

Introduced by: Ogle at the Request of the
Borough Clerk
Date: 01/22/19
Action: Adopted
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2019-008**

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

WHEREAS, the records manager continues to address inconsistencies and updates throughout the schedule;

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

SECTION 1. The attached revision request forms approved by their respective department directors, amend and add several record series throughout the schedule in an effort to meet current business practices as well as state and federal laws.

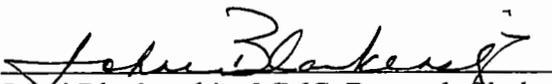
SECTION 2. That the attachments referenced above are approved for adoption into the current Kenai Peninsula Borough Records Retention Schedule.

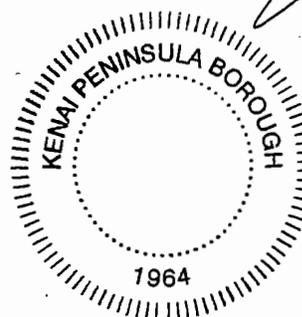
SECTION 3. This resolution becomes effective immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 22ND DAY OF JANUARY, 2019.


Wayne H. Ogle, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bagley, Blakeley, Carpenter, Cooper, Dunne, Fischer, Hibbert, Smalley, Ogle

No: None

Absent: None

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;">MAY-04</div>
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Years Retained: <input checked="" type="checkbox"/> Office <input type="checkbox"/> PERM Record Center <input type="checkbox"/> PERM 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
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Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Mayor's Office</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">[international relations] Historical Records</div>
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Description:
Sister city relationships, economic development opportunities, and the development and administration of the borough, records having a historical value.

C = until administrative need is met.

Requested by: <u>Michele Turner, Records Manager</u>	Date: <u>07/17/18</u>
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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: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">James Baisden</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:	Date: <u>1-10-2019</u>
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BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Colette Thompson</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:	Date: <u>01-10-19</u>
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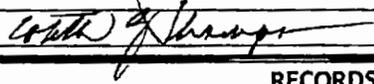
RECORDS MANAGEMENT USE ONLY

<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: Amend schedule to include these historical records in record series. Complies with AS 40.21, preservation of public records having a permanent historical value.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; margin: 0 auto;">Michele Turner</div> <small style="text-align: center;">(Print Name)</small>
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Signature: _____	Date: _____
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KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>MAY-08</u></p>
Years Retained: <u>3</u> Office <u>0</u> Record Center <u>3</u> 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: <p style="text-align: center;"><u>Mayor's Office</u></p>	Record Title: <p style="text-align: center;"><u>Comment Cards</u></p>
Description: <u>Comment cards and suggestions, includes requests for work or repairs initiated by citizen complaint.</u>	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>07/17/18</u>	
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: <p style="text-align: center;"><u>James Baisden</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u></u> Date: <u>1-10-2019</u>	
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: <p style="text-align: center;"><u>Colette Thompson</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u></u> Date: <u>01-10-19</u>	
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
Comments: <u>Amend schedule to include this record type. Corresponds with SOA Local Government Records Model 300.1 (13.11)</u>	Records Manager: <p style="text-align: center;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Signature: _____ Date: _____	

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>CLK-03</u></p>
Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> Record Center <input checked="" type="checkbox"/> PERM 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: <p style="text-align: center;">Clerk's Office</p>	Record Title: <p style="text-align: center;"><u>MEETING AND HEARING PACKETS</u></p>
Description: Packets from Assembly meetings and meeting files, Board of Equalization and [BOARD OF ADJUSTMENT] <u>other appeals and hearing[s] files; [and] Planning Commission decisions, contractor bid award appeals, street name appeals, and code compliance hearings, including decisions.</u> For audio/video recordings, see CLK-54.	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>08/03/18</u>	

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: <p style="text-align: center;"><u>Johni Blankenship</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u><i>Johni Blankenship</i></u> Date: <u>1-4-19</u>	

BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center;"><u>Colette Thompson</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u><i>Colette Thompson</i></u> Date: <u>01-10-19</u>	

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
Comments: Update record series to include all appeals and hearing types handled by the Clerk's Office.	Records Manager: <p style="text-align: center;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Signature: _____ Date: _____	

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">CLK-08</div>
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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
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Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Clerk's Office</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Public Records Request – <u>Non-Confidential</u></div>
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Description:
 Written requests for non-confidential public records requests, relative correspondence and copies of the records produced. Written requests for confidential records, routing/assignment to the appropriate department(s) and their completion of request. Copies of relative correspondence and records produced for confidential requests are kept with the responding department, see PER-22 and SVC-13.

C = [UNTIL ADMINISTRATIVE NEED IS MET] Keep current year in office.

Requested by: Michele Turner, Records Manager Date: 07/17/18

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: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Johni Blankenship</div> <small style="text-align: center;">(Print Name)</small>
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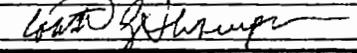
Comments:

Signature:  Date: 1-7-19

BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Colette Thompson</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature:  Date: 01-10-19

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: Update CLK-08 to properly correspond with series for confidential record requests PER-22 and SVC-13.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Michele Turner</div> <small style="text-align: center;">(Print Name)</small>
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Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>CLK-33</u></p>
Years Retained: <input checked="" type="checkbox"/> [1] Office <input type="checkbox"/> 1 Record Center <input type="checkbox"/> 1 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: <p style="text-align: center;"><u>Clerk's Office</u></p>	Record Title: <p style="text-align: center;"><u>Election – Voted Ballots</u></p>
Description: All voted ballots including questions, completed, challenged, rejected, absentee and special needs ballots. Ballot stubs, precinct election certificates, tallies, and receipts for ballots C = Once election is certified, unless contested and stayed by an order of the court. KPB 4.10.140	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>07/17/18</u>	
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: <p style="text-align: center;"><u>Johni Blankenship</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u><i>Johni Blankenship</i></u> Date: <u>1-4-19</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center;"><u>Colette Thompson</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u><i>Colette Thompson</i></u> Date: <u>01-10-19</u>	
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
Comments: Archive at Records Center so a destruction report can be generated.	Records Manager: <p style="text-align: center;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Signature: _____ Date: _____	

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">CLK-17</div>
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Years Retained: <input type="checkbox"/> Office <input checked="" type="checkbox"/> 1 Record Center <input checked="" type="checkbox"/> 1 Total	Media: <input type="checkbox"/> (A) Audio Tapes <input type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
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Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Clerk's Office</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">License & Permit Administration</div>
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Description:
 [ALCOHOL AND MARIJUANA CONTROL OFFICE APPLICATIONS (LIQUOR AND MARIJUANA LICENSES) RESTAURANT DESIGNATION PERMITS;] Games of Skill & Chance permit applications and protests. AS 05.15.030

See CLK-57 for Alcohol and Marijuana Control Office application approvals and protests.

Requested by: Michele Turner, Records Manager Date: 07/18/18

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: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Johni Blankenship</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature: *Johni Blankenship* Date: 1-4-19

BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;"><i>Colette Thompson</i></div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature: *Colette Thompson* Date: 01-10-19

