

Introduced by: Cooper at the Request of the  
Borough Clerk  
Date: 11/22/16  
Action: Adopted  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2016-069**

**A RESOLUTION APPROVING A QUARTERLY UPDATE  
TO THE BOROUGH RETENTION SCHEDULE**

**WHEREAS,** sound administrative practices require the borough to keep the retention schedule updated and current; and

**WHEREAS,** KPB 2.52.030(F) allows for the review and quarterly update of the retention schedule; and

**WHEREAS,** the records manager continues to address inconsistencies and updates throughout the schedule;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** The attached revision request forms approved by their respective department directors, amend several record series throughout the schedule that expand definitions, and corrects inadvertent omissions.


**SECTION 2.** That the attachments referenced above are approved for adoption into the current Kenai Peninsula Borough Records Retention Schedule.

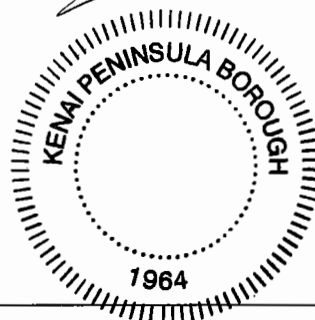
**SECTION 3.** This resolution becomes effective immediately upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS  
22ND DAY NOVEMBER, 2016.**

ATTEST:

  
John Blankenship, MMC, Borough Clerk

  
Kelly Cooper, Assembly President



Yes: Bagley, Dunne, Fischer, Gilman, Holmdahl, Knopp, Ogle, Welles, Cooper  
No: None  
Absent: None

# 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: <p style="text-align: center; font-size: 1.2em;">ASG-38</p>
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Years Retained: 1 Office 2 Record Center 3 Total	Media: (A) Audio Tapes      p. (P) Paper (V) Video Tapes      (F) Film (M) Microfiche      (E) Electronic
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Department of Record: <p style="text-align: center; font-size: 1.2em;">ASSESSING DEPARTMENT</p>	Record Title: <p style="text-align: center; font-size: 1.2em;">SPECIAL ASSESSMENT DISTRICTS – FAILED PROJECTS (USAD/RIAD)</p>
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**Description:**  
 Records, assessor's maps, engineers estimates, commitment letters, estimate assessment roll spreadsheets, and correspondences pertaining to failed special assessment districts projects.

Requested by: Marie Payfer, Special Assessment Coord.      Date: 8/18/16

### 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; font-size: 1.2em;">Chris Tilly, Administrative Manager</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
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Comments:

Signature:       Date: 8/18/16

### 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; font-size: 0.8em;">(Print Name)</p>
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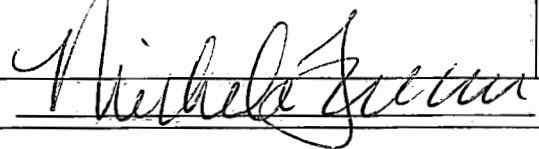
Comments:

Signature:       Date: 10-31-16

### RECORDS MANAGEMENT USE ONLY

2016-09 Resolution Number 11-22-16 Date Approved by Assembly	<input checked="" type="checkbox"/> Records Management Software Updated <input checked="" type="checkbox"/> Revised Retention Schedule Distributed
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Comments:	Records Manager: <p style="text-align: center; font-size: 1.2em;">Michele Turner</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
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Signature:       Date: 12-8-16

# 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: <p style="text-align: center; font-size: 1.2em;"><u>ASG-37</u></p>
Years Retained: <input checked="" type="checkbox"/> 2 Office <input checked="" type="checkbox"/> 12 Record Center <input checked="" type="checkbox"/> 14 Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> p (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; font-weight: bold;">ASSESSING DEPARTMENT</p>	Record Title: <p style="text-align: center; font-weight: bold;">SPECIAL ASSESSMENT DISTRICTS – APPROVED/CONSTRUCTED (USAD/RIAD)</p>

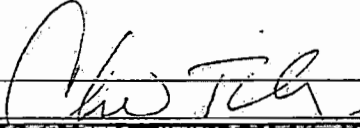
Description:  
 Records, assessor's maps, engineers estimates, commitment letters, final assessment roll spreadsheets, contracts, invoices/billings, and correspondences pertaining to assembly approved and constructed special assessment districts.

