



Kenai Peninsula Borough

Records Retention Schedule

Adopted under:
Resolution 2015-045
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Administered by:
Office of the Borough Clerk
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Authorization and Approval

The Assembly shall adopt by Resolution a schedule setting forth minimum time schedules for the retention of particular types of records that have reached archival status to inactive storage. Records series shall be reviewed and updated quarterly to ensure that all records kept and maintained by the borough are adequately described, to ensure compliance with state and federal law. KPB 2.52.030(F)

The retention periods listed herein begin after the record is no longer active and are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is prohibited. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceeding.

Glossary of Terms

Below is a defined list of terms and/or abbreviations to assist departments with the execution of this schedule:

/Office: Indicates how many years the department's records are to be stored in their office. Transfer of records to the Records Center may not be done until this time period has been met.

/Records Cntr..: Indicates how many years the department's records will be stored at the Records Center before being placed on a destruction report.

Microfilmed (m): Indicates which permanent records are stored on microfilm and are no longer in paper format. Three copies are produced; one archival roll is kept at KPB Record's Center, one archival copy of the roll is kept at State Archives in Juneau and one diazo duplicate is kept in the department.

Vital Records (v): Indicates which records are necessary to assure continuance of essential governmental operations to protect the legal and financial operation of the borough in the event of disaster or catastrophic loss of the borough's records.

C±: Indicates there is a specific 'condition' that applies before the retention period begins. Each condition will be defined in that specific series' description field.

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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.	[1]2 years/Office [2 YEARS/ RECORD CNTR.]
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. [LISTING OF "TOP 10 TAXPAYERS."]	3 years/ Office Permanent
ASG-03	NOTICES OF ASSESSMENT Real and personal property assessment notices, including undeliverables.	1 year/Office 5 years/ Record 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/ Record Cntr.
ASG-05	REFERENCE MATERIALS	1 year/Office
ASG-06	REAL & PERSONAL PROPERTY – CORRESPONDENCE Routine correspondence on assessment of taxes on real and	1 year/Office 6 years/

Assessing

SERIES NO.	DESCRIPTION	RETENTION
	personal property	Record 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.	5 years/Office
ASG-09	PROPERTY OWNERSHIP RECORDS “One-liner” report for research only listing certified values of property, sorted by parcel number.	[PERMANENT (RETAIN IN OFFICE FOR REFERENCE)] [AS 29.45.160] <u>2 years/Office</u>
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	[MYLARS] ASSESSOR PARCEL MAPS Original [MYLARS] of assessor’s map books.	Permanent <i>(retain in office for reference)</i>
ASG-12	PROPERTY OWNER ADDRESS CHANGES Address changes of real and personal property owners, and annual lease listings from State and Cities.	1 year/Office 6 years/ Record 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	5 years/Office

Assessing

SERIES NO.	DESCRIPTION	RETENTION
	files and enters as "ASG34."	
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/ Record 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.	2 years/Office Permanent (m)
ASG-17	PERSONAL PROPERTY STATEMENTS Forms completed by owner regarding value/updates on personal property.	Permanent (m)
ASG-18	TAX ADJUSTMENT REQUESTS (TARS) Requests for tax adjustments. Copies only. See "CSH-01"	2 years/Office
ASG-19	SALES QUESTIONNAIRES Completed Sales Questionnaires submitted to Assessor by property owners declaring purchase price of real property.	4 years/Office
[ASG-23]	[EXEMPTIONS – RESIDENTIAL REPORT LIST ANNUAL REPORT LISTING ALL PARCELS WITH RESIDENTIAL EXEMPTION.]	[2 YEARS/OFFICE]
ASG-24	CERTIFIED PERSONAL PROPERTY ASSESSMENT ROLL Annual report listing personal property accounts	Permanent (m)