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: Amend to correspond with the SOA Local Government Records Model 300.1 (14.2) recommended retention for this series.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 150px; margin: 0 auto;">Michele Turner</div> <small style="text-align: center;">(Print Name)</small>
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Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>CLK-57</u></p>
Years Retained: <input type="checkbox"/> Office <input checked="" type="checkbox"/> Record Center <input checked="" type="checkbox"/> Total	Media: <input type="checkbox"/> (A) Audio Tapes <input type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
Department of Record: <p style="text-align: center;">Clerk's Office</p>	Record Title: <p style="text-align: center;">Alcohol and Marijuana Control Board</p>
Description: <u>Administration of Alcohol and Marijuana Control (AMCo) Board applications and protests as provided in KPB Title 7.</u> <u>C = Upon inactive status as determined by AMCo.</u>	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>07/17/18</u>	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<input type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; margin-left: 100px;"><u>Johni Blankenship</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u><i>Johni Blankenship</i></u> Date: <u>1-4-19</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 100px;"><u>Colette Thompson</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments:	
Signature: <u><i>Colette Thompson</i></u> Date: <u>01-10-19</u>	
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
Comments: Add new series to correspond with the SOA Local Government Records Model 300.1 (14.1) recommended retention for this series.	Records Manager: <p style="text-align: center; margin-left: 100px;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Signature: _____ Date: _____	

Assessing

SERIES NO.	DESCRIPTION	RETENTION
ASG-01	DEPARTMENT OPERATIONS General office purchases; vendor information; training and education; membership; dues and subscriptions; budget work papers; advertising.	2 years/Office
ASG-02	ANNUAL REPORTS ["ALASKA TAXABLE" STATE COMPILATION OF TAXABLE PROPERTY STATE-WIDE.] Borough annual report showing assessed valuation of real and personal property by tax code area. <u>Certified roll letters to service areas, cities and KPB.</u>	3 years/Office Permanent
ASG-03	NOTICES OF ASSESSMENT Real and personal property assessment notices, including undeliverables and affidavits of mailings. <u>Includes corrected assessment letters/notices.</u>	1 year/Office 5 years/ Records Cntr.
[ASG-04	OIL AND GAS ROLL PRODUCED BY ALASKA DEPARTMENT OF NATURAL RESOURCES REAL PROPERTY AND STRUCTURE LISTINGS USED AS BASIS FOR ASSESSING OIL COMPANIES.	5 YEARS/OFFICE 5 YEARS/ RECORDS CNTR.]
ASG-05	REFERENCE MATERIALS	1 year/Office
ASG-06	REAL & PERSONAL PROPERTY – CORRESPONDENCE Routine correspondence on assessment of taxes on real and personal property	1 year/Office 6 years/ Records Cntr.
ASG-07	PROPERTY CARDS Records and photos listing improvements, statistics and value of parcels.	Permanent (m)
ASG-08	OIL ASSESSMENT REPORTS Reports listing the amounts oil companies are assessed by the state. <u>See ASG-24 for certified roll reports for oil</u>	5 years/Office [(e)] <u>1 year/</u> <u>Records Cntr.</u>
ASG-09	PROPERTY OWNERSHIP RECORDS "One-liner" report for research only listing certified values of property, sorted by parcel number.	2 years/Office [(e)]
ASG-10	ASSESSOR'S MAP BOOKS Historical pages of assessor's maps that have been replaced as a result of replatting of real property.	Permanent <i>(retain in office for reference)</i>
ASG-11	ASSESSOR PARCEL MAPS Original of assessor's map books.	Permanent <i>(retain in office for reference)</i>

