

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;">CLK-54</div>
Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> PERM Record Center <input type="checkbox"/> PERM Total	Media: <input checked="" type="checkbox"/> (A) Audio Tapes <input type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Clerk's Office</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Meeting Audio / Video</div>

**Description:**

Audio/Video recordings for assembly and committee meetings, work sessions, public hearings, and administrative appeals. Also includes audio/video recordings for [BOARD OF ADJUSTMENT (BOA) AND] Board of Equalization (BOE), [MEETINGS AND HEARINGS], task forces, work groups, non-assembly committees and appeal proceedings handled by a hearing officer. For agendas and packets, see CLK-03.

Requested by: Michele Turner, Records Manager      Date: 12/17/19

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Johni Blankenship</div> <small style="text-align: center;">(Print Name)</small>
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**Comments:**

Signature: *Johni Blankenship*      Date: 12/18/19

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Sean Kelley, Deputy Borough Attorney</div> <small style="text-align: center;">(Print Name)</small>
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**Comments:**

Signature: *SK*      Date: 12/27/19

### RECORDS MANAGEMENT USE ONLY

Resolution Number _____ Date Approved by Assembly _____	Records Management Software Updated _____ Revised Retention Schedule Distributed _____
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**Comments:**

Update record series to encompass all meetings and groups.

Records Manager:  

Michele Turner

(Print Name)

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>PLN-16</u></p>
Years Retained: <input type="checkbox"/> C Office <input type="checkbox"/> 10 years Record Center <input type="checkbox"/> Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic
Department of Record: <p style="text-align: center; margin-left: 50px;"><b>Planning Department</b></p>	Record Title: <p style="text-align: center; margin-left: 50px;"><b>Comprehensive Plans</b></p>

Description:  
 Description remains the same.  
 C = Until superseded or administrative need is met.

Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.

Requested by: Michele Turner, Records Manager     Date: April 29, 2019

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; margin-left: 50px;"><b>Max Best, Planning Director</b></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
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Comments:

Signature: *Max Best*     Date: 12-17-2019

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 50px;"><b>Sean Kelley, Deputy Borough Attorney</b></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
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Comments:

Signature: *SK*     Date: 12/27/2019

### RECORDS MANAGEMENT USE ONLY

<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
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Comments:  
 Amend the 'condition' for the department to extend the period of time in office.

Records Manager: <p style="text-align: center; margin-left: 50px;"><b>Michele Turner</b></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;">SVC-08</div>
Years Retained: <input checked="" type="checkbox"/> C+2 Office <input type="checkbox"/> [2 YEARS] Record Center <input type="checkbox"/> Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Fire &amp; Emergency Service Areas</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Fire Inspection / Compliance Files</div>
Description:  <div style="border: 1px solid black; padding: 5px; min-height: 100px;">           Description remains the same.         </div>	
Requested by: <u>Brooke Dobson, Fire Marshal</u> Date: <u>April 29, 2019</u>	
<b>DEPARTMENT DIRECTOR/MANAGER USE ONLY</b>	
<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Roy Browning, Chief of Emergency Services</div> <small style="text-align: center;">(Print Name)</small>
Comments:  <div style="border: 1px solid black; height: 40px;"></div>	
Signature: <u></u> Date: <u>5-1-2019</u>	
<b>BOROUGH ATTORNEY USE ONLY</b>	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Sean Kelley, Assistant Borough Attorney</div> <small style="text-align: center;">(Print Name)</small>
Comments:  <div style="border: 1px solid black; height: 40px;"></div>	
Signature: <u></u> Date: <u>12/27/2019</u>	
<b>RECORDS MANAGEMENT USE ONLY</b>	
<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
Comments: Change the media type of this record series from paper to electronic.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Michele Turner</div> <small style="text-align: center;">(Print Name)</small>
Signature: _____     Date: _____	



## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>NO</b> (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">RDI-01</div>
Years Retained: <input type="checkbox"/> C[+1] Office <input type="checkbox"/> 6 Record Center <input type="checkbox"/> 6 Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Road Service Area</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Road Improvement Project Files</div>

Description:

Add note to current definition:

Note: Road construction projects are handled by the Purchasing Department. See PUR-02 and PUR-03.

Requested by: Michele Turner, Records Manager      Date: March 19, 2019

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> <b>Approved</b> (Departmental needs are met) <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Dil Uhlin</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:      Date: 3-26-19

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> <b>Approved</b> (Legal needs are met) <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;"><u>Sean Kelley, Deputy Borough Attorney</u></div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:      Date: 12/27/2019

### RECORDS MANAGEMENT USE ONLY

<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
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Comments:

Update series to reflect current business practices.

