

Kenai Peninsula Borough
Office of the Borough Clerk
Records Management Division

MEMORANDUM

TO: Kenai Peninsula Borough Assembly Members

THRU: Brent Johnson, Assembly President *BJ*
Adeena Wilcox, Borough Assessor *aw*
Brandi Harbaugh, Finance Director *BH*

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

DATE: April 18, 2023

RE: Resolution 2023-033: Approving a Quarterly Update to the Borough Retention Schedule (Johnson at the Request of the Borough Clerk)

KPB 2.52.030(F) provides for the review and quarterly update of the retention schedule.

In collaboration with the departments, the following amendments are presented for the Assembly's Consideration.

Assessing

ASG.ADM.02	ANNUAL REPORTS Borough annual report showing assessed valuation of real and personal property by tax code area. Certified roll letters to service areas, cities and KPB. <u>Annual State Report.</u>	3 years/Office Permanent
ASG.ADM.06	REAL & PERSONAL PROPERTY – CORRESPONDENCE Routine correspondence on assessment of taxes on real and personal property <u>to include confidential owner request forms.</u>	1 year/Office 6 years/ Records Cntr.
ASG.ADM.07	PROPERTY CARDS Records and photos listing improvements, statistics and value of parcels <u>on Land, Residential and Commercial.</u>	Permanent (m)

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 Resolution 2023-033 Retention Schedule Updates

Finance – Accounts Payable

<u>FIN.ACC.12</u>	<u>GENERAL ACCOUNTING RECORDS</u> <u>May include vendor documentation, packing slips, inventory documents, and various supplemental work papers.</u>	<u>Until Administrative Need has been met.</u>
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Finance – Administration

<u>FIN.ADM.13</u>	<u>ASSET INVENTORIES</u> Fixed. Non-Fixed. 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. <i>C = Life of asset or until State authorizes disposal of grant funded assets.</i> 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.	[C+1 YEAR/OFFICE 3 YEARS/ RECORDS CNTR.] <u>Permanent</u>
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Finance - Audit

<u>FIN.AUD.04</u>	<u>[MISCELLANEOUS]OTHER AUDIT [FILES]DOCUMENTS</u> Documents, work papers, billing records and other items used in auditing businesses for compliance in areas other than sales and personal tax regulations.	1 year/Office 6 years/ Records Cntr.
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Thank you for your consideration.