Assessing

SERIES NO.	DESCRIPTION	RETENTION
ASG-12	PROPERTY OWNER ADDRESS CHANGES Address changes of real and personal property owners, and annual lease listings from State and Cities, <u>interested parties, legal description changes, subdivision/split worksheets, land changes (obsolete), parcel base updates (obsolete).</u>	1 year/Office 6 years/ Records Cntr.
ASG-13	BUSINESS PERSONAL PROPERTY – ACTIVE Fixed Assets owned by commercial enterprises. (Retain current 5 years in office. Send older ACTIVE files to Record Center as "ASG13". When business is closed/inactive request all files and enters as "ASG34." <u>C = Current 5 years kept in office. Prior years kept at records center until inactive status is reached, then are reassigned to ASG-34.</u>	[5 YEARS/OFFICE] <u>C+7 years/</u> <u>Records Cntr.</u>
ASG-14	PROPERTY CARDS – PORTABLE STRUCTURES Property record cards and photos detailing improvements and values for non-land assessed real property, collected as personal property according to KPB 5.12.060.	2 years/Office 3 years/ Records Cntr.
[ASG-15	CERTIFIED SUMMARY OF ASSESSMENTS CERTIFIED SUMMARY REPORTS OF PERSONAL PROPERTY AND BUSINESS ASSESSMENTS.	PERMANENT (M)]
ASG-16	DEEDS Conveyance documents for real property transactions and government leases used to identify the owner of record for assessment roll. See also CLK-41.	2 years/Office Permanent (m)
ASG-17	PERSONAL PROPERTY STATEMENTS Forms completed by owner regarding value/updates on personal property.	[PERMANENT (M)] <u>1 year/Office</u> <u>6 years/</u> <u>Records Cntr.</u>
ASG-18	TAX ADJUSTMENT REQUESTS (TARS) Requests for tax adjustments. <u>Reference c[C]opies only.</u> See CSH-01.	2 years/Office (e)
ASG-19	SALES QUESTIONNAIRES Completed Sales Questionnaires submitted to Assessor by property owners declaring purchase price of real property.	4 years/Office
ASG-24	CERTIFIED PERSONAL PROPERTY ASSESSMENT ROLL Annual report listing personal property <u>and oil</u> accounts.	Permanent (m) AS 29.45.160

Assessing

SERIES NO.	DESCRIPTION	RETENTION
ASG-25	BOAT AND AIRCRAFT SURVEYS Listing of boats and aircraft sited during field surveys.	1 year/Office (e)
ASG-29	REAL PROPERTY – ONE LINER LIST Annual listing of real property owners, addresses and assessed value at time of certification, sorted by last name. For reference only.	2 years/Office [(e)]
ASG-30	REAL PROPERTY CERTIFIED ASSESSMENT ROLL Annual list of real property owners, addresses, legal descriptions and assessed values at time of certification.	Permanent (m) AS 29.45.160
ASG-33	REAL AND PERSONAL PROPERTY – EXEMPTIONS Real property exemptions forms for residents, volunteer firefighters/emergency medical service (EMS), seniors, veterans and disabled persons, <u>religious, charitable, community purpose, armed forces, economic development, cemetery, low income housing tax credit, fire control system, hospital, farm deferment, and conservation easement.</u> Also includes Kenai River Habitat Tax Credit.	Permanent (m)
ASG-34	BUSINESS PERSONAL PROPERTY – INACTIVE Fixed assets owned by commercial enterprises for closed/inactive businesses. (Request all active files from ASG-13 to include with inactive history.) <u>C = closed/inactive business status</u>	[1 YEAR/OFFICE] C+[6]7 years/ Records Cntr.
ASG-35	BOARD OF EQUALIZATION [CORRECTED ASSESSMENT LETTERS, APPEAL LOG,] appeal backup, appeal packets, informal adjustment forms. Board agendas, hearing packets and decisions see CLK-03.	2 years/Office 5 years/ Records Cntr.
ASG-36	PERSONAL PROPERTY – VESSEL EXCLUSIONS Applications for vessel exclusion filed with Assessor by owner of vessels.	2 years/Office 5 years/ Record Cntr.
ASG-37	SPECIAL ASSESSMENT DISTRICTS – APPROVED/CONSTRUCTED (USAD/RIAD) Records, assessor's maps, engineers estimates, commitment letters, final assessment roll spreadsheets, contracts, invoices/billings, and correspondences pertaining to assembly approved and constructed special assessment districts.	2 years/Office 12 years/ Record Cntr.
ASG-38	SPECIAL ASSESSMENT DISTRICTS – FAILED PROJECTS (USAD/RIAD) Records, assessor's maps, engineers estimates, commitment letters, estimate assessment roll spreadsheets, and correspondences pertaining to failed special assessment districts projects.	1 years/Office 2 years/ Record Cntr.

