

Introduced by: Gilman at the Request of the  
Borough Clerk  
Date: 03/08/16  
Action: Adopted  
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2016-016**

**A RESOLUTION APPROVING A QUARTERLY UPDATE  
TO THE BOROUGH RETENTION SCHEDULE**

**WHEREAS**, sound administrative practices require the borough to keep the retention schedule updated and current; and

**WHEREAS**, Resolution 2015-045 provided for the current records retention schedule that had not been revised in over ten years; and

**WHEREAS**, updating the retention schedule in the records management program brought to our attention several inconsistencies and the need for clarification to several record series; and

**WHEREAS**, KPB 2.52.030(F) allows for the review and quarterly update of the retention schedule; and

**WHEREAS**, the records manager has worked with various borough departments to address some of the inconsistencies and clarification needs throughout the schedule;

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

**SECTION 1.** The attached memorandum dated February 11, 2016 updates various department records series for constancy in handling grant related documents.

**SECTION 2.** The second attached memorandum dated February 11, 2016 updates various payroll records to capture current business practices, while still adhering to state guidelines.

**SECTION 3.** The attached excerpt of Page 2 of the "Kenai Peninsula Borough Records Retention Schedule" adds two new items under Glossary of Terms.

**SECTION 4.** The attached revision request forms amend several record series throughout the schedule expanding definitions, correcting inadvertent omissions and revises retention dates.

**SECTION 5.** That the attachments referenced above are approved for adoption into the Kenai Peninsula Borough Records Retention Schedule.

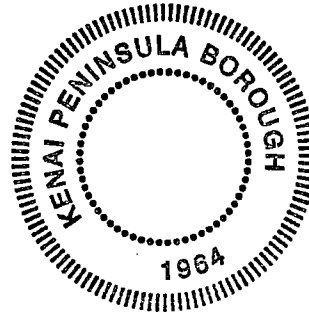
**SECTION 6.** This resolution becomes effective immediately upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 8TH DAY MARCH, 2016.**

  
Blaine Gilman, Assembly President

ATTEST:

  
John Blankenship, MMC, Borough Clerk



Yes: Bagley, Cooper, Dunne, Holmdahl, Johnson, Ogle, Welles, Gilman  
No: None  
Absent: Knopp

# KENAI PENINSULA BOROUGH

Office of the Borough Clerk

144 North Binkley Street  
Soldotna, AK 99669  
Phone 907-714-2160  
Fax 907-714-2388

Johni Blankenship, MMC  
Borough Clerk

## MEMORANDUM

**TO:** Blaine Gilman, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Brenda Ahlberg, Grants Administrator *BGA*  
Craig Chapman, Finance Director *CC*  
Scott Walden, OEM Director *SW*  
Pat Malone, Roads Director *PM*  
Kevin Lyon, Capital Projects Director *KL*  
Valentina Sustaita, Acting Purchasing Director *V. Sustaita*  
Colette Thompson, Borough Attorney *CT*

**FROM:** Michele Turner, Deputy Borough Clerk / Records Manager *(M.T.)*

**DATE:** February 11, 2016

**RE:** Retention Schedule Revisions to Clarify Retention of Grant Administration Files

In an effort to unify the retention of multiple department's grant files, we are recommending the following amendments:

### FINANCE – ACCOUNTS PAYABLE

|               |   |   |
|---------------|---|---|
| <b>ACC-06</b> | <b>GRANT MANAGEMENT FILES</b><br>Copies of grant agreements, borough requests for reimbursement and related correspondence. <i>See also MAY-07.</i><br><br><i>[Note: Grant retention may vary and must be managed by the requirements set forth from the granting agency. <u>Grants Administrator approves final destruction report for grant files.</u>]</i> |   |
| <b>06.1</b>   | <b>STATE GRANTING AGENCIES</b><br><br><u>C = Life of grant agreement.</u>   | [1 YEAR]<br>C/Office<br>[2] <u>6 years /Record Cntr. AS 37.05.315</u> |
| <b>06.2</b>   | <b>FEDERAL GRANTING AGENCIES</b><br><br><u>C = Until Federal audit is complete or until grant conditions are met.</u>   | C/Office<br><u>3 years/Record Cntr.</u><br><u>2 CFR 200</u>           |