Assessing

SERIES NO.	DESCRIPTION	RETENTION
		AS 29.45.160
ASG-25	<p>BOAT AND AIRCRAFT SURVEYS</p> <p>Listing of boats and aircraft sited during field surveys.</p>	1 year/Office
[ASG-26]	<p>[PERSONAL PROPERTY – ALPHA LIST</p> <p>ANNUAL LISTING OF PERSONAL PROPERTY ACCOUNTS, SORTED BY LAST NAME. FOR REFERENCE ONLY.]</p>	[PERMANENT <i>(RETAIN IN OFFICE FOR REFERENCE)]</i>
[ASG-27]	<p>[PERSONAL PROPERTY – ONE LINER LIST</p> <p>ANNUAL LISTING OF PERSONAL PROPERTY ACCOUNTS, SORTED BY ACCOUNT NUMBER. FOR REFERENCE ONLY.]</p>	[PERMANENT <i>(RETAIN IN OFFICE FOR REFERENCE)]</i>
ASG-29	<p>REAL PROPERTY – ONE LINER LIST</p> <p>Annual listing of real property owners, addresses and assessed value at time of certification, sorted by last name. For reference only.</p>	[3]2 years/Office
ASG-30	<p>REAL PROPERTY CERTIFIED ASSESSMENT ROLL</p> <p>Annual list of real property owners, addresses, legal descriptions and assessed values at time of certification.</p>	Permanent (m) AS 29.45.160
ASG-33	<p>REAL AND PERSONAL PROPERTY – EXEMPTIONS</p> <p>Real [AND PERSONAL] property exemptions forms for residents, volunteer firefighters/emergency medical service (EMS), seniors, veterans and disabled persons. Also includes Kenai River Habitat Tax Credit.</p>	Permanent (m)
ASG-34	<p>BUSINESS PERSONAL PROPERTY – INACTIVE</p> <p>Fixed assets owned by commercial enterprises for closed/inactive businesses. (Request all active files from ASG-13 to include with inactive history.)</p>	1 year/Office 6 years/ Record Cntr.
ASG-35	<p>BOARD OF EQUALIZATION</p> <p>Corrected assessment letters, appeal log, appeal backup, appeal</p>	2 years/Office 5 years/

Assessing

SERIES NO.	DESCRIPTION	RETENTION
	packets, informal adjustment forms. <u>Board agendas, hearing packets and decisions see CLK-03.</u>	Record 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.

[PUBLIC WORKS] Capital Projects

SERIES NO.	DESCRIPTION	RETENTION
PWK-01	SOIL AND WATER TESTS/SITE DEVELOPMENT Site selection for proposed facilities. Completed soil and water tests, reports, correspondence and test results. Environmental reports; asbestos reports.	Permanent
PWK-02	MAJOR CONSTRUCTION ([PRE-BID DOCUMENTS] <u>PRE-CONSTRUCTION</u>) <u>Pre-proposal conference, bidding information, invitation to bid, request for proposal and funding issues. Reports and recommendations from project advisory board and school administration.</u> Contracts with architects and engineers for preparation of project plans, specs, cost estimates. Project planning and design development. <u>Insurance certificates, DCVRs, submittals, Title 36 and permits.</u>	[2 YEARS] <u>Until Project is Complete/Office</u> [8] <u>6</u> years/Record Cntr.
PWK-03	MAJOR CONSTRUCTION ([PRE-PROPOSAL] <u>CLOSE OUT</u>) [BIDDING INFORMATION. PRE-PROPOSAL CONFERENCE NOTES, INVITATION TO BID, REQUESTS FOR PROPOSAL. PLANNING AND FUNDING ISSUES. AGENDAS, MINUTES, REPORTS AND RECOMMENDATIONS FROM PROJECT ADVISORY BOARD AND SCHOOL ADMINISTRATION.] <u>Agendas, minutes, reports. Close-out</u>	2 YEARS/OFFICE [5] <u>50</u> years/ Record Cntr. <u>or life of the</u>