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>PER-01</u></p>
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Years Retained: <u>2</u> Office PERM Record Center* PERM Total*	Media: (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper (V) Video Tapes <input type="checkbox"/> (F) Film (M) Microfiche <input type="checkbox"/> (E) Electronic
--	--

Department of Record: <p style="text-align: center;">Human Resources</p>	Record Title: <p style="text-align: center;">Employee Files / Personnel Files</p>
---	--

Description:
Add to existing definition:

[asterisk 'permanent' retention] *See also Employee Records, Article 13.1 of the Collective Bargaining Agreement.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; margin-left: 100px;"><u>Kim Saner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
--	---

Comments:

Signature: approved via email Date: 01/07/19

BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 100px;"><u>Colette Thompson</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
--	---

Comments:

Signature: *Colette Thompson* Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

Resolution Number Date Approved by Assembly	Records Management Software Updated Revised Retention Schedule Distributed
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Comments: Amending definition to include file types as defined in 13.1 of the CBA.	Records Manager: <p style="text-align: center; margin-left: 100px;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
---	--

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>PER-22</u></p>
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Years Retained: Office See PER-01 Record Center 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
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Department of Record: <p style="text-align: center;">Human Resources <i>f</i></p>	Record Title: <p style="text-align: center;">Records Requests - Confidential</p>
--	---

Description:
Written requests for former employee records (originates through the Clerk's Office).

Current employee record requests processed under Article 13, Section 2 of the Collective Bargaining Agreement.

Note: Requests for employee records become part of the employee/personnel file, see PER-01.

Requested by: Michele Turner, Records Manager Date: 01/07/19

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: <p style="text-align: center; margin-left: 100px;"><u>Kim Saner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
---	---

Comments:

Signature: approved via email Date: 01/07/19

BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 100px;"><i>Colette Thompson</i></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
--	---

Comments:

Signature: *Colette Thompson* Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

Resolution Number Date Approved by Assembly	Records Management Software Updated Revised Retention Schedule Distributed
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Comments: Current schedule does not include series for employee records requests for the HR Department.	Records Manager: <p style="text-align: center; margin-left: 100px;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
--	--

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>PER-01</u></p>
Years Retained: <u>2</u> Office PERM Record Center* PERM 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: <p style="text-align: center;">Human Resources</p>	Record Title: <p style="text-align: center;">Employee Files / Personnel Files</p>
Description: Add to existing definition: [asterisk 'permanent' retention] <u>*See also Employee Records, Article 13.1 of the Collective Bargaining Agreement.</u>	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>07/17/18</u>	
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: <p style="text-align: center; margin-left: 100px;"><u>Kim Saner</u> <small>(Print Name)</small></p>
Comments:	
Signature: <u>approved via email</u> Date: <u>01/07/19</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 100px;"><u>Colette Thompson</u> <small>(Print Name)</small></p>
Comments:	
Signature: <u></u> Date: <u>07-18-19</u>	
RECORDS MANAGEMENT USE ONLY	
Resolution Number _____ Date Approved by Assembly _____	Records Management Software Updated _____ Revised Retention Schedule Distributed _____
Comments: Amending definition to include file types as defined in 13.1 of the CBA.	Records Manager: <p style="text-align: center; margin-left: 100px;"><u>Michele Turner</u> <small>(Print Name)</small></p>
Signature: _____ Date: _____	

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;">SVC-13</div>
---	--

Years Retained: <input checked="" 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
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Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Fire and Emergency Service Areas</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Records Requests - Confidential</div>
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Description:
Written requests for confidential medical service records and copies of the records produced. See CLK-08 for non-confidential records requests.

C = Keep current year in office.