**FINANCE – ADMINISTRATION**

|                      |  |  |
|----------------------|--|--|
| <p><b>FIN-13</b></p> | <p><b>ASSET INVENTORIES</b><br/>         Fixed. Non-Fixed.<br/>         Inventories of owned assets indicating value, location, purchasing information. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.</p> <p><i>C = Life of asset or until State authorizes disposal of grant funded assets.</i></p> <p><u>Note: Assets valued over \$5,000 that are federally funded must be retained until formal disposition approval has been issued to transfer, sell or donate.</u></p> | <p>C+1 year/Office<br/><br/>         3 years/<br/>         Records Cntr.</p> |
|----------------------|--|--|

**MAYOR'S OFFICE**

|                      |   |   |
|----------------------|---|---|
| <p><b>MAY-07</b></p> | <p><b>GRANT ADMINISTRATION FILES</b><br/>         Federal, state and local grants received. Applications, notification of award, receipt of monies, agreements, fiscal reports, closeout documents. <u>All grant actions from application to close-out must be reviewed by the Grants Administrator.</u></p> <p><u>[Note: Audit file is retained with Finance. See ACC-06.]</u></p> | <p>[TO BE MANAGED BY THE<br/>         KPB GRANT<br/>         ADMINISTRATOR AS<br/>         GRANTING AGENCY<br/>         STIPULATES]</p> |
| <p><b>7.01</b></p>   | <p><b><u>STATE GRANTING AGENCIES</u></b></p> <p><u>C = Life of grant agreement.</u></p>   | <p><u>C/Office</u><br/> <u>6 years /Record Cntr.</u><br/> <u>AS 37.05.315</u></p>   |
| <p><b>7.02</b></p>   | <p><b><u>FEDERAL GRANTING AGENCIES</u></b></p> <p><u>C = Until Federal audit is complete or until grant conditions are met.</u></p>   | <p><u>C/Office</u><br/> <u>3 years/Record Cntr.</u><br/> <u>2 CFR 200</u></p>   |

**OFFICE OF EMERGENCY MANAGEMENT**

|                      |   |   |
|----------------------|---|---|
| <p><b>EMR-03</b></p> | <p><b>EMERGENCY/DISASTER EQUIPMENT ADMINISTRATION</b><br/>         List, inventories, agreements on equipment for shelter and ongoing responses. Purchase and upgrade of radios, generators, pagers, repeaters. Licenses and permits, renewals, radio frequency list.</p> <p><i>[Note: If equipment is purchased with grant funds, retention is established by the granting agency. See ACC-06 and MAY-07.]</i></p> <p>C = Life of equipment.</p> | <p>C/Office<br/><br/>         4 years/<br/>         Records Cntr.</p> |
|----------------------|---|---|

February 11, 2016

Memo to Assembly

RE: Retention Schedule Revisions

**ROAD IMPROVEMENTS**

|                |  |  |
|----------------|--|--|
| <b>RDI-01</b>  | <b>ROAD IMPROVEMENT PROJECT FILES</b><br>Contracts, payment records, grant funding within specific projects, correspondence and reports relating to completion of road improvement projects.<br><br><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i><br><br>C = Until project is complete. | C+1 year/Office<br><br>6 years/<br>Records Cntr. |
| <b>[RDI-02</b> | <b>GRANT FUND ADMINISTRATION</b><br>REPORTS RELATED TO PROCESS OF OBTAINING STATE AND FEDERAL GRANT FUNDS FOR ROAD IMPROVEMENT PROJECTS.   | <b>3 YEARS/OFFICE]</b>                           |

**ROAD MAINTENANCE**

|               |  |   |
|---------------|--|---|
| <b>RDM-02</b> | <b>ROAD MAINTENANCE REPORTS</b><br>Reports related to road maintenance revenues, maintenance expenditures and status of projects.<br><br><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i><br><br>C = After project is complete.  | C+1 year/Office<br><br>6 years/<br>Records Cntr.                |
| <b>RDM-04</b> | <b>STATE AND FEDERAL GRANT – STIP/CIP LIST</b><br>Work Papers, correspondence, copy of grant awards provided for road maintenance or improvements, i.e. STIP; ISTEAs.<br><br><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i><br><br>C = [after]Until project is complete [OR PER GRANT REQUIREMENTS]. | C/Office<br><br>6 years/<br>Records Cntr.<br><br>[AS 28.35.100] |

