

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Wayne Ogle, Assembly President
Kenai Peninsula Borough Assembly Members *WHO 2/8/2016*

THRU: Johni Blankenship, Borough Clerk *(JB)*

FROM: Michele Turner, Deputy Borough Clerk/Records Manager *(MT)*

DATE: January 24, 2018

RE: Records Management Program - Procedures

U.S. laws require federal, state and local governments to implement a records management program.

Pursuant to KPB 2.52.040, regulations and procedures to manage the borough's records shall be approved in writing by the assembly president prior to implementation and copies shall be included in the next assembly meeting packet.

School District records are also archived at the Records Center and are incorporated in these procedures where appropriate.

A good records management program consists of three main components; 1.) a written policy (Chapter KPB 2.52), 2.) clear procedures to support the policy; and 3.) regularly scheduled training on the Classification and Procedures Manual.

One of our goals in the Records Division is to create and maintain a thorough records management program. The attached procedures are the beginning steps of implementing that program.

Thank you.

Procedures attached:

- Create New File Boxes and Files
- Document Imaging
- Converting Paper Documents to Microforms
- Forms Management