</b>	This record series is used to access the county clerk's mortgage books. (L1344).  None  This record series may contain the names of mortgagor and mortgagee (mortgagor to mortgagee and mortgagee from mortgagor), book (volume and page number), date of instrument and recording date (month, day, year), description and location. May indicate also date of release.
	<b>Retention and Disposition</b>	Retain Permanently
L1735	<b>Sheriff's Deed Book (Y)</b>  <b>Access Restrictions</b>  <b>Contents</b>	This record series is used to document the transfer of land from one party to another in which the property was sold by the sheriff. The sheriff, upon orders of the court, took charge of estates in which there was no administrator, and sell so much of the estate as would satisfy the debts of the deceased. The sheriff also conveyed land sold by virtue of an execution.  None  This record series may contain the name of grantee/grantor, description of property, sheriff's signature, acknowledgement of court order or execution resulting in the sale, date of sale, attestation to recording by sheriff, date recorded.
	<b>Retention and Disposition</b>	Retain Permanently
L1753	<b>Miscellaneous Book</b>  <b>Access Restrictions</b>  <b>Contents</b>	This record series is used to document miscellaneous items in which there are no specific books created or in some cases records that for some reason are deemed more appropriate. Recordings that may be found in these books may include: Affidavit of Conversion to Real Estate; RE: Mobile homes converted to real estate and includes \$1 for cancellation of title in AVIS; Agreement & plan of merger; Articles and amended articles (profit & non-profit); assignment of rents; assignment of vendors lien; bond to release mechanics lien; contract (other than a contract for deed); easement release; inheritance tax lien release; lease-equipment; limited partnership or partnership agreement; marital agreement; master deed for condominiums; notice of execution; will renunciation \$/or disclaimer; deed of restriction; variances (same as land use restrictions); modification agreement.  None  See Function and use.
	<b>Retention and Disposition</b>	Retain Permanently



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group **62**  
Number

Series	Records Title and Description	Function and Use
L1771	<b>District Court Deed Book (1796-1802)</b> <b>Closed Date:</b> 1/1/1902	This record series is used to document the process whereby deeds of conveyance of real estate property that was sold as a result/judgment of one of the District Courts. In 1795, the state judicial system was reorganized. The Court of Appeals underwent major change. The court's original jurisdiction was shifted to a network of newly created district courts, five of which held civil jurisdiction. The district court which met in Frankfort had criminal jurisdiction. In 1796, the General Assembly adjusted jurisdiction of the district courts, vesting all with civil and criminal jurisdiction. One of the areas of jurisdiction of the district court was land disputes. Cases involving title to lands that were pending in the Court of Appeals created by the 1792 legislation were removed to the District Court for the district in which the land was situated.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the names of parties (grantor/grantee), date of instrument, location and description of land, clerk's certification, recording date.
	<b>Retention and Disposition</b>	Retain Permanently
L1772	<b>Circuit Court Deed Book</b>	This record series is used to document the issuance of deeds of conveyance transferring title of property sold by special commissioners upon orders of the circuit court and recorded by the circuit court clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the case number, names of special commissioner, name of the plaintiff and defendant, name of grantor and grantee, the date and amount of sale, the date confirmed by court, date of the instrument, location and description of property, attestation of circuit court clerk, recording date.
	<b>Retention and Disposition</b>	Retain Permanently
L2314	<b>General Index to Commissioner's Deeds - Grantor or Grantee (V)</b>	This record series is used to access the Commissioners Deed Books (Series L1326) by grantor or grantee. The Grantor book(s) is arranged alphabetically by seller and the grantee is arranged alphabetically by purchaser showing page numbers and volumes where recorded. Most counties will not have this record. They will index these records in their Deed Index Books. Those counties which do have this record will have them in a very small volume.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of grantor and grantee, book and page number where recorded, date of instrument and date of recording (month, day, and year), and description and location may be included.
	<b>Retention and Disposition</b>	Retain Permanently
L2315	<b>General Cross Index to Commissioners Deeds (V)</b>	This record series is used to access the county clerk's Commissioners Deed Books (Series L1326). Grantor from Grantee and Grantee to Grantor sections are arranged alphabetically by purchaser or seller showing page number and volume where recorded. Most counties will not have this record. They will, in this instance, have recorded them in the Deed Book Indexes. Those counties which do have this record will have it in very small numbers.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of grantee and grantor, volume and page number where recorded, date of instrument, and date of recording and description and location may be included.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