**CAPITAL PROJECTS**

|                      |  |   |
|----------------------|--|---|
| <p><b>PWK-02</b></p> | <p><b>MAJOR CONSTRUCTION (PRE-CONSTRUCTION)</b><br/>         Pre-proposal conference, bidding information, invitation to bid, request for proposal and funding issues. Reports and recommendations from project advisory board and school administration. Contracts with architects and engineers for preparation of project plans, specs, cost estimates. Project planning and design development. Insurance certificates, DCVRs, submittals, Title 36 and permits.</p> <p>C = Until Project is complete.</p> <p><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i></p> | <p>C/Office<br/><br/>         6 years/<br/>         Record Cntr.</p>                                |
| <p><b>PWK-03</b></p> | <p><b>MAJOR CONSTRUCTION (CLOSE OUT)</b><br/>         Agendas, minutes, reports. Close-out documentation. Duplicate originals of contract and subcontract documents, change orders and requests for final payment.</p> <p><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i></p>   | <p>2 years/Office<br/><br/>         50 years/ Record Cntr<br/>         or life of the facility.</p> |
| <p><b>PWK-06</b></p> | <p><b>MINOR PROJECTS</b><br/>         Contracts and change orders for maintenance, renovation, replacement or upgrades to public facilities.</p> <p><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i></p>   | <p>1 year/Office<br/><br/>         9 years/<br/>         Records Cntr.</p>                          |
| <p><b>PWK-08</b></p> | <p><b>PLANS, MAPS AND DRAWINGS</b><br/>         Plans, drawings, maps and as-built(s) including, but not limited to municipal buildings, streets, surveys/plat, lot plans, tax assessment, layout/grade, sanitary sewers, zoning, easements, landfills, subdivisions, traffic control, water and fire lanes.</p> <p><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i></p>   | <p>Permanent</p>  |
| <p><b>PWK-09</b></p> | <p><b>EQUIPMENT RECORDS</b><br/>         Operations and maintenance manuals for materials and equipment.</p> <p>C = Life of Equipment.</p> <p><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i></p>   | <p>C/Office<br/><br/> <u>1 year/Records Cntr.</u></p>   |

February 11, 2016

Memo to Assembly

RE: Retention Schedule Revisions

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**PURCHASING**

|               |  |   |
|---------------|--|---|
| <b>PUR-02</b> | <b>FORMAL BIDS – WINNING BIDS</b><br>Requests for proposals/invitation to bid, solicitation documents, including: all received proposals/bids, intent to award, notice of award, general/special conditions, award authorization, bid tabulations and addenda.<br><br><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i> | 2 years/Office<br><br>2 years/<br>Records Cntr.<br><br>AS 09.10.053 |
| <b>PUR-03</b> | <b>OTHER PURCHASING RECORDS</b><br>Licensing of borough-owned vehicles, Annual Auction; disposal of fixed assets.<br><br>C = Until disposal of asset.<br><br><i>[Note: Retention for projects completed with grant funding is set by the Granting Agency. See ACC-06 and MAY-07.]</i>  | C+3 years/Office  |

# KENAI PENINSULA BOROUGH

## Office of the Borough Clerk

144 North Binkley Street  
Soldotna, AK 99669  
Phone 907-714-2160  
Fax 907-714-2388

Johni Blankenship, MMC  
Borough Clerk

### MEMORANDUM

**TO:** Blaine Gilman, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Brandi Harbaugh, Controller *BH*  
Colette Thompson, Borough Attorney *CT*

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

**DATE:** February 11, 2016

**RE:** Retention Schedule Revisions Updating Payroll

In an effort to properly capture how payroll is currently being documented and processed, several records series have been combined with PAY-11 and PAY-12 and are no longer needed to be listed separately. Your consideration of this amendment is appreciated.