Requested by: <u>Michele Turner, Records Manager</u>	Date: <u>07/17/18</u>
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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: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Chief of Emergency Services</div> <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature: <u><i>James P. Keenan</i></u>	Date: <u>1-10-2019</u>
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BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Colette Thompson</div> <small style="text-align: center;">(Print Name)</small>
--	---

Comments:

Signature: <u><i>Colette Thompson</i></u>	Date: <u>01-10-19</u>
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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: Current schedule does not include series for confidential records requests. Create new series for SVC and update corresponding series CLK-08.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Michele Turner</div> <small style="text-align: center;">(Print Name)</small>
--	--

Signature: _____	Date: _____
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KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>EMR-16</u></p>
Years Retained: _____ Office _____ Record Center PERM Total	Media: <input checked="" type="checkbox"/> (A) Audio _____ (P) Paper _____ (V) Video Tapes _____ (F) Film _____ (M) Microfiche _____ (E) Electronic
Department of Record: <p style="text-align: center;">Office of Emergency Management</p>	Record Title: <p style="text-align: center;"><u>[LEPC] MEETING [TAPES] AUDIO</u></p>
Description: <p>[cassette tapes] <u>Meeting Audio</u> of Local Emergency Planning Committee meetings, <u>Multi-Agency Coordination (MAC) Committee meetings and work sessions.</u></p>	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>08/01/18</u>	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<input checked="" type="checkbox"/> Approved (Departmental needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center;"><u>Dan Nelson</u></p> <small>(Print Name)</small>
Comments:	
Signature: Date: <u>1-4-19</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center;"><u>Colette Thompson</u></p> <small>(Print Name)</small>
Comments:	
Signature: Date: <u>01-10-19</u>	
RECORDS MANAGEMENT USE ONLY	
_____ Resolution Number _____ Date Approved by Assembly	_____ Records Management Software Updated _____ Revised Retention Schedule Distributed
Comments: <p>Update record series to include other recordings that are also archived under this series. Change cassette tapes to audio, to be inclusive of all formats.</p>	Records Manager: <p style="text-align: center;">Michele Turner</p> <small>(Print Name)</small>
Signature: _____ Date: _____	

KPB RECORDS RETENTION SCHEDULE

REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; margin-left: 100px;"><u>PLN-18</u></p>
Years Retained: <input type="checkbox"/> 6 Office Preliminary Plats only <input type="checkbox"/> Record Center PLN-18 is PERM. <input type="checkbox"/> 6 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: <p style="text-align: center;">Planning Department</p>	Record Title: <p style="text-align: center;">Subdivision / Platting Files</p>
Description: Add Note to record series description. <p><u>Note: Preliminary plats that are not finalized/recorded are retained in office for a total of six years. (KPB 20.25.110(A)).</u></p>	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>September 25, 2018</u>	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<input type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; margin-left: 100px;"><u>Max Best</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments: 	
Signature: <u><i>Max Best</i></u> Date: <u>1-10-19</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; margin-left: 100px;"><u><i>Colette Thompson</i></u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Comments: 	
Signature: <u><i>Colette Thompson</i></u> Date: <u>01-10-19</u>	
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
Comments: Adds preliminary plats to definition.	Records Manager: <p style="text-align: center; margin-left: 100px;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>
Signature: _____ Date: _____	

Purchasing and Contracting

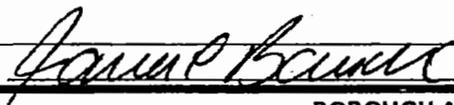
SERIES NO.	DESCRIPTION	RETENTION
PUR-02	<p>FORMAL SOLICITATIONS</p> <p>Requests for proposals/invitation to bid, solicitation documents, including: all received proposals/bids, intent to award, notice of award, general/special conditions, award authorization, bid tabulations and addenda.</p> <p><i>(Note: These files may not be destroyed until the associated contract has reached its required retention, see CLK-40.)</i></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</p> <p>4 years/ Records Cntr.</p> <p>AS 09.10.053</p>
PUR-03	<p>OTHER PURCHASING RECORDS</p> <p>Licensing of borough-owned vehicles, Annual Auction; disposal of fixed assets.</p> <p>C = Until disposal of asset.</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+3 years/ Office</p>