[PUBLIC WORKS] Capital Projects

SERIES NO.	DESCRIPTION	RETENTION
	<u>documentation. Duplicate originals of contract and subcontract documents, change orders and requests for final payment.</u>	<u>facility.</u>
PWK-04	[PROJECT] <u>INSPECTION AND TEST[S] FILES</u> Documentation on mortar, cement, gravel and other tests. Reports, correspondence and test results. Inspections for foundations, framing, electrical, plumbing and fire safety.	1 year/Office 5 years/Record Cntr.
[PWK-05]	MAJOR CONSTRUCTION (POST-BID) DUPLICATE ORIGINALS OF CONTRACT AND SUBCONTRACT DOCUMENTS. CHANGE ORDERS, REQUESTS FOR FINAL PAYMENT. MYLARs AND AS-BUILT. OPERATIONS AND MAINTENANCE MANUALS FOR MATERIALS AND EQUIPMENT. INSURANCE CERTIFICATES, PERMITS, DCVRs. SUBMITTALS; PHOTOGRAPHIC RECORDS.	2 YEARS/OFFICE 28 YEARS/RECORD CNTR. OR LIFE OF THE FACILITY]
PWK-06	MINOR PROJECTS Contracts and change orders for maintenance, renovation, replacement or upgrades to public facilities	1 year/Office 9 years/Record Cntr.
PWK-07	OFFICE ADMINISTRATION Purchasing, vendor information, office equipment. Copies of time sheets, advertising costs, utilities, staff travel, budget work papers.	[2] <u>3</u> years/Office
PWK-08	<u>PLANS, MAPS AND DRAWINGS</u> <u>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>	<u>Permanent</u>
PWK-09	<u>EQUIPMENT RECORDS</u> <u>Operations and maintenance manuals for materials and equipment.</u>	<u>Life of Equipment/ Record Cntr.</u>

[PUBLIC WORKS] Capital Projects

SERIES NO.	DESCRIPTION	RETENTION
PWK-10	<p>MAJOR CONSTRUCTION (INSPECTION REPORTS)</p> <p>Warranty and substantial completion inspections. Reports from prime contractor, architect, project manager engineer, other agencies. Claims.</p>	<p>2 years/ Office</p> <p>[6] <u>4</u> years/ Record Cntr.</p>
PWK-11	<p>MAJOR CONSTRUCTION (REFERENCE RECORDS)</p> <p>Copies only. Requests for proposals, program reports, project descriptions, status reports to funding agencies. Department of Labor reports.</p>	<p>[2 YEARS] <u>Until administrative need is met/office</u></p>
PWK-12	<p>MAJOR CONSTRUCTION (PROJECT BILLINGS)</p> <p>Invoices, submittals and payments to contractor, architect, project manager.</p>	<p>2 years/ Office</p>
PWK-13	<p>EMERGENCY CONSTRUCTION PROJECTS</p> <p>Relating to floods, earthquakes, other disasters. Contracts, administration, construction of dikes, detours, repair of roads, and culverts[, etc]. <u>(Federal/FEMA, funding-records requests.)</u></p>	<p>1 YEAR/OFFICE</p> <p>9 YEARS/RECORD CNTR.]</p>

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
CLK-01	<p>MEETING MINUTES</p> <p>Official accounts of the proceedings and Action Agendas of the governing body (Assembly) and other boards, commissions, committees, and special work groups. Also includes Board of Equalization (BOE) and Board of Adjustment (BOA) minutes.</p>	<p>Permanent</p> <p>(v) (m)</p>
CLK-02	<p>MEETING NOTICES</p> <p>Notices, Newspaper and Affidavits of Publication regarding assembly meetings, service area vacancies, special meetings, public hearings[, ETC].</p>	<p>Permanent</p>
CLK-03	<p>MEETING PACKETS</p> <p>Packets from Assembly meetings and meeting files, Board of Equalization and Board of Adjustment hearings, and Bid Appeals, Street Name Appeals <u>and decisions</u>. <u>For audio/video recordings,</u></p>	<p>Permanent</p>

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
	<u>see CLK-54.</u>	
CLK-04	ASSEMBLY/MAYOR ADMINISTRATION Assembly travel reports; awards/presentations; legislative liaison reports; mayor's reports; assembly goals; annual policy statements.	1 year/Office 5 years/ Record Cntr.
CLK-05	<u>BOARDS / COMMISSIONS / SERVICE AREA BOARDS / TASK FORCES / COMMITTEES</u> Appointments and resignations; changes in structure or administration and other organizational issues; minutes; oaths of office.	Permanent [AS 29.20.600]
CLK-06	ASSEMBLY ORGANIZATIONAL RECORDS Oaths of office; resignations and appointments; appointments/representation to various entities.	Permanent [AS 29.20.600]
CLK-07	HISTORICAL RECORDS Borough history; incorporation files, major events; [ETC] <u>certificates of boundaries; transition reports.</u>	Permanent (m) [AS 29.05]
CLK-08	PUBLIC RECORDS REQUESTS Written requests for public records[. ALSO INCLUDES INFORMAL REQUESTS FOR BOROUGH/ASSEMBLY ACTION] <u>and copies of the records produced.</u>	1 year/Office [2] <u>1</u> year[s]/ Record Cntr.
CLK-09	BOROUGH MEMBERSHIPS / REPRESENTATION Borough memberships in various governmental entities or local organizations. Assembly members or others appointed to represent the borough. Reports and recommendations.	1 year/Office 5 years/ Record Cntr.