### FINANCE – PAYROLL

|                 |  |  |
|-----------------|--|--|
| <b>PAY-07</b>   | <b>PERSONNEL TIME SHEETS</b><br>Documenting earnings, deductions, leave for employees.               | 1 year/Office<br><br><b>Permanent<br/>(m)(s)</b> |
| <b>[PAY-09]</b> | <b>PAYROLL REGISTER</b><br>BI-WEEKLY REGISTER OF PAYROLL CHECKS ISSUED.                              | 2 YEARS/OFFICE<br><br>8 YEARS/<br>RECORDS CNTR.] |
| <b>[PAY-10]</b> | <b>GENERAL LEDGER – DEPARTMENT DISTRIBUTION</b><br>BI-WEEKLY PAYROLL DEPARTMENT DISTRIBUTION REPORT. | 2 YEARS/OFFICE<br><br>2 YEARS/<br>RECORDS CNTR.] |



**FINANCE – PAYROLL (con't)**

|               |   |  |
|---------------|---|--|
| <b>PAY-11</b> | <b>PAYROLL [TOTALS] <u>FINAL PROCESSING DOCUMENTS</u></b>   | [STORED ON CD]<br><br>[50] <sup>1</sup> ,<br>year[s]/Office<br><br><b><u>Permanent</u></b> |
| <b>PAY-12</b> | <b>ACCRUALS REPORT – SICK / ANNUAL LEAVE</b>  | [STORED ON CD]<br><br>50 years/Office<br>(e)   |
| [PAY-13]      | <b>AUTO DEPOSIT LISTING</b>   | STORED ON CD<br><br>50 YEARS/OFFICE]   |
| [PAY-14]      | <b>DEFERRED COMPENSATION DEDUCTIONS LIST</b>  | STORED ON CD<br><br>50 YEARS/OFFICE]   |
| [PAY-17]      | <b>PAYROLL RECONCILIATION</b>   | STORED ON CD<br><br>50 YEARS/OFFICE]   |
| [PAY-18]      | <b>PAYROLL EXCEPTIONS / GARNISHMENTS</b><br>GARNISHMENTS, PAYROLL DEDUCTIONS BY COURT ORDER.  | 5 YEARS/OFFICE<br><br>45 YEARS/<br>RECORDS CNTR.]  |
| [PAY-19]      | <b>LIFE INSURANCE PREMIUMS PAID</b><br>MONTHLY REPORT INDICATING INSURANCE PREMIUMS PAID FOR EMPLOYEES.   | 1 YEAR/OFFICE<br><br>3 YEARS/<br>RECORDS CNTR.]  |
| [PAY-20]      | <b>STANDARD DEDUCTIONS REPORT</b><br>BI-WEEKLY INDIVIDUAL DEDUCTION CODE LISTINGS. INCLUDES INDIVIDUAL EARNINGS, DEDUCTIONS AND OTHER PAYMENTS. | 1 YEAR/OFFICE<br><br>3 YEARS/<br>RECORDS CNTR.]  |
| [PAY-21]      | <b>CALENDAR YEAR-END PAYROLL REPORT</b><br>REPORT SHOWING CALENDAR YEAR END PAYROLL TOTALS.   | 1 YEAR/OFFICE<br><br>3 YEARS/<br>RECORDS CNTR.]  |
| [PAY-22]      | <b>YEAR END ACCRUALS – LEAVE BALANCES</b><br>YEAR-END REPORT OF SICK LEAVE AND ANNUAL LEAVE ACCRUALS/BALANCES.                                  | 1 YEAR/OFFICE<br><br>3 YEARS/<br>RECORDS CNTR.]  |

## Authorization and Approval

The Assembly shall adopt by Resolution a schedule setting forth minimum time schedules for the retention of particular types of records that have reached archival status to inactive storage. Records series shall be reviewed and updated quarterly to ensure that all records kept and maintained by the borough are adequately described, to ensure compliance with state and federal law. KPB 2.52.030(F)

The retention periods listed herein begin after the record is no longer active and are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is prohibited. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceeding.

## Glossary of Terms

Below is a defined list of terms and/or abbreviations to assist departments with the execution of this schedule:

/Office: Indicates how many years the department's records are to be stored in their office. Transfer of records to the Records Center may not be done until this time period has been met.

/Records Cntr.: Indicates how many years the department's records will be stored at the Records Center before being placed on a destruction report.