63  
Record Group  
Number

Series	Records Title and Description	Function and Use
L2613	<b>Temporary Index to Recorded Instruments -- (Temporary Index - Strip or Printout)</b>	This record series is used to access by name records recorded in the Office of the County Clerk. The index typically accesses wills, name changes, corporations, liens, deeds and mortgages. Their series numbers are L1317 Deed Books, L1344 Mortgage Books, L1314 Will Books, L1348 State Tax Liens, L1349 Federal Tax Liens, L1368 Corporation Records and L1369 Name Changes. The temporary strip index (a gummed label affixed to a blank index page) was used in the Jefferson County Clerks' Office from 1979 through the end of 1988 and temporary strips were created daily. The strips were used in part because record room searchers were reluctant to use computer terminals and/or problems with the computerized index system. Beginning in January 1989, temporary strips were discontinued in Jefferson County and access is by computer terminal or computer printout. In Jefferson County, the temporary strip is now an obsolete record. The computer printout continues to be created. Although this series came to our attention from the Office of Jefferson County Clerk, the temporary strip or printout is common where automated indexes are used and may include other recorded instruments beyond those noted above.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, identification number, name of index party, description of property, type of instrument, book page, reverse party. Although specific contents may vary with county clerk, contents will generally include the above items.
	<b>Retention and Disposition</b>	Destroy Temporary Index when outdated or replaced by updated copy.
L2630	<b>Recorded Instruments</b>	This record series is used to document those instruments that may be recorded in the county clerk's office and may include (aperture card system or bound volume): Will Books (L1315), Plat Books (L1329), Deed Books (L1317), Mortgage Books (L1344), Affidavits of Descent (L1336), Powers of Attorney Books (L1338), Releases (L1364), Easements (L1336), Tax Liens (L1354), Articles of Incorporation (L1368), Records of Encumbrance on Real Estate (L1355), Commissioners Deed Books (L1326), Veteran's Discharge Books (L1509), Oil, Gas, and Mineral Lease Books (L1340), Certificates of Businesses Operating Under An Assumed Name (L1369), Real Estate Options (L1335), Lis Pendens (L1350), and perhaps other records series.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may include: Will Books (L1315), Plat Books (L1329), Deed Books (L1317), Mortgage Books (L1344), Affidavit of Descent (L1336), Powers of Attorney Books (L1338), Releases (L1364), Easements (L1332), Tax Liens (L1354), Articles of Incorporation (L1368), Records of Encumbrances on Real Estate Conveyances (L1355), Commissioners Deed Books (L1326), Veteran's Discharge Book (L1509), Oil, Gas, & Mineral Lease Books (L1340), Real Estate Options (L1335), Certificates of Businesses Operating Under An Assumed Name (L1369), Lis Pendens (L1350) and perhaps other records series.
	<b>Retention and Disposition</b>	Retain Permanently
L2763	<b>General Index to Mineral Leases -- (Lessee/Lessor) (V)</b>	This record series provides the information necessary for locating recorded leases. Leases include land leased for coal, gas, oil, and mineral rights, with customary privileges.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of lessee and lessor, date of lease, Lease Book and page number where lease is recorded.
	<b>Retention and Disposition</b>	Retain Permanently
L2815	<b>Court of Quarter Sessions Deed Book (1792-1804)</b>	This record series is used to document the deeds of conveyance of real property sold as a result/judgment of the Court of Quarter Sessions. The 1792 Kentucky Constitution created a series of trial courts which included the above mentioned one. The Court of Quarter Sessions held jurisdiction to try all civil cases at common law and chancery of not less than five pounds current money or one thousand pounds of tobacco, as well as criminal cases not punished by the loss of life or member. The Court held jurisdiction over matters regarding escheats (reverting of land to the government) and forfeitures arising within the county. The Circuit Court System established in 1802 dismantled the Courts of Quarter Sessions. An Act of 1804 abolished all remaining Courts of Quarter Sessions.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the names of parties (grantor/grantee), date of instrument, location and description of land, clerk's certification, recording date.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **64**

Series	Records Title and Description	Function and Use
<b>L2830</b>	<b>Contract Book (V)</b>	<p>This record series is used to document the many and various contracts and agreements which are filed for record in the county clerk's office. Included are: purchase of land agreements; oil and gas lease agreements; personal property contracts/agreements of sale (i.e.. for mine equipment, saws, machinery, etc.); rights of way agreements, conveyance of partnership interest; mineral contracts (coal, gas, oil); timber contracts; coal mining contracts; release of claims agreements; contracts for sale of business, merchandise, tools, and equipment (store fixtures, counters, show cases, stock of goods, accounts receivables, delivery truck, etc.); land lease agreements/contracts of lease; option agreements to purchase real property/land option contracts; building contracts. Some county clerks may not keep a contract book, opting to record these types of instruments in other books such as the miscellaneous book, lease book, deed book, or other book.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the effective date; names of parties; details, terms, conditions of contract or agreement; instrument date; certifications and signatures; county clerk's certificate of lodgment and record.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
<b>L2930</b>	<b>Land Use Restriction Book (V)</b>	<p>This record series is used to document the filing of a certificate of land use restriction with the office of County Clerk. Beginning in 1988, K.R.S. 100.3681 required the County Clerk of counties which contain a planning unit to file and maintain a certificate of land use restriction as completed and filed by the secretary of the planning commission, board of adjustment, legislative body, or fiscal court which adopt or impose land use restrictions. The planning unit collects the county clerk's filing fee for the certificate at the time the proceeding is initiated (\$10.50) and may also charge the applicant a fee for the reasonable costs of completing and filing the certificate (not to exceed \$10.50). K.R.S. 100.3683 provides for the format that the certificate shall follow.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the CERTIFICATE OF LAND USE RESTRICTION. Included on the certificate will name and address of property owner(s); address of property; name of subdivision or development(if applicable); type(s) of restriction as conditional use permit, variance, unrecorded subdivision plat, development plan, conditional zoning, zoning map amendment to zone, or other; name and address of planning commission, board of adjustment, legislative body, or fiscal court which maintains the original records containing the restriction; signature of completing official plus name and title of completing official.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>
<b>L3037</b>	<b>Affidavits to Establish Deed Titles After a Fire or Other Disaster Closed Date: 10/1/1942</b>	<p>This record series is used to document the affidavits to authorize the restoration of deeds and titles to real estate after they have been destroyed by fire or some other disaster. Depositions were taken by a commissioner or commissioners appointed by the county judge or county court to establish title to real estate after a courthouse fire or other courthouse/clerk's office disaster. The authorization to this before the 1891 Constitution came from an Act by the General Assembly of Kentucky. An example of the Act for these records found at Graves County is attached. This series was closed when KRS 442.270, which is attached, went into effect on October 1, 1942 and says that a person seeking action to supply a lost record may institute a suit in equity, in the county where such instrument was recorded, against the grantors or obligators in the writing, or his heirs or personal representatives, setting forth the fact of the existence of such writing, and the destruction of the record. CLOSED SERIES: 10/01/1942.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the 1) Reference to the Act of the Kentucky General Assembly, including the date, to authorize the restoration of deeds and titles to real estate; 2) the date of the Act of the General Assembly; 3) the date of the deposition; 4) the questions of the Commissioner(s) and the answers of the deponent, with all evidence and testimony of the deponent and his witness(es); and 4) the clerk's attestation, including the recording date.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **65**