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
CLK-10	DEPARTMENT OPERATIONS Office equipment & furniture; budget work papers; memberships; personnel; fixed asset listing; vendor information; <u>general correspondence; travel files.</u>	[1 year/Office 2 years/in Records Cntr.] <u>Office until administrative need is met.</u>
CLK-11	BOND ADMINISTRATION [COPIES ONLY. ORIGINALS WITH FINANCE DEPARTMENT.] SEE FIN-06	[1 YEAR/OFFICE 2 YEARS/IN RECORDS CNTR.]
CLK-12	LEGISLATIVE PRIORITIES State and Federal Legislative Priority Books. Capital Improvement Projects (CIP) requests. State Transportation Improvement Projects (STIP) List. <u>Filed with the resolution.</u>	Permanent
CLK-13	BUDGET Annual borough and school district budget documents and related review, adoption and revision papers. <u>Filed with the appropriating ordinance.</u>	Permanent
CLK-14	FINANCIAL MANAGEMENT / REPORTS Financial management issues and reports by borough staff or other agencies. Investment reports. <u>Filed with Assembly Packet at which it was presented.</u>	1 year/Office 5 years/ Record Cntr.
[CLK-15	PURCHASING RECORDS COPIES ONLY. ORIGINALS IN PURCHASING DEPARTMENT. SEE PUR-02	1 YEAR/OFFICE 2 YEARS/IN RECORDS CNTR.]

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
CLK-16	<p><u>[INTENT TO DO BUSINESS/CONFLICT OF INTEREST] ELECTED/APPOINTED DISCLOSURE FORMS [(BOROUGH EMPLOYEES)]</u></p> <p>Completed forms from elected/appointed municipal officers[or borough employees]; <u>i.e. Intent to do business, Conflict of Interest, Gift Disclosure, Alaska Public Offices Commission documents.</u></p> <p><i>[Not for Elections–SEE CLK-37]</i></p>	<p>1 year/Office</p> <p>5 years/ Record Cntr.</p> <p>AS 29.20.010</p>
CLK-17	<p>LICENSE & PERMIT ADMINISTRATION</p> <p>Alcoholic Beverage Control Board applications (liquor license); restaurant designation permits; Games of Skill & Chance permits.</p> <p><u>C = expiration of permit.</u></p>	<p><u>C+[RETAIN] 3</u> years [AFTER PERMIT EXPIRES IN]/ <u>Office.</u></p> <p>[As 05.15.020]</p>
CLK-18	<p>REVENUE & TAXATION PROGRAMS (including taxes levied/paid)</p> <p>Borough revenue programs and taxes levied by the borough. Foreclosure lists. Sales tax information.</p>	Permanent
CLK-19	<p>FINANCIAL AUDITS</p> <p>Annual Audit, Comprehensive Annual Financial Report (CAFR)[, LETTERS TO MANAGEMENT FOR BOROUGH AND SERVICE AREAS].</p> <p><i><u>Filed with Assembly Packets at which they were presented.</u></i></p>	Permanent
CLK-20	<p>ASSESSMENT DISTRICTS (USAD & RIAD)</p> <p>Formation of assessment districts. Utility Special Assessment Districts. Road Improvement Assessment Districts.</p> <p>See <u>also</u> FIN-12 and RDI-04</p>	Permanent
CLK-21	<p>PROPERTY TAX ASSESSMENTS</p>	[1] <u>2</u> years/