Microfilmed (m): Indicates which permanent records are stored on microfilm and are no longer in paper format. Three copies are produced; one archival roll is kept at KPB Record's Center, one archival copy of the roll is kept at State Archives in Juneau and one diazo duplicate is kept in the department.

Scanned Images (s): Indicates that a scanned image of the record is viewed electronically within the records management program.\*\*

Electronically Stored in Department (e): Indicates which records are only stored electronically in the originating department.\*\*

Vital Records (v): Indicates which records are necessary to assure continuance of essential governmental operations to protect the legal and financial operation of the borough in the event of disaster or catastrophic loss of the borough's records.

C+: Indicates there is a specific 'condition' that applies before the retention period begins. Each condition will be defined in that specific series' description field.

\*\*This language will be submitted for approval with the next retention schedule revision.

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|  |  |
|--|--|
| Is request for a New Record Series Number?<br>Yes _____<br><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise) | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;">REC-11</p> |
|--|--|

|  |  |
|--|--|
| Years Retained:<br>0 Office<br>+99 Record Center <b>PERMANENT</b><br>+99 Total | Media:<br>(A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br>(V) Video Tapes      _____ (F) Film<br>(M) Microfiche      _____ (E) Electronic |
|--|--|

|  |   |
|--|---|
| Department of Record:<br><p style="text-align: center; font-size: 1.1em;">Records Management</p> | Record Title:<br><p style="text-align: center; font-size: 1.1em;">Filmed Index/Inspection Reports</p> |
|--|---|

Description:

**Add record series definition:**  
Relating to quality of film and records filmed.

Requested by: Michele Turner, Records Manager      Date: January 15, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br>_____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><p style="text-align: center; font-size: 1.1em;">Michele Turner</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p> |
|--|--|

Comments:

Signature:       Date: 2-18-16

### BOROUGH ATTORNEY USE ONLY

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br>_____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><p style="text-align: center; font-size: 1.1em;">COLETTE THOMPSON</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p> |
|---|---|

Comments:

Signature:       Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br><u>3/18/16</u> Date Approved by Assembly | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|---|---|

Comments:

Signature:       Date: 3/11/16

Records Manager:  

Michele Turner

(Print Name)

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|  |  |
|--|--|
| Is request for a New Record Series Number?<br>Yes _____<br><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise) | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;">REC-08</p> |
|--|--|

|   |  |
|---|--|
| Years Retained:<br>3 Office _____<br>0 Record Center _____<br>3 Total _____ | Media:<br>_____ (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br>_____ (V) Video Tapes    _____ (F) Film<br>_____ (M) Microfiche    _____ (E) Electronic |
|---|--|

|  |  |
|--|--|
| Department of Record:<br><p style="text-align: center; font-size: 1.2em;">Records Management</p> | Record Title:<br><p style="text-align: center; font-size: 1.2em;">Record Request Forms</p> |
|--|--|

Description:

Amend record series definition:  
 Completed by users requesting retrieval of retired records. Barcode processing summary and error lists.

Requested by: Robin Horne, Records Technician      Date: January 15, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br>_____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><p style="text-align: center; font-size: 1.2em;">Michele Turner</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|--|---|

Comments:

Michele Turner

Signature: \_\_\_\_\_ Date: 2-18-16

### BOROUGH ATTORNEY USE ONLY

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br>_____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><p style="text-align: center; font-size: 1.2em; font-family: cursive;">Colette G. Thompson</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|---|---|

Comments:

Signature: \_\_\_\_\_ Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br>3/8/16 Date Approved by Assembly | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|---|---|

|           |   |
|-----------|---|
| Comments: | Records Manager:<br><p style="text-align: center; font-size: 1.2em; font-family: cursive;">Michele Turner</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|-----------|---|

Signature: \_\_\_\_\_ Date: 3/10/16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|   |   |
|---|---|
| Is request for a New Record Series Number?<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise) | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;">CLK-17</p>  |
| Years Retained:<br>C+ <u>1[3]</u> Office<br>Record Center<br><u>1[3]</u> Total  | Media:<br><input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br><input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film<br><input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic |
| Department of Record:<br><p style="text-align: center; font-size: 1.1em;">Clerk's Office</p>  | Record Title:<br><p style="text-align: center; font-size: 1.1em;">License and Permit Administration</p>   |

Description:  
 Amend retention period to match the State's local government model.  
 Description remains unchanged:  
 Alcoholic Beverage Control board applications (liquor license); restaurant designation permits; Games of Skill & Chance permits.  
 c = Expiration of permit.