Series	Records Title and Description	Function and Use
L3062	<b>Record of Certificates of Delinquency (V)</b>	<p>Includes:</p> <ol style="list-style-type: none"> <li>1) Delinquent Tax Book</li> <li>2) Register of Delinquent and/or Unpaid Taxes</li> <li>3) Land Sold for Taxes Book</li> <li>4) Delinquent Tax System</li> <li>5) Delinquent Tax List</li> </ol> <p>This record is a register of delinquent tax bills/certificates of delinquency of taxpayers who failed to pay their tax for the given year. The series format, title, and medium vary from county to county. The function and use, however, remain the same. Tax bills are mailed out to taxpayers in the Fall of each year. The bill is delinquent if not paid by January 1 of the year following the tax bill. There are 4 copies of the tax bill. It is created by the county clerk and delivered to the sheriff for collection. The top copy (white) is the taxpayer's receipt copy after payment is made. Copy two (green) is the sheriff's payment copy and is kept by him. Copy three (pink) is the sheriff's receipt when the bill is paid. Copy four (yellow) is the one mailed to the taxpayer each year in the Fall as notice of tax due. On the reverse of the white copy of the tax bill is found the certificate of delinquency. Tax bills are in alphabetical order and numerical order. After the sheriff has collected his 95% of bills, usually during the current year, delinquent bills/certificates of delinquency are delivered to the county clerk for late collection. The county clerk, assisted by the county attorney who sends out delinquent tax letters, is able to enforce collection of unpaid bills for 7 years per KRS 134.470.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the taxpayer name; year due; tax bill number; no. acres; assessed value; amount due tax districts, state, county, school; advertising cost; total amount collected; 6% penalty; interest to date of sale; penalty added after tax sale ___%; interest from date of sale to date redeemed; sold to; paid and released, date, clerk certification.</p> <p><b>Retention and Disposition</b> Retain 11 years. Destroy after audit</p>
L5138	<b>Fixture Filings &amp; Other UCC Filings</b>	<p>This record series is used to document commercial transactions pertaining to liens placed on certain property. Revised Article 9 of the Uniform Commercial Code, codified in KRS 355.9 deals with secured transactions on personal property and others related to real estate. Revised Article 9 creates a central filing office for most UCC filings. All UCC filings are to be made in Kentucky to the office of the Secretary of State except for Title Liens, Fixture Filings, Timber (to be cut) and as Extracted Collateral (Minerals). Fixture Filings, Timber and Minerals are to be filed in the county clerk's office with the real property records and must contain a reasonable description of the real estate. The secured party must present the financing statement and bears the burden of the information on the statement. The county clerk does not police the information. The financing statements for these three items must be made in paper form. Fixture filings have been recorded in a book and it is recommended that the other UCC filing be placed there as well.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name, address, SS# of the secured party, name, address, SS# of debtor, collateral covered, indicates that it covers the collateral, indicates that it is to be filed in the real property records, description of the real estate, name of the record owner and file #. No signature needed of either party.</p> <p><b>Retention and Disposition</b> Retain 6 years from the filing date or filing date of amendment of continuation, then destroy after audit.</p>
L5139	<b>Amendment of Termination</b>	<p>This record series is used to document that a financial statement recorded in the county clerk's office has been released or ended for some reason. This record series is filed by the secured party if there is no obligation secured by the collateral covered by the financing statement and no commitment to make an advance or the debtor did not authorize the filing of the initial financing statement. Upon filing of the amendment of termination the financing statement to which the termination statement relates ceases to be effective. Even though the financial statement is ineffective it cannot be destroyed until 6 years from its filing date.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the file #, name and address of the secured party, name and address of the debtor, initial financing statement file #, SS# of each.</p> <p><b>Retention and Disposition</b> Retain 6 years from filing date of related financing statement or amendment of continuation. Destroy after audit.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Real Property