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
	<p><u>Copies of [A]annual assessment roll information; copies of adjusted assessed value letters.</u></p> <p><u>See also</u> ASG-24 (Personal Property) <u>and</u> ASG-30 (Real Property)</p>	<p>Office</p> <p>[5 years/in Records Cntr.]</p>
[CLK-22]	<p>CONTRACTS - HOSPITALS/HEALTH SERVICES</p> <p>HOSPITALS; PARAMEDIC AND AMBULANCE SERVICES; CLINICS.</p>	<p>1 YEAR/OFFICE</p> <p>2 YEARS/IN RECORDS CNTR. AS 09.10.053]</p>
CLK-23	<p>DISASTER / EMERGENCY PLANNING</p> <p>Disasters and emergencies; planning and programs[, RESPONSES TO INCIDENTS]. <u>Filed with legislation.</u></p> <p><u>See also</u> EMR-06.</p>	<p>[1 YEAR/OFFICE</p> <p>5 YEARS/IN RECORDS CNTR.]</p>
[CLK-24]	<p>CONTRACTS - ENVIRONMENTAL QUALITY CONTROL</p> <p>AIR, NOISE, AND HAZARDOUS MATERIALS POLLUTION. PLANNING AND PROGRAMS FOR MITIGATION EFFORTS. ENVIRONMENTAL CONSERVATION PLANNING AND PROGRAMS.</p>	<p>1 YEAR/OFFICE</p> <p>2 YEARS/IN RECORDS CNTR. AS 09.10.053]</p>
CLK-25	<p>REAPPORTIONMENT & REDISTRICTING</p> <p>Municipal and school district reapportionment records, maps, state districting plans. <u>Filed with legislation.</u></p>	Permanent
CLK-26	<p>VACATIONS & EASEMENTS, STREET NAMES</p> <p>Petitions to vacate rights-of-way, roads, utilities, easements[, etc]. Naming/renaming of streets.</p> <p><u>See also</u> PLN-15.</p>	Permanent
[CLK-27]		
CLK-28	<p>COMPREHENSIVE PLAN / LAND USE</p> <p>Rezoning of real property for specific uses and cases.</p>	Permanent

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
	<p>Development and revision of Comprehensive Plan (Comp Plan). Annexation issues.</p> <p><i><u>Filed with legislation.</u></i></p>	
CLK-29	<p>ELECTIONS - UNDELIVERABLE MAIL</p> <p>Undeliverable items returned by postal service.</p>	[RETAIN] 1 year <u>/Office</u>
CLK-30	<p>ELECTIONS - PETITIONS (FAILED CERTIFICATION)</p> <p>Petitions for initiatives, referenda or recall filed by private citizens or groups requesting action by the governing body which failed certification.</p> <p><i><u>Certified Petitions are filed with the Initiative Ordinance.</u></i> <i><u>See CLK-39</u></i></p>	Permanent
[CLK-31	<p>ELECTIONS - PRECLEARANCE</p> <p>DEPARTMENT OF JUSTICE REQUESTS FOR PRECLEARANCE AND RESPONSES.</p>	PERMANENT]
CLK-32	<p>ELECTIONS - NOTICES, SAMPLE BALLOTS, PROPOSITION LANGUAGE, <u>PRECLEARANCE</u>, RESULTS</p> <p>Canvass board results and certification of election. Notices and Affidavits of Publication for all types of elections. Sample ballots. Proposition summaries. Voter pamphlet. <i><u>Preclearance Requests/Responses with the Department of Justice.</u></i></p>	Permanent
CLK-33	<p>ELECTIONS - VOTED BALLOTS</p> <p>All voted ballots including questioned, absentee and special needs</p>	[RETAIN ONE MONTH] <u>C+1</u> <u>year/ Office</u> [AFTER CERTIFICATION - UNLESS CONTESTED.]

