

Kenai Peninsula Borough  
Office of the Borough Clerk  
Records Management Division

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**MEMORANDUM**

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

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

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

**DATE:** August 17, 2021

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

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After further discussion with the HR Department, this resolution is proposing to retain Employee Files / Personnel Files (PER.ADM.01) for 50 years instead of 40 years as originally presented. This change will be consistent with the State of Alaska's 300.1 Local Government Retention Schedule and Disposition Model.

For consistency purposes within the schedule, this resolution recommends the companion records to the Employee Files / Personnel Files (PER.ADM.01) be removed from permanent retention to match PER.ADM.01's proposed retention period of 50 years.

PER.ADM.02 Employee Medical Records  
RSK.SAF.37 Driver Qualification Files (DQF)

This resolution will add a new record series to the schedule under Service Areas. As discussed with the Finance Department, this new record series will capture the needed archival of deposit books.

SAB.ADM.04 Bank Deposit Books

Attached are the detailed amendments for your consideration.

Thank you.