Record Group  
Number **66**

Series	Records Title and Description	Function and Use
<b>L5140</b>	<b>Amendment of Assignment</b>	This record series is used to document that the secured party has assigned the security interest in the collateral described in the original financing statement. After the disclosure or filing of an assignment under KRS 355.9-405, the assignee is the secured party of record.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name and address or the assignee, signature of the original secured party, ID # of debtor, name and address of debtor, file number and the date of filing of the financial statement, and description of collateral.
	<b>Retention and Disposition</b>	Retain 6 years from filing date of related financial statement or amendment of continuation. Destroy after audit.
<b>L5141</b>	<b>Amendment of Continuation</b>	This record series is used to document that a financial statement is being continued for another 5 years. A continuation may be filed only within 6 months before the expiration of the 5 year lapse period of the financial statement.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name and address of the secured party, the debtor, the SS# or the tax ID # of each, description of the collateral and original financial statement # and indexing info.
	<b>Retention and Disposition</b>	Retain 6 years from filing date. Destroy after audit.
<b>L5142</b>	<b>Amendment of Correction</b>	This record series is used to make corrections on existing financial statements. This correction may add or delete collateral or adds a debtor to the original financing statement. The debtor added must be notified. This amendment is only effective from the date of filing of the amendment. It is ineffective when it purports to delete all debtors and fails to provide the name of a debtor to be covered by the financing statement or purports to delete all secured parties of record and fails to provide the name of a new secured party of record. This amendment must give the file number, date filed, debtor's name and address, secured party' name and address. It must also state the correction desired. This feature was primarily designed to combat bogus liens.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the file number, date filed, debtor's name and address, secured party's name and address and the correction desired.
	<b>Retention and Disposition</b>	Retain 6 years from filing date of related financial statement or amendment of continuation. Destroy after audit.
<b>L5143</b>	<b>Index to Fixture Filings &amp; Other UCC Filings</b>	This record series is used as a finding aid for fixture filings and other UCC filings that are filed in the county clerk's office. Mandated by KRS 355.9-519 an index must be maintained by the name of the debtor which appears on the initial financing statement and index all filed records relating to the initial financing statement in a manner that associates with one another an initial financing statement and all filed records relating to the initial financing statement.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of the debtor, filing # and dates of related documentation.
	<b>Retention and Disposition</b>	Retain 6 years from filing date of initial financing statement or amendment of continuation. Destroy after audit.
<b>L5155</b>	<b>Judgment Liens</b>	This record is used to document the process whereby a lien is imposed on a judgment debtor's nonexempt property. This is issued as a result of court action and is filed in the county clerk's office. This lien gives the creditor the right to attach the debtor's property.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of creditor, debtor, the date, description of property, actions taken, and date recorded.
	<b>Retention and Disposition</b>	Retain 11 years, then destroy.

**LOCAL AGENCY RECORDS  
RETENTION SCHEDULE**

COUNTY CLERK  
Real Property

Record Group  
Number **67**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6441</b>	<b>Bankruptcy File</b>	This record series is used to document that bankruptcy has occurred. The county clerk shall record any certified or attested copy of any matter in reference to bankruptcy proceedings in federal court. The document must have the following information: The name of person , the trustee or receiver, legal description of land if there is land involved, case number and a preparation statement. The document must be signed by the person or entity asserting the lien or their attorney or agent. If land is involved the notice must be filed in the deed book. For a tax lien to be discharged by bankruptcy the following must be true: (1) the tax return on which the tax debt occurred must have been due at least 3 years before filing bankruptcy (2) the tax return filed at least 2 years before bankruptcy filed (3) the IRS assessed the taxes at least 240 days before bankruptcy filing (4) you were not trying to defraud or evade(5) the tax bill is only on income taxes. Bankruptcy notices may be received which are not certified or attested, in which case, they do not have to be recorded.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain, name of parties, trustee name, description of land, case number, preparation statement, directory information, type of bankruptcy and the tax lien information.
	<b>Retention and Disposition</b>	If certified and attested, destroy after being recorded. If not certified and attested, destroy.

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Special Districts

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1377	<b>Notice of Existence</b>	These records document the organization of multi county, regional, city-county, or multi agency governments and document their purpose, officers, taxing powers, and boundaries. They may exist for law enforcement agencies, emergency medical services, fire departments, airports, rescue squads, planning and zoning commissions, water districts, etc. They are filed with the County Clerk of each affected county. They may be filed in the Fiscal Court Order Book (L1218).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	The contents of this file may include: the name, purpose, officers, boundaries, and maps of the organization. The date of establishment or declaration of existence and the attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain Permanently
L1378	<b>Notice of Legal Change</b>	This series documents legal alterations including: expansions, reductions, or dissolutions of multi county, regional, city-county, or multi agency governments. They are filed in the County Clerk's Office in each affected county. They may be filed in the Fiscal Court Order Books (L1218).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	The contents of this file may include the reason for the change of: the name, purpose, officers, boundaries, and maps of the organization. They would include the date of change and the attestation of the county Clerk.
	<b>Retention and Disposition</b>	Retain Permanently
L1379	<b>Petitions - Dissolution or Alteration</b>	These records document the discontinuation or change of a Special District, as provided by law, and presented to the Fiscal Court(s) of the County(ies) in which the agency operates. They are usually filed in the Fiscal Court Order Books. Presented to Fiscal Court of County(s) in which District operates.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	The contents of this file may be the reason for the change are discontinuation of the agency and the: name, purpose, officers, boundaries, and maps of the agency. They would include the date of dissolution or alteration and the attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain Permanently
L1380	<b>Petition to Dissolve by Referendum</b>	These records are the actual petitions to dissolve a Special District by referendum, as provided by law. They may be recorded by the County Clerk in a loose file or in the Fiscal Court Order Books.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	The contents of the file are the actual signatures of the petitioners/legal voting citizens requesting a referendum to discontinue a Special Districts, showing; the date of the petition, the name, address, purpose, and officers of the said agency, the date of the proposed referendum, and the attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain Permanently

