



Kenai Peninsula Borough

Clerk's Office

MEMORANDUM

TO: Members, KPB Assembly

THRU: Ryan Tunseth, Assembly President 

FROM: Michele Turner, Borough Clerk 

DATE: December 18, 2025

RE: Resolution 2026-002, Approving a Quarterly Update to the Borough Retention Schedule (Tunseth at the Request of Borough Clerk)

KPB 2.52.030(F) provides for review and quarterly update of the retention schedule. In collaboration with the KPB departments and service areas, four retention schedule updates accompany the resolution.

Your consideration is appreciated.