(RECORD SERIES FORMERLY LISTED UNDER CAPITAL PROJECTS)		
SERIES NO.	DESCRIPTION	RETENTION
PWK-01	<p>SOIL AND WATER TESTS/SITE DEVELOPMENT</p> <p>Site selection for proposed facilities. Completed soil and water tests, reports, correspondence and test results. Environmental reports; asbestos reports.</p>	Permanent
PWK-02	<p>[MAJOR] CONSTRUCTION [(PRE-CONSTRUCTION)]</p> <p>[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, s] <u>Submittal logs (DCVR, COR), change orders, [TITLE 36] notice of completion (Department of Labor) and permits. Closeout documentation.</u></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</p> <p>6 years/ Record Cntr.</p>

(RECORD SERIES FORMERLY LISTED UNDER CAPITAL PROJECTS)		
SERIES NO.	RETENTION	RETENTION
PWK-03	<p>[MAJOR CONSTRUCTION (CLOSE OUT)] DESIGN</p> <p>[AGENDAS, MINUTES, REPORTS. CLOSE-OUT DOCUMENTATION. DUPLICATE ORIGINALS OF CONTRACT AND SUBCONTRACT DOCUMENTS, CHANGE ORDERS AND REQUESTS FOR FINAL PAYMENT.] <u>Funding source and payment information. Solicitation documents (RFP) including addenda, proposal responses, intent to award, notice of award, notice to proceed. Submittal logs (DCVR, COR) and change orders. Closeout documentation.</u></p> <p><u>C = Until Project is Complete</u></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] C/Office</p> <p>[50]6 years/ Record Cntr. [OR LIFE OF THE FACILITY]</p>
PWK-04	<p>INSPECTION AND TEST FILES</p> <p>Documentation on mortar, cement, gravel and other tests. Reports, correspondence and test results. Inspections for foundations, framing, electrical, plumbing and fire safety.</p>	<p>1 year/Office</p> <p>5 years/ Records Cntr.</p>
[PWK-06]	<p>MINOR PROJECTS</p> <p>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</p> <p>9 YEARS/ RECORDS CNTR.</p>
PWK-07	<p>OFFICE ADMINISTRATION</p> <p>Purchasing, vendor information, office equipment. Copies of time sheets, advertising costs, utilities, staff travel, budget work papers.</p>	<p>3 years/Office</p>
PWK-08	<p>PLANS, MAPS AND DRAWINGS</p> <p><u>Master [P]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.</u></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>
PWK-09	<p>EQUIPMENT AND WARRANTY RECORDS</p> <p>[Operations and maintenance manuals for] [m]Materials and equipment <u>records, including warranties.</u></p> <p>C = Life of materials/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</p> <p>1 year/ Records Cntr.</p>

(RECORD SERIES FORMERLY LISTED UNDER CAPITAL PROJECTS)		
SERIES NO.	RETENTION	RETENTION
[PWK-10]	MAJOR CONSTRUCTION (INSPECTION REPORTS) WARRANTY AND SUBSTANTIAL COMPLETION INSPECTIONS. REPORTS FROM PRIME CONTRACTOR, ARCHITECT, PROJECT MANAGER ENGINEER, OTHER AGENCIES. CLAIMS.	2 YEARS/ OFFICE 4 YEARS/ RECORD CNTR.]
[PWK-11]	MAJOR CONSTRUCTION (REFERENCE RECORDS) COPIES ONLY. REQUESTS FOR PROPOSALS, PROGRAM REPORTS, PROJECT DESCRIPTIONS, STATUS REPORTS TO FUNDING AGENCIES. DEPARTMENT OF LABOR REPORTS. C = UNTIL ADMINISTRATIVE NEED IS MET.]	C/OFFICE
[PWK-12]	MAJOR CONSTRUCTION (PROJECT BILLINGS) INVOICES, SUBMITTALS AND PAYMENTS TO CONTRACTOR, ARCHITECT, PROJECT MANAGER.	2 YEARS/ OFFICE]
[PWK-13]	EMERGENCY CONSTRUCTION PROJECTS RELATING TO FLOODS, EARTHQUAKES, OTHER DISASTERS. CONTRACTS, ADMINISTRATION, CONSTRUCTION OF DIKES, DETOURS, REPAIR OF ROADS, AND CULVERTS. (FEDERAL/FEMA, FUNDING-RECORDS REQUESTS.)	1 YEAR/OFFICE 9 YEARS/ RECORDS CNTR.]