**LOCAL AGENCY RECORDS  
 RETENTION SCHEDULE**

COUNTY CLERK  
 Tax

**Record Group  
 Number**

Series	Records Title and Description	Function and Use
L1431	Exonerations File	This record series is used to document those taxpayers whose tax assessment has been taken off the tax rolls for one reason or another. The taxpayers do not have to pay the county taxes as levied by the tax assessor. The exonerations may go through the appeal process and is attracted to the delinquent tax bill.
	Access Restrictions	None
	Contents	This record series may contain the name of the taxpayer, terms of exoneration, remarks, order book number and page reference to exoneration order and certification of the county clerk.
	Retention and Disposition	Retain 11 years. Destroy after audit
L1433	Tax Assessments	Includes: 1) Tax Roll 2) Tax List 3) Commissioners Tax Books 4) Sheriff's Additional Tax Lists 5) Omitted Tax Assessment Books 6) Supervisors Tax Assessments
		This record series is used to document the value of property in order for the state to assess and collect property tax. The Assessment by the PVA is to stay in that office for 5 years and then be transferred to the County Clerk's Office.
		The Tax Assessments are the primary tax assessment record. The tax assessment is prepared by the Property Valuation Administrator (PVA) from the tax assessment appraisal card, which is created in the property assessment process. The PVA is required to reassess property one time every four years. From the assessment book the PVA creates the Recap of Real Property Tax Roll which is sent to the Revenue Cabinet to obtain approval. After approval, there is a thirteen day public inspection period. Following this, the PVA creates the Summary of Real Property Tax Roll Changes for the Revenue Cabinet, which if it approves, sends the PVA the Certificate of Equalized Assessment, signifying that the tax assessment is approved and the PVA's job is completed. After approval the PVA gives the tax assessments to the county clerk who uses it to prepare the tax bills.
	Access Restrictions	None
	Contents	This record series contains the taxpayer name and address, property description and/or reference, picture card #, map #, block & parcel, etc., value of: airplanes, intangibles, # acres, total assessment, taxpayer account #, tax bill #, tax district, special district tax, health & library, school, county, state. Shows disability or homestead exemption
	Retention and Disposition	Retain Permanently
L1434	Delinquent Tax List	This record series is used to document those persons who have not paid property taxes. This list is compiled by the county clerk for use as a collection tool.
	Access Restrictions	None
	Contents	This record series contains the name & address of the taxpayer, date and amount due.
	Retention and Disposition	Retain 11 years. Destroy after audit



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

Record Group **70**  
Number

Series	Records Title and Description	Function and Use
L1435	<b>Sheriff's Report of Delinquent Tax List</b>	This series reports that the sheriff or one of his deputies had been to the residence (if in the county) of the person from whom the tax is due and was unable to locate any property liable to sale for taxes. It further states that a reasonable attempt was made to collect the taxes and the appropriate advertisement for sale required by KRS 424.280 was made. This report was certified by the sheriff and filed with the County Clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Date, Name of tax payer, tax bill number, assessed valuation, amount of sale, certification of sheriff
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1438	<b>Militia Book (Roll)</b>	These records document the members of the Militia for a county. Sometimes they are recorded as loose lists and on most occasions are recorded in books.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	These records may show: list of members usually alphabetically arranged by surnames, the enlistment number, the signature of the Circuit Clerk, remarks, and the attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain Permanently
L1440	<b>Sheriff's Settlements - State and Local Taxes</b>	This record series is used to document reports made annually by sheriffs to settle with fiscal courts. They may be recorded in Fiscal Court Order Book.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of settlement, name of sheriff, period covered, itemized list of receipts and disbursements, totals and balances, name and address of tax payer (usually alphabetized by their surname), name of previous owner, taxing district, account numbers, breakouts of taxing district totals, sworn statement of sheriff, signature of commissioner, date settlement approved, attestation of County Judge or County Judge/Executive, book and page reference to approval order, and attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain Permanently
L1441	<b>Quietus - Sheriff's (From Department of Revenue) -- (From Department of Revenue)</b>	This record series is prepared by the Director of the Department of Technical Assistance, Revenue Cabinet and sent to the Sheriff to state that he has satisfactorily explained his tax collection efforts--that the records of the sheriff are correct and in order. The Sheriff needs the Quietus and the proper bonding to be able to receive the next year's tax bills. The County Clerk is required to file it. It is often filed in the Fiscal Court Order Book (L1218).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of the form, the name of the sheriff, the attestation of the Director of the Department of technical Assistance, Revenue Cabinet and the attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

71  
Record Group  
Number

Series	Records Title and Description	Function and Use
L1442	<p><b>Corporation (Franchise) Public Service) Tax Assessments</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain a breakout by districts such as County, Health, Mental Health, County Coop Extension Service, and Public Library, etc. Other fields/entries on the record may include: the rate of assessment per district, the amount of tax per district, the account number, the bill number, map number/description, the name and address of the corporation/franchise and the name of the County Clerk..</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document taxes filed by special districts are filed by the Sheriff, and then recorded by the County Clerk in loose files, computer files, or in Corporation/Franchise Tax Assessment Books.</p>
L1443	<p><b>Recapitulation of Franchise Tax on Property</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the GROSS COLLECTIONS, PENALTY/DISCOUNT, TOTAL, LESS COMMISSION, TOTAL LESS COMMISSION, LESS REFUNDS, TOTAL DUE; and YTD (year to day) GROSS COLLECTIONS at THE END OF THE MONTH/COLLECTION PERIOD. It gives the file number and/or the book and page number, the date of the report, and the name of the county in which it was filed.</p> <p><b>Retention and Disposition</b> Retain Permanently</p>	<p>This record series is used to document franchise tax collections that is sent to the state revenue cabinet.</p>
L1444	<p><b>Court Orders Correcting Erroneous Assessments</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series contains name and address of taxpayer, amount originally assessed, the new assessed amount, amount due, when due and signature of judge.</p> <p><b>Retention and Disposition</b> Retain 11 years. Destroy after audit</p>	<p>This record series is used to document court orders that change the property tax assessments and are filed in the county clerk's office. This document has the same significance as a delinquent tax bill and will have the same retention.</p>
L1445	<p><b>Sheriff's List of Court Orders Correcting Erroneous Assessments</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name and address of the taxpayer, assessment's), homestead, description(s)/date(s), date of the tax bill, and page number.</p> <p><b>Retention and Disposition</b> Retain 11 years. Destroy after audit</p>	<p>This record series is used to document a list of forms the Sheriff's Office uses to correct a tax assessment after the bills have been printed up. The P.V.A. reassesses the property, completes the form, and transfers it to the Sheriff. In some cases the P.V.A. may give the form directly to the taxpayer. In this case the tax payer brings the form to the Sheriff. The Sheriff refigures their tax bill. The taxpayer pays the new assessment amount to the Sheriff. Copies of the Order are held by the Sheriff, PVA, County Clerk, and taxpayer. The County Clerk files this list.</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