Requested by: Michele Turner, Records Manager      Date: January 20, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><p style="font-size: 1.2em; text-align: center;"><u>Johni Blankenship, Borough Clerk</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|---|--|

Comments:

Signature: *Johni Blankenship*      Date: 2/22/16

### BOROUGH ATTORNEY USE ONLY

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><p style="font-size: 1.2em; text-align: center;"><u>Colette G. Thompson</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|--|--|

Comments:

Signature: *Colette G. Thompson*      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br><input checked="" type="checkbox"/> Date Approved by Assembly <u>3/8/16</u> | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|--|---|

Comments:

Records Manager:  

Michele Turner

(Print Name)

Signature: *Michele Turner*      Date: 3/8/16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|   |  |
|---|--|
| Is request for a New Record Series Number?<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise) | Record Series Number:<br><div style="text-align: center; font-size: 1.2em;">MAY-04</div> |
|---|--|

|  |   |
|--|---|
| Years Retained:<br><input type="checkbox"/> 0 Office<br><input checked="" type="checkbox"/> +99 Record Center <span style="margin-left: 100px;"><b>PERMANENT</b></span><br><input checked="" type="checkbox"/> +99 Total | Media:<br><input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br><input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film<br><input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic |
|--|---|

|  |   |
|--|---|
| Department of Record:<br><div style="text-align: center; font-size: 1.1em;">Mayor's Office</div> | Record Title:<br><div style="text-align: center; font-size: 1.1em;">International Relations</div> |
|--|---|

**Description:**  
 Keep this record series active in the schedule. Definition is as follows:  
Sister City relationships, economic development opportunities.

Requested by: Michele Turner, Records Manager      Date: February 11, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><div style="font-size: 1.2em; font-family: cursive;">Paul Ostrander, Chief of Staff</div> <div style="text-align: center; font-size: 0.8em;">(Print Name)</div> |
|---|---|

Comments:

Paul Ostrander for M.N.

Signature: \_\_\_\_\_ Date: 2/26/16

### BOROUGH ATTORNEY USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><div style="font-family: cursive;">Colette G. Thompson</div> <div style="text-align: center; font-size: 0.8em;">(Print Name)</div> |
|--|---|

Comments:

Signature: Colette G. Thompson      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br><input checked="" type="checkbox"/> Date Approved by Assembly <u>3/8/16</u> | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|--|---|

Comments:  
 This record series title/definition was inadvertently removed from the schedule when approved under R2015-045.

Records Manager:  

Michele Turner

(Print Name)

Signature: Michele Turner      Date: 3/11/16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|   |  |
|---|--|
| Is request for a New Record Series Number?<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No (if no, provide record series number you wish to revise) | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;">MAY-05</p> |
|---|--|

|  |  |
|--|--|
| Years Retained:<br><input type="checkbox"/> Office<br><input checked="" type="checkbox"/> Record Center<br><input checked="" type="checkbox"/> Total | Media:<br><input checked="" type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br><input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film<br><input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic |
|--|--|

PERMANENT

|  |  |
|--|--|
| Department of Record:<br><p style="text-align: center;">Mayor's Office</p> | Record Title:<br><p style="text-align: center;">Boards and Commissions</p> |
|--|--|

Description:  
 Amend record series title and definition:  
Appointments and resignations; changes in structure or administration.  
Board and Commission membership documents and oaths of office are kept in the Clerk's Office. See CLK-05.

