

**171.640 Documentation of agency matters -- Standards, rules and regulations.**

The head of each state or local agency shall cause to be made and preserved records containing adequate and proper documentation of the organizational functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish information necessary to protect the legal and financial rights of the government and of persons directly affected by the agency's activities. Such documentation shall be created, managed, and preserved in accordance with standards, rules and regulations prescribed by the department under the provisions of KRS 171.410 to 171.740.

**Effective:** July 15, 1986

**History:** Amended 1986 Ky. Acts ch. 66, sec. 2, effective July 15, 1986. -- Created 1958 Ky. Acts ch. 49, sec. 24.