

Kenai Peninsula Borough  
Office of the Borough Clerk  
Records Management Division

---

**MEMORANDUM**

**TO:** Wayne Ogle, Assembly President  
Kenai Peninsula Borough Assembly Members

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

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

**DATE:** February 5, 2019

**RE:** Records Management Program - Procedures

---

Written procedures are necessary to establish and promote best organizational-wide recordkeeping practices.

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.

We have been continuing our efforts to develop a comprehensive records management program. This serves to follow our last submission to the assembly on January 22, 2019.

Thank you.

Procedures attached:

Records Requests  
Facebook Archiving