Requested by: Michele Turner, Records Manager      Date: February 11, 2016

DEPARTMENT DIRECTOR/MANAGER USE ONLY

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><p style="text-align: center; font-size: 1.2em;"><u>Paul Ostrander, Chief of Staff</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|---|--|

Comments:

Signature: Paul Ostrander for M.N.      Date: 2/26/16

BOROUGH ATTORNEY USE ONLY

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><p style="text-align: center; font-size: 1.2em;"><u>Colette G. Thompson</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|--|--|

Comments:

Signature: Colette G. Thompson      Date: 2-25-16

RECORDS MANAGEMENT USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016 016</u><br><input checked="" type="checkbox"/> Date Approved by Assembly <u>3/8/16</u> | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|--|---|

|  |  |
|--|--|
| Comments:<br>This record series title/definition was not listed correctly when approved under R2015-045. | Records Manager:<br><p style="text-align: center; font-size: 1.2em;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|--|--|

Signature: Michele Turner      Date: 3/11/16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|   |  |
|---|--|
| Is request for a New Record Series Number?<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise) | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;">EMR-14</p> |
|---|--|

|   |   |
|---|---|
| Years Retained:<br><input type="checkbox"/> 1 Office<br><input type="checkbox"/> 3 Record Center<br><input checked="" type="checkbox"/> 4 Total | Media:<br><input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br><input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film<br><input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic |
|---|---|

|  |  |
|--|--|
| Department of Record:<br><p style="text-align: center; font-size: 1.1em;">Office of Emergency Management</p> | Record Title:<br><p style="text-align: center; font-size: 1.1em;">Search and Rescue Activities</p> |
|--|--|

Description: -  
 Keep this record series active in the schedule. Definition is as follows:  
Coordination of equipment for rescue activities and disaster management. Mutual Aid Agreements. List of available personnel and equipment.

Requested by: Michele Turner, Records Manager      Date: January 15, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><p style="text-align: center; font-size: 1.1em;">Scott Walden, OEM Director</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|---|---|

Comments:

Signature: *Scott Walden*      Date: 2-18-16

### BOROUGH ATTORNEY USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><p style="text-align: center; font-size: 1.1em;">Colette G. Thompson</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|--|---|

Comments:

Signature: *Colette G. Thompson*      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br><input checked="" type="checkbox"/> Date Approved by Assembly <u>3/8/16</u> | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|--|---|

|   |   |
|---|---|
| Comments:<br>This record series title/definition was inadvertently removed from the schedule when approved under R2015-045. | Records Manager:<br><p style="text-align: center; font-size: 1.2em;">Michele Turner</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|---|---|

Signature: *Michele Turner*      Date: 3/11/16



## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|   |   |
|---|---|
| Is request for a New Record Series Number?<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise) | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;">PUR-02</p>  |
| Years Retained:<br><input type="checkbox"/> 2 Office<br><input checked="" type="checkbox"/> 4 Record Center<br><input checked="" type="checkbox"/> 6 Total                    | Media:<br><input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br><input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film<br><input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic |
| Department of Record:<br><p style="text-align: center; font-size: 1.2em;">Purchasing</p>  | Record Title:<br><p style="text-align: center; font-size: 1.2em;">Formal Bids – Winning Bids</p>  |

**Description:**  
 Amend Description to read:  
 Requests for proposals/invitation to bid, solicitation documents, including: all received proposals/bids, intent to award, notice of award, general/special conditions, award authorization, bid tabulations and addenda.

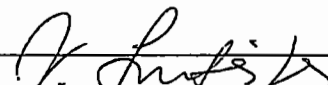
**NOTE:** These files may not be destroyed until the associated contract has reached its required retention, see CLK-40.

Requested by: Michele Turner, Records Manager      Date: February 25, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><p style="text-align: center; font-size: 1.2em;">Valentina Sustaita</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p> |
|---|--|

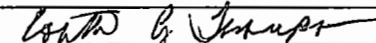
Comments:

Signature:       Date: 2/24/16

### BOROUGH ATTORNEY USE ONLY

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><p style="text-align: center; font-size: 1.2em;">Colette G. Thompson</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p> |
|--|--|

Comments:

Signature:       Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br><input checked="" type="checkbox"/> Date Approved by Assembly <u>3/8/16</u> | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|--|---|

Comments:  
 Retention of PUR-02 bid files should coincide with CLK-40 files.