Record Group **72**  
Number

Series	Records Title and Description	Function and Use
L1446	<b>Certification of Omitted Property (From PVA)</b>	This record series used by the P.V.A. to document property tax bills which were omitted in previous printing(s). A copy is sent to the Sheriff to be paid. Then the County Clerk is required to record it.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of the county,
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1447	<b>Sheriff's Official Receipt for Property Tax Bills</b>	This record series was created and is used for: the Annual Audit, Sheriff's Monthly Report of Tax Collections to the Revenue Cabinet, Department of Property Taxation, and the Sheriff's Monthly Report of property Tax Collections to the Fiscal Court. The County Clerk completes the information after receiving the necessary information from the Property Valuation Administrator's Office , signs and dates it on October 1st and sends this official receipt to the Sheriff who must sign and acknowledge receipt pursuant to KRSS 133.220. It is then filed with the County Clerk who usually records in the Order Book.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the number and amounts of tax bills from the P.V.A., the Clerk's attestation, the signature and date of the Sheriff as found in Revenue Cabinet Forms.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1448	<b>Clerk's Claim for Preparation of Tax Bills (To Fiscal Court)</b>	This record series is used to document the clerk's declaration/petition to the Fiscal Court for payment for creating/printing tax bills for the calendar year. The record is usually filed in the Fiscal Court Order Book which is a permanent record.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, amount, service rendered, and the attestation of the County Clerk.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1449	<b>Maximum Permissible Ad Valorem Tax Revenue Form</b>	This record series is used to document the assessed value of property subject to full local rates and net assessment growth. The term ad valorem means according to value. The form was prepared by the Department for Local Government, Division of Financial Services. They are usually filed in loose files.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the ASSESSED VALUE OF PROPERTY SUBJECT TO FULL LOCAL RATES (for the beginning year): Line 1. Real Estate, 2. Tangible (Personality); Line 3, P. S. Corporation - Real Estate, Line 4. P. S. Corporation - Tangible (Personality); Line 5. Distilled Spirit (Personality); and Line 6. Net Change in Homestead Exemptions (for second year - for first year); 7. Total (line 1 through 6). 2000 NET ASSESSMENT GROWTH (for the ending year) Line 8. Real Estate; Line 9. New Proper PVA and PSC, Line 10, Tangible (Personality); Line 11, P. S. Corporation - Real Estate; Line 12. P. S. Corporation - Tangible (Personality); Line 13, Distilled Spirits (Personality); Line 14. Total Growth (line 8 through 13); and Line 15. Total Assessed Value Subject to Full Local Rates (Line 7 plus Line 14). COMPENSATING Rate (No hearing required - no recall; 47 Increase (Hearing required - no recall). Attestation of State Finance Officer; WATER CRAFT, MOTOR VEHICLES; Informational Only and Revenue.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

73  
Record Group  
Number

Series	Records Title and Description	Function and Use
L1450	<p><b>Recapitulation of Tax Assessment (To Department of Revenue)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the amount fields for these classes of property: Real estate: Residential Lots; Farm; Commercial and Industrial; Oil, Mineral and Timber Rights; and Unmined Coal. Total Equalized Assessment-Real Estate. Total Equalized Assessments Leaseholds. Tangible Personal Property: Total Equalized Assessment (Full Rates); Total Equalized Assessment (state rate only); Total Equalized Assessment (state rate only); Total Equalized Assessment-Tangible Personal; Subject to 5 cent state rate only; 5 cent state rate (full local rates); Tangible Personal Property Subject to Mixed State and County Rates: Aircraft (Recreational and Non-Commercial); Watercraft (Non Commercial); Inventory -in transit; (Unmfg. Agr. Products not at mfg. Plant); Tobacco; State 1 1/2 ct-Co 1 1/2 ct.; All Other: State 1 1/2 ct.-Co. 4 1/2 ct.;p Subject to 1 1/2 ct. State Rate Only; Unmfg. Ag. Prod.-mfg. Plant; Intangible Personal Property: Subject to 25 ct. State Rate Only; Subject to 1 1/2 c ct. State Rate Only; Subject to 1/10 ct. State Rate Only; Brokers' Accts. Subject to 10 ct. State Rate Only; Total Equalized Assessment; No. Acres Fire Protection; Acres Water District; Value Acres Water District. Certification statement, date, and signature of the Commissioner of the Department of property Evaluation.</p>	<p>This record series is used to document the certification by the Commissioner of the Department of property Valuation tat the above total is the equalized assessment of the different classes of property and total assessment (for that county) as made by his department and the taxes due there from for state purposes for (that year) , subject to any increases or decreases that may hereafter be made as a result of the appeals to the Kentucky Board of Tax Appeals. It is signed and dated by the commissioner and filed permanently by the County Clerk.</p>
	<b>Retention and Disposition</b>	Retain Permanently
L1451	<p><b>Certification of Public Service Company Property Assessment (From Department of Revenue)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the certification statement by the Director of the Division of State Valuation, Department of Property Valuation. It gives the tax year, county, certification date, Taxpayer, GNC; address, type co., Name of Tax District (i.e. County General, School, City); Real Estate; Tangible Property; and Total Assessment for Local Tax.</p>	<p>This record series is used to document certification of a public service company's property assessment for a calendar year. It is certified by the Division of State Valuation, Department of Property Valuation and filed by the county clerk.</p>
	<b>Retention and Disposition</b>	Retain Permanently
L1452	<p><b>Listing of Franchises by Taxing District (Public Service Company)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the tax year, the certification date, the name of the county, CNC, Type Company, Company Name, Certification Date, Real Estate Taxes, Tangible Taxes, and Total. It also has grand totals for Real Estate, Tangible, and Total.</p>	<p>This record series is used to document information on taxable real estate and tangible property for public service companies by the Revenue Cabinet and gives totals for Real Estate, Tangible, and Total. It is filed by the county clerk.</p>
	<b>Retention and Disposition</b>	Retain Permanently