Records Manager:  

Michele Turner

(Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>X</b> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>PER-06</u></p>
Years Retained: <input type="checkbox"/> [PERM] <u>C</u> Office <input type="checkbox"/> Record Center <input type="checkbox"/> Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic
Department of Record: <p style="text-align: center; margin-left: 50px;"><u>Human Resources</u></p>	Record Title: <p style="text-align: center; margin-left: 100px;"><u>Job Description</u></p>
Description: Add to current description:  <u>C = until superseded/obsolete or administrative need is met.</u>	
Requested by: <u>Kim Saner, HR Director</u> Date: <u>02/01/19</u>	

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> <b>X</b> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; margin-left: 100px;"><u>Kim Saner</u> <small>(Print Name)</small></p>
Comments:  	
Signature: <u></u> Date: <u>2/1/2019</u>	

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> <b>✓</b> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 50px;"><u>Sean Kelly, Deputy Borough Attorney</u> <small>(Print Name)</small></p>
Comments:	
Signature: <u></u> Date: <u>12/27/2019</u>	

### RECORDS MANAGEMENT USE ONLY

<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
Comments: Change retention period to align with the state's local government model 300.1	Records Manager: <p style="text-align: center; margin-left: 100px;"><u>Michele Turner</u> <small>(Print Name)</small></p>
Signature: _____                      Date: _____	

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;">PER-04</p>
Years Retained: Office <span style="float: right;">PERMANENT</span> Record Center Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic
Department of Record: <p style="text-align: center;">Human Resources</p>	Record Title: <p style="text-align: center;">Labor Relations Administration</p>
Description: Collective bargaining agreement and contract amendments, arbitration decisions. Labor negotiation files. [GRIEVANCES.] KBEA Union leave.	
Requested by: <u>Kim Saner, HR Director</u> Date: <u>02/01/19</u>	
<b>DEPARTMENT DIRECTOR/MANAGER USE ONLY</b>	
<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; margin-left: 100px;">Kim Saner</p> <small style="text-align: center;">(Print Name)</small>
Comments:	
Signature:       Date: <u>2/1/19</u>	
<b>BOROUGH ATTORNEY USE ONLY</b>	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 100px;"><i>Sean Kelley, Deputy Borough Attorney</i></p> <small style="text-align: center;">(Print Name)</small>
Comments:	
Signature:       Date: <u>12/27/2019</u>	
<b>RECORDS MANAGEMENT USE ONLY</b>	
<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
Comments: Remove "Grievances" from this record series and create a new series with a five year retention in office and Permanent in records center. This change aligns with the state's local government model 300.1	Records Manager: <p style="text-align: center; margin-left: 100px;">Michele Turner</p> <small style="text-align: center;">(Print Name)</small>
Signature: _____      Date: _____	



## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;">PER-22</div>
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Years Retained: <input checked="" type="checkbox"/> 5 Office <input type="checkbox"/> P Record Center <input type="checkbox"/> P Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic
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Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Human Resources</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Labor Relations Administration</div>
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Description:  
Documents grievances filed by employees; grievance forms, investigative notes, reports, correspondence and related backup. Note: certain information is confidential.

C = resolution and execution of any stipulations.

Requested by: Kim Saner, HR Director      Date: 02/01/19

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Kim Saner</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:       Date: 2/1/19

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;"><u>Sean Kelley, Deputy Borough Attorney</u></div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:       Date: 12/27/2019

### RECORDS MANAGEMENT USE ONLY

<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
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Comments: Remove "Grievances" from PER-04 and create a new series with a five year retention in Office and Permanent in records center. This change aligns with the state's local government model 300.1	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Michele Turner</div> <small style="text-align: center;">(Print Name)</small>
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## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">RDI-06</div>
Years Retained: <input type="checkbox"/> Office <input checked="" type="checkbox"/> Record Center <input checked="" type="checkbox"/> Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Road Service Area</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Permit Application Files</div>

Description:  
Administration of permit applications (approved and denied): road construction projects, existing road upgrades, and engineered designs; including required attachments: plats, maps, as-built surveys, engineering design/analysis reports.

Note: Category IV roads and roads not constructed as required by KPB 14.06 standards require RSA board approval. See also RDM-03.

C = until administrative need is met.

Requested by: Michele Turner, Records Manager     Date: March 19, 2019

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Dil Uhlin</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:      Date: 3-26-19

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;"><u>Sean Kelley, Deputy Borough Attorney</u></div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:      Date: 12/27/2019

### RECORDS MANAGEMENT USE ONLY

<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
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Comments:  
 Current schedule does not include series for administrating permit applications. Create new series for RDI.

Records Manager:  

Michele Turner

(Print Name)

Signature: \_\_\_\_\_     Date: \_\_\_\_\_