Records Manager:  

Michele Turner

(Print Name)

Signature:       Date: 3/11/16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|   |  |
|---|--|
| Is request for a New Record Series Number?<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise) | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;">EMR-08</p> |
|---|--|

|   |   |
|---|---|
| Years Retained:<br><input type="checkbox"/> 1 Office<br><input type="checkbox"/> 10 Record Center<br><input checked="" type="checkbox"/> 11 Total | Media:<br><input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br><input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film<br><input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic |
|---|---|

|  |   |
|--|---|
| Department of Record:<br><p style="text-align: center; font-size: 1.1em;">Office of Emergency Management</p> | Record Title:<br><p style="text-align: center; font-size: 1.1em;">Hazardous Materials Abatement</p> |
|--|---|

Description:  
**Amend record series title and definition:**  
Testing, Identification and mitigation of hazardous material problems, oil spills, chemical Waste, various toxins, poisons. Analysis, reports, correspondence, studies, data sheets. Superfund Amendment Reauthorization Act (SARA). Title III, Tier I & II Material Safety datasheets. List of hazardous materials stored by private companies.

Requested by: Michele Turner, Records Manager      Date: January 15, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Approved (Departmental needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><p style="text-align: center; font-size: 1.1em;">Scott Walden, OEM Director</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|---|---|

Comments:

Signature: *Scott Walden*      Date: 2-18-16

### BOROUGH ATTORNEY USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Approved (Legal needs are met)<br><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><p style="text-align: center; font-size: 1.1em;"><i>Colette G. Thompson</i>    Colette G. Thompson</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|--|---|

Comments:

Signature: *Colette G. Thompson*      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br><input checked="" type="checkbox"/> Date Approved by Assembly <u>3/8/16</u> | <input checked="" type="checkbox"/> Records Management Software Updated<br><input checked="" type="checkbox"/> Revised Retention Schedule Distributed |
|--|---|

|  |  |
|--|--|
| Comments:<br>This record series title/definition was not listed correctly when approved under R2015-045. | Records Manager:<br><p style="text-align: center; font-size: 1.2em;"><i>Michele Turner</i></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p> |
|--|--|

Signature: *Michele Turner*      Date: 3/11/16

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

|  |   |
|--|---|
| Is request for a New Record Series Number?<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> <b>NO</b> (If no, provide record series number you wish to revise)       | Record Series Number:<br><p style="text-align: center; font-size: 1.2em;"><u>SVC-08</u></p>   |
| Years Retained:<br><input checked="" type="checkbox"/> <b>C</b> Office<br><input checked="" type="checkbox"/> <b>2</b> Record Center<br><input checked="" type="checkbox"/> <b>2</b> Total | Media:<br><input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper<br><input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film<br><input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic |
| Department of Record:<br><p style="text-align: center; font-weight: bold;">Fire &amp; Emergency Service Areas</p>  | Record Title:<br><p style="text-align: center; font-weight: bold;">Fire Inspection/Compliance Files</p>   |

**Description:**  
 Amend retention period and include a condition of the retention in the description.  
 Fire safety inspection before and after building construction is complete. May include building plans used in inspection/approval process detailing fire detection specifications or other compliance requirements, certificates of inspection, violation appeals, department responses, and applications for variances. C = until building is no longer in use.

Requested by: Michele Turner, Records Manager      Date: February 25, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

|   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Approved</b> (Departmental needs are met)<br><input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Director/Manager Name:<br><u>Roy Browning, CES Chief</u><br><small style="text-align: right;">(Print Name)</small> |
|---|--|

Comments:

Signature: *Roy Browning*      Date: 2-25-16

### BOROUGH ATTORNEY USE ONLY

|  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Approved</b> (Legal needs are met)<br><input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention | Borough Attorney:<br><u>Colette Thompson</u><br><small style="text-align: right;">(Print Name)</small> |
|--|--|

Comments:

Signature: *Walter J. Spuff*      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Resolution Number <u>2016-016</u><br><input checked="" type="checkbox"/> Date Approved by Assembly <u>3/8/16</u> | <input type="checkbox"/> Records Management Software Updated<br><input type="checkbox"/> Revised Retention Schedule Distributed |
|--|---|

**Comments:**  
 This amendment provides a more clear directive as to when these record is archived at the Records Center.

Records Manager:  
Michele Turner  
(Print Name)

Signature: *Michele Turner*      Date: 3/8/16