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

74  
Record Group  
Number

Series	Records Title and Description	Function and Use
L1453	<p><b>Property Tax Statement (Public Service Company)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name and the address of the County Sheriff to whom the bill is to be paid, the Bill No., Assessment Year, date of the statement, the address of the payee, the payment instructions per KRS 163.052 (2). Property Class (Real Estate Rate, Tangible Rate, Ambulance, Library, Health, Extension, Conservation), Rate per \$100 Value, Assessed Value, County tax, School Tax, and Special Tax. Totals by Taxing District, Signature of County Clerk, Total Tax, Payment Received by Sheriff, Date received by Deputy Sherriff, Penalty if not paid within 30 days, 10% interest of total tax if not paid within 30 days, and name, and title of County Clerk and phone number to answer questions about this bill.</p>	<p>This record series is prepared for individual Public Service Companies by the County Clerk, for payment to the County Sheriff and filed by the County Clerk after it has been paid. The payee gets a copy, the County Sheriff gets a copy and the County Clerk keeps a copy. It gives a break out of the types of taxes, and the total tax, penalty, and interest due.</p> <p>Retain 2 years. Destroy after audit</p>
L1454	<p><b>Paid Tax Bills</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the name of the County Sheriff to whom bills are payable, the tax year and county, property location, map number, bill number, Property Class - Rate Per \$100 Value, Assessed Value, State Tax, County Tax, School Tax, Special Tax, Totals by Taxing District, account number, tax district, Deed Book - Page, Farm Acres, Date/By, Total Tax, County Clerk's name, Amounts: 2% Discount Paid by Dec 01 Tax Yr, Face Amount Paid by Dec 31 Tax yr., 5% Penalty Paid by Jan 31 Tax yr., 21 Percent Penalty Paid after Jan 31 Tax Year Sheriff's Fee and Advertising Cost, and Total Amount Paid; Name and address of the person being billed.</p>	<p>This record series documents the payment of property taxes for individuals. It serves as an audit trail for the County Clerk for the state auditor.</p> <p>Retain 2 years. Destroy after audit</p>
L1455	<p><b>Unpaid Tax Bill &amp; Certificate of Delinquency (V)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the taxpayer name and address, year, tax bill number, assessment value and amount. Certificate of Delinquency: Taxpayer name and address, total state tax, real estate assessment, tax year, date of sale, total taxes, 10% penalty, sheriff's fee, advertising costs, other costs, restraining fee, total tax sale, date, sheriff signature. Name &amp; address of who certif. resold to; name &amp; address of who redeemed certif; county clerk signature and date.</p>	<p>This record series is generated by the county clerk from the tax assessment book which is created by the property valuation administrator. The tax bill is the vehicle by which property tax is collected from property owners. The county clerk delivers the tax bills to the sheriff for collection. He must collect 95 percent, which usually occurs during the current year, before he turns the delinquent bills back to the county clerk for collection as unpaid tax bills. Pursuant to KRS 134.420 (1) the state and each county, city, or other taxing district shall have a lien on the property assessed for taxes due them respectively for ten (10) years following the date when the taxes become delinquent. Also KRS 134.470 (1) says no action may be brought to enforce a certificate of delinquency until one (1) year after its issuance and action shall be instituted within ten (10) years after the expiration of that one (1) year. There are four copies of the tax bill. The top (white) copy is the receipt given the taxpayer when the bill is paid. Copy two (green) is the sheriff's payment copy and is kept by him. Copy three (pink) is the sheriff's receipt when the tax bill is paid. Copy four (yellow) is mailed out to the taxpayer each year in the Fall as notice of tax due. On the reverse of the unpaid tax bill (white copy) is the certificate of delinquency which, when completed by the sheriff, certifies that tax remains unpaid. On it is recorded steps taken toward recovering the taxes due.</p> <p>Retain 11 years. Destroy after audit</p>
L1456	<p><b>Sheriff's Monthly Report - Taxes Collected Closed Date: 1/1/2001</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b></p>	<p>Closed series. This series is now included in the Sheriff's Monthly Report of Property Tax Collections - SN L1458.</p> <p>Retain 2 years. Destroy after audit</p>

