

Introduced by: Tunseth at the Request of
the Borough Clerk
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2026-002**

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

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. That the revisions to the Kenai Peninsula Borough Records Retention Schedule, as shown in Attachment A to this resolution – KPB Records Retention Schedule Revision Request (4 pages), amend the schedule in an effort to meet current business practices as well as state and federal laws.

SECTION 2. That the accompanying revision requests are approved for adoption into the current Kenai Peninsula Borough Records Retention Schedule.

SECTION 3. This resolution is effective immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent: