

Kenai Peninsula Borough
Office of the Borough Clerk
Records Management Division

MEMORANDUM

TO: Brent Hibbert, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Johni Blankenship, Borough Clerk *B*

FROM: Michele Turner, Deputy Clerk/Records Manager *(M.T.)*

DATE: August 5, 2021

RE: Resolution 2021-062 A Resolution Approving a Quarterly Update to the Borough Retention Schedule (Hibbert at the request of the Borough Clerk)

KPB 2.52.030(F) provides for the review and quarterly update of the retention schedule.

Upon a recent review of the Borough's schedule, the following amendments are presented for the assembly's consideration.

911 Communications

The Soldotna Public Safety Communications Center (911 Communications) is not currently part of KPB's retention schedule. This resolution therefore adds new record series that pertain to operations at the communications center. The State of Alaska's Department of Public Safety's schedule 12-391.1 was used for guidance in developing this series.

Finance – Cash Management

Record series, FIN.CSH.17 – Tax Bills – real and personal property over the counter invoices that are returned with payments are currently archived for 7 years. However, the software system that the Borough uses dates back further. The attached amendment is updating the retention period to align with the records in the system.

Finance – Sales Tax

Record series, FIN.STX.04 – Sales Tax Return – this record series is amended to change from a permanent record to a 10-year retention schedule. The proposed amendment satisfies all legal requirements and is proposed after realizing that these records do not need to be permanently retained and that permanent retention does not serve a business purpose of the borough. This amendment is not retroactive and will not apply to sales tax return records that have been archived on microfilm prior August, 2021. As discussed below part and parcel with this proposed amendment to the record series is removing sales tax registration forms from FIN.STX.04 records to ensure that registration forms remain a permanent record.

FIN.STX.12 – Sales tax registrations – is a proposed new record series that will keep sales registration forms as a permanent record. Sales tax registration records are an important borough record that serve a business function and there is often a need to refer to the information contained on the original registration form.

Human Resources

PER.ADM.01 – Employee Files / Personnel Files are currently being archived permanently. Upon discussion with both the Legal and Human Resources Departments it has been determined permanent retention of employee files have no benefit to the borough for either legal or administrative needs and that maintaining these records permanently is not in the best interests of former employees. This aligns with the State's Local Government Retention Model 300.1 that employee/personnel files are not considered to be permanent records. Therefore, we are recommending retention of this record be amended to 40 years. To be clear, that is 40 years after the employee's employment with the borough ends.

Risk Management

Currently, the schedule does not include any environmental record series. Structuring a retention schedule for these types of records was a very technical task. The Risk Department worked directly with the State of Alaska's Records Manager to incorporate environmental records into the borough's retention schedule. The State's recommendations are attached.

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RE: Resolution 2021-062

This amendment also includes re-categorizing the Risk Management schedule to include subcategories. With this proposed change, the subcategories, with schedule numbers to be added, will be as follows:

RSK.CLM.## = Claims

RSK.SAF.## = Safety

RSK.ENV.## = Environmental

Thank you for your consideration.