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

Record Group **75**  
Number

Series	Records Title and Description	Function and Use
L1457	<b>Monthly Financial Report of Sheriff or Special Tax Collector</b>	This record series documents the full amount of taxes collected by the sheriff's office or special tax collector for the calendar year. It also breaks down taxes to the specific type collected (state, county, school or etc.).
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the amount of tax collected for state, county, school, library, health, fire, commission, interest and the certification of the County Clerk
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1458	<b>Sheriff's Monthly Report of Property Tax Collections</b>	This record series documents the taxes collected and whether or not there was a penalty or refund for any reason. This report included normal real estate, tangible and intangible taxes and all omitted real estate and omitted Tangible taxes made by the sheriff. The sheriff certified the report and filed it with the County Clerk.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the sheriff's name and address, property class, gross tax, discount, tax collected, penalty' gross collection, less .03000 Commission, total due, certification of sheriff, acknowledgement of receipt by the county clerk
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1459	<b>County Clerk's Report of Omitted Assessments - (to Revenue Cabinet)</b>	This record series is used to list omitted property assessed and certified by the property valuation administrator to the county clerk. The PVA within ten days of receipt of note is to assess the real property and notify the taxpayer of the assessed amount.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of taxpayer, tax year, classification of property (valuation), rate, amount of state tax, and tax bill number.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1460	<b>County Clerk's Monthly Report of Delinquent Personal Tax Collections</b>	This record series documents the collection of delinquent taxes by the County Clerk. It records the amount of taxes collected, total tax bills collected and a breakdown of taxes collected (state tax, school tax and etc.). The report documents whether it was redeemed by the taxpayer or individual purchasing the tax bill and the exact amount paid.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, state tax, county tax, school tax, penalty, sheriff's fees, fiscal costs, interest, and attorney fees clerk fees total collected.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1461	<b>County Clerk's Report of Land Redemptions - Monthly</b>	This record series is used to document payment from a land owner which was made to redeem their land. This was done at the last minute prior to the sheriff auctioning off the tax bill.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the tax bill number, name, amount of taxes due/paid, to whom, and date paid.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

Record Group **76**  
Number

Series	Records Title and Description	Function and Use
L1462	<b>Sheriff's Report of Tax Claims Purchased for taxing Districts - Yearly</b>	This record series document a list of insolvent and delinquent tax bills which were advertised for sale and sold at the courthouse doors. The sheriff of the taxing district bought the ones in which there was no purchaser for at the advertised sale. This report was certified by the appropriate sheriff and dated accordingly.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of taxpayer, District, Tax Bill Number assessed Valuation, amount of tax sale, sheriff's certification.
	<b>Retention and Disposition</b>	Retain 11 years. Destroy after audit
L1463	<b>Notice of Equalized Assessment</b>	This record series is used to document information taken from recaps by the Department of Property Valuation. This information is used in planning for the County Budget and assists in the preparation of the State Budget. Also, this information is used to set taxing rate for county, city property and the individuals within.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the class of property, years equalized assessment, tax rate, and amount of taxes predicted to be paid.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1464	<b>Certification of Equalized Assessment - (from Revenue Cabinet)</b>	This record series is used to document the certification of the Notice of Equalized Assessment - SN L1463. The Commissioner of the Department of Property Valuation certifies the report.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the certified copy of the Notice of Equalized Assessment
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1465	<b>Property Valuation Administrator's Summary of Property Tax Roll Changes</b>	This record series is used to document changes to the tax roll after recapitulation and is prepared by the Property Valuation Administrator. A report is prepared for each school district in the county and if there is more than one school district a consolidated report is prepared. The report shows the assessment totals for each class of property, totals of increases for the district, decreases for the district on his own initiative, decreases for the district at the direction of the County Clerk. The report is certified by the Property Valuation Administrator of the county.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the property class (residential, farm, commercial), total parcels, Recap totals, increases by PVA, Decreases by PVA, Decreases by protests, Total Assessments, record of homestead exemptions and deferred assessments, record of additions and deletions.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit
L1466	<b>Sheriff's Cash Book - Receipt Stubs</b>	This series documents the cash received by the sheriff's office. A portion of the page is completed and given to the individual making payment while the remaining portion is completed and retained in the volume in case questions about the payment is needed for future use. The remaining portion is also used for the state audit.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, name of payee, amount and purpose of payment.
	<b>Retention and Disposition</b>	Retain 2 years. Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

COUNTY CLERK  
Tax

Record Group **77**  
Number

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L4792</b>	<b>Personal Property Tax Assessment Books</b>	This record series was used to document the assessment of personal property which includes every species and character of property, tangible and intangible, other than real property. This series has mainly been used to list those assessments on motor vehicles but is no longer listed in this format. The taxpayer is now required to submit a property tax return with the property valuation administrator for all tangible and intangible property. The ad valorem tax on motor vehicles is handled by the county clerk, with assessment made on the actual cost of the vehicle. The property tax return and the Tax Assessment/Appraisal card in the P.V.A.'s office have retention periods of 7 and 3 years respectively. Personal property may be used to satisfy claims/liens of real property delinquent taxes.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain name and address of taxpayer, description of property, total valuation, gross tax, account#, amount paid and date paid.
	<b>Retention and Disposition</b>	Retain 11 years. Destroy after audit
<b>L5255</b>	<b>Board of Assessment Appeals Files</b>	This record series is used to document the appeals brought by citizens before the board of assessment appeals. The minutes of the meetings and the appointments of the members are maintained as a permanent record in the executive order book. The board shall convene each year at the county seat no earlier than 25 days and no later than 35 days following conclusion of the tax roll inspection period. The board shall not continue in session more than 1 day nor more than 5 days. All appeals are submitted to the PVA and Dept. of Revenue. This file contains supporting documentation.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain names of appointees, appeal form, certification of members, final decision, summary of appeals filed, and background fact sheet of appointees.
	<b>Retention and Disposition</b>	Retain 1 year, then destroy.