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
	ballots. Ballot stubs. <u>C = Once election is certified, unless contested and stayed by an order of the court.</u>	[AS 15.15.470] <u>KPB 4.10.140</u>
CLK-34	ELECTIONS - PRECINCT INFORMATION Precinct maps and boundary descriptions.	Permanent
CLK-35	ELECTIONS - CANDIDATES Declarations of Candidacy, Withdrawal of Candidacy. List of candidates with name, office sought and term.	[RETAIN 4] <u>1</u> year[s]/ <u>Office</u> AS 15.25.030
CLK-36	ELECTIONS - REGISTERS All registers: precinct, questioned and absentee in person. Also includes special needs [voting] <u>oath and affidavit envelopes and absentee by mail</u> applications. <u>C = After municipal election has been conducted.</u>	[RETAIN] <u>C+4</u> years/ <u>Record</u> <u>Cntr.</u> AS 15.15.470
[CLK-37]	ELECTIONS - APOC DISCLOSURE STATEMENTS ALASKA PUBLIC OFFICES COMMISSION FINANCIAL DISCLOSURE STATEMENTS <i>(FORMERLY "CONFLICT OF INTEREST STATEMENTS - COI")</i> AND CAMPAIGN DISCLOSURE STATEMENTS.	RETAIN 6 YEARS AS 39.50]
CLK-38	ELECTIONS - RECOUNTS & CONTEST Recount Petitions: Candidate requests for recount and results. Contest of Election: Request and results.	[RETAIN] 4 years/ Record Cntr.
CLK-39	RESOLUTIONS & ORDINANCES Resolutions and ordinances with related backup documents. <u>Original signed, sealed and approved legislation are stored on acid free paper in archival leather bound books.</u>	Permanent (v) (m)

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
		AS 29.20.380
CLK-40	<p>CONTRACTS[- GENERAL PURCHASING/SERVICES]</p> <p>Purchase of supplies, materials, equipment, <u>and professional</u>[OR VEHICLES. CONTRACTS FOR RELATED] services[, LEASES, ETC].</p>	<p>1 year/Office</p> <p>[2]<u>5</u> years/ Record Cntr.</p> <p>AS 09.10.[053] <u>120</u></p>
CLK-41	<p>DEEDS</p> <p>Deeds, land patents, water rights[, ETC].</p>	Permanent
[CLK-42]	<p>CONTRACTS - IMPROVEMENTS, RENOVATIONS, CONSTRUCTION</p> <p>IMPROVEMENT, RENOVATION OR CONSTRUCTION PROJECTS</p>	<p>1 YEAR/OFFICE</p> <p>2 YEARS/IN RECORDS CNTR.</p> <p>AS 09.10.053]</p>
[CLK-43]	<p>LITIGATION</p> <p>OFFICE COPIES ONLY. SEE LEGAL DEPARTMENT.</p>	<p>1 YEAR/OFFICE</p> <p>2 YEARS/IN RECORDS CNTR.]</p>
[CLK-44]	<p>PERSONNEL ADMINISTRATION</p> <p>OFFICE COPIES ONLY. SEE PERSONNEL DEPARTMENT.</p>	<p>1 YEAR/OFFICE</p> <p>2 YEARS/IN RECORDS CNTR.]</p>
[CLK-45]	<p>CONTRACTS - SCHOOLS</p> <p>SCHOOL CONSTRUCTION, IMPROVEMENTS, PROGRAM ADMINISTRATION.</p> <p>SEE PWK-05 (PUBLIC WORKS)</p>	<p>1 YEAR/OFFICE</p> <p>2 YEARS/IN RECORDS CNTR.</p> <p>AS 09.10.053]</p>
[CLK-46]	<p>CONTRACTS - RECREATION</p>	<p>1 YEAR/OFFICE</p> <p>2 YEARS/IN RECORDS CNTR.</p>

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
	RECREATION PROGRAMS AND ADMINISTRATION.	AS 09.10.053]
[CLK-47	CONTRACTS - SOLID WASTE SOLID WASTE ISSUES, TRANSFER SITES, LANDFILL CONSTRUCTION AND OPERATION. SEE SWD-01 (SOLID WASTE)	1 YEAR/OFFICE 2 YEARS/IN RECORDS CNTR. AS 09.10.053]
[CLK-48	CONTRACTS - ROADS ROAD CONSTRUCTION, IMPROVEMENTS, MAINTENANCE. SEE RDI-01 AND RDM-01 (ROADS)	1 YEAR/OFFICE 2 YEARS/IN RECORDS CNTR. AS 09.10.053]
[CLK-49	CONTRACTS - REAL PROPERTY MANAGEMENT ACQUISITION, LEASE, RENTAL, DISPOSITION OF REAL PROPERTY BY THE BOROUGH. RENTAL OR LEASE OF OTHER PROPERTY BY THE BOROUGH.	1 YEAR/