Requested by: Marie Payfer, Special Assessment Coord.      Date: 8/18/16

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input 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; font-weight: bold;">Chris Tilly, Administrative Manager</p> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:       Date: 8/18/16

### 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: <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:       Date: 10-31-16

### RECORDS MANAGEMENT USE ONLY

2016-069 Resolution Number 11-22-16 Date Approved by Assembly	<input checked="" type="checkbox"/> Records Management Software Updated <input checked="" type="checkbox"/> Revised Retention Schedule Distributed
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Comments:

Signature:       Date: 12-8-16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes <input checked="" type="checkbox"/> No. (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; font-size: 1.2em;">CLK-08</p>
Years Retained: C [1] Office 1 Record Center 1 Total	Media: (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper (V) Video Tapes <input type="checkbox"/> (F) Film (M) Microfiche <input type="checkbox"/> (E) Electronic
Department of Record: Clerk's Office	Record Title: Public Records Requests

Description:  
 Written requests for public records and copies of the records produced.

C = Until administrative need is met.

Requested by: Michele Turner, Records Manager Date: 10/26/16

### 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; font-size: 1.2em;">Johni Blankenship</p> <small>(Print Name)</small>
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Comments:

Signature: *Johni Blankenship* Date: 10/27/16

### 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:  <small>(Print Name)</small>
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Comments:

Signature: *Walter J. Adams* Date: 10-31-16

### RECORDS MANAGEMENT USE ONLY

2016-069 Resolution Number 11-22-16 Date Approved by Assembly	<input checked="" type="checkbox"/> Records Management Software Updated <input checked="" type="checkbox"/> Revised Retention Schedule Distributed
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Comments:  
 Reducing the overall retention of these records adheres to the state's local government retention model.

Records Manager:  

Michele Turner

(Print Name)

Signature: *Michele Turner* Date: 12-8-16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; font-size: 1.2em;">CLK-33</p>
Years Retained: C+1 Office _____ Record Center _____ 1 Total _____	Media: (A) Audio Tapes: _____ <input checked="" type="checkbox"/> (P) Paper _____ (V) Video Tapes: _____ (F) Film _____ (M) Microfiche _____ (E) Electronic _____
Department of Record: Clerk's Office	Record Title: Elections – Voted Ballots

Description:  
 All voted ballots including questioned, completed, challenged, rejected, absentee and special needs ballots. Ballot stubs, precinct election certificates, tallies, and receipts for ballots.

C = Once election is certified, unless contested and stayed by an order of the court.

Requested by: Michele Turner, Records Manager Date: 10/19/16

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; font-size: 1.2em;">Johni Blankenship</p> <small style="text-align: center;">(Print Name)</small>
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Comments:  
 This revision updates the series definition to coincide with borough code and state's local government retention model.

Signature: *Johni Blankenship* Date: 10/27/16

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: _____ <small style="text-align: center;">(Print Name)</small>
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Comments:  
KPB 4.10.140

Signature: *Michele Turner* Date: 10-31-16

### RECORDS MANAGEMENT USE ONLY

2016069 Resolution Number 11-22-16 Date Approved by Assembly	<input checked="" type="checkbox"/> Records Management Software Updated <input checked="" type="checkbox"/> Revised Retention Schedule Distributed
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Comments:	Records Manager: <p style="text-align: center; font-size: 1.2em;">Michele Turner</p> <small style="text-align: center;">(Print Name)</small>
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Signature: *Michele Turner* Date: 12-8-16