

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>
Years Retained: <input type="checkbox"/> 1 Office <input type="checkbox"/> 2 Record Center <input type="checkbox"/> 3 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; font-weight: bold;">ASSESSING DEPARTMENT</p>	Record Title: <p style="text-align: center; font-weight: bold;">SPECIAL ASSESSMENT DISTRICTS – FAILED PROJECTS (USAD/RIAD)</p>

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

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>
--	--

Comments:

Signature: Date: 10-31-16

RECORDS MANAGEMENT USE ONLY

Resolution Number _____ Date Approved by Assembly _____	Records Management Software Updated _____ Revised Retention Schedule Distributed _____
Comments:	Records Manager: <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
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: <p style="text-align: center; font-size: 1.2em;">ASG-37</p>
Years Retained: <input type="checkbox"/> 2 Office <input type="checkbox"/> 12 Record Center <input type="checkbox"/> 14 Total	Media: <input type="checkbox"/> (A) Audio Tapes <input 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>

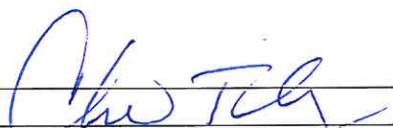
Description:
 Records, assessor's maps, engineers estimates, commitment letters, final assessment roll spreadsheets, contracts, invoices/billings, and correspondences pertaining to assembly approved and constructed special assessment districts.

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>
--	---


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>
--	--

Comments:

Signature:  Date: 10-31-16

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:	Records Manager: <small style="text-align: center;">(Print Name)</small>
Signature: _____	Date: _____