

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Classification Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Classification Number: <u>ASG.ADM.29</u>
Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> Record Center <input type="checkbox"/> 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: <u>Assessing Department</u>	Record Title: <u>REAL PROPERTY – ONE LINER LIST</u>

Description:
Delete Classification Number ASG.ADM.29 from the schedule.
[ANNUAL LISTING OF REAL PROPERTY OWNERS, ADDRESSES AND ASSESSED VALUE AT TIME OF CERTIFICATION, SORTED BY LAST NAME. FOR REFERENCE ONLY.]

Requested by: Chris Tilly, Admin. Manager Date: 05/20/20

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: <u>Adeena Wilcox</u> <small>(Print Name)</small>
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Comments:

Signature: *Adeena Wilcox* Date: 07-06-2020

BOROUGH ATTORNEY USE ONLY

<input type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: _____ <small>(Print Name)</small>
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Comments:

Signature: _____ Date: _____

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
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Comments:
This classification series has become obsolete. This record is stored electronically in the assessment database and a report can be generated on on-demand basis.

Records Manager:
Michele Turner
(Print Name)

Signature: _____ Date: _____