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; font-size: 1.2em;">SVC-04</p>
Years Retained: <input checked="" type="checkbox"/> 3 Office <input type="checkbox"/> 7 Record Center <input type="checkbox"/> 10 Total	Media: <input type="checkbox"/> (A) Audio Tapes <input type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
Department of Record: <p style="text-align: center;">Emergency Service Areas</p>	Record Title: <p style="text-align: center;">Medical Service Records - Confidential</p>
Description: Reports of any incident that involved Emergency Medical Services, <u>including reports produced for ambulance billing.</u> <u>Note: Ambulance billing services are provided by a third-party contractor. Billing system records are maintained by the contractor as defined in the billing services agreement.</u> <u>See CSH-21 for billing transactions.</u>	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>07/18/18</u>	
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: <p style="text-align: center;">Chief of Emergency Services</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
Comments: 	
Signature: <u></u> Date: <u>1-10-2019</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
Comments: 	
Signature: <u></u> Date: <u>01-10-19</u>	
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
Comments: Amend series to include ambulance billing records.	Records Manager: <p style="text-align: center;">Michele Turner</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
Signature: _____ Date: _____	

Transitory and Intermediary Records

ADDENDUM TO RETENTION SCHEDULE

Transitory Records are records that have short-term use only and do not need to be archived. They are produced or received in the course of routine actions, or for convenient reference. These are records that are not needed as evidence of business activity or decision-making and have no ongoing value beyond an immediate and minor transaction. They can normally be deleted or destroyed when the administrative need has been met.

Intermediary Records are records that are created or used in the process of creating a subsequent record. They also are not needed as evidence of business activity or decision-making and they can normally be deleted or destroyed when the administrative need has been met.

Records that have been created in the course business that serve as evidence of government business activities or decision-making are, by definition, NOT transitory or intermediary records.

Each department has determined what records must be scheduled and archived to fully and accurately document business activities. Likewise, each department should determine what records in their department are transitory and intermediary and do not need to be archived. Some departments have included 'department operations' in their schedule. These are considered transitory and are not archived. Also, there are other record series in this schedule that list retention in office **ONLY** and are not archived.

SERIES NO.	DESCRIPTION	RETENTION
TRN-01	<p>TRANSITORY RECORDS</p> <p>Some examples of transitory records include, but are not limited to:</p> <ul style="list-style-type: none"> • Messages coordinating schedules, appointments, and events. • Transmittal documents such as e-mail, letters, cover memos, and facsimile coversheets that do not provide evidence of approval, concurrence, or decision-making, or include substantive comments. • Circulated internal information such as notifications, circulars, newsletters, and email blasts to employees. • Duplicate copies maintained only for convenient department reference use. 	<p>C/Office</p> <p>C = Until administrative need is met</p>
TRN-02	<p>INTERMEDIARY RECORDS</p> <p>Some examples of intermediary records include, but are not limited to:</p> <ul style="list-style-type: none"> • Non-substantive working files: collected and created materials that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes, calculations and preliminary draft produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals and notes. • ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report. 	<p>C/Office</p> <p>C = Until administrative need is met</p>