

Introduced by: Cooper at the Request of the  
Borough Clerk  
Date: 01/07/20  
Action: Adopted as Amended  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2020-005**

**A RESOLUTION AUTHORIZING A QUARTERLY UPDATE  
TO THE BOROUGH RECORDS RETENTION SCHEDULE**

**WHEREAS,** sound administrative practices require the borough to keep the records 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 attached revisions amend several record series throughout the schedule by expanding certain definitions and revising retention dates. The revisions to the schedule create three new series;

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


**SECTION 1.** The attached records retention schedule revision request forms are hereby approved.

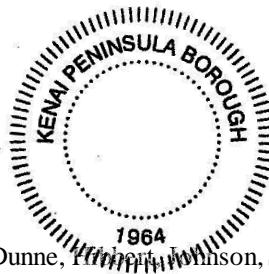
**SECTION 2.** This resolution becomes effective immediately upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY JANUARY, 2020.**

  
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Kelly Cooper, Assembly President

ATTEST:

  
\_\_\_\_\_  
Johni Blankenship, MMC, Borough Clerk



Yes: Bjorkman, Blakeley, Carpenter, Cox, Dunne, ~~Edwards~~, Johnson, Smalley, Cooper  
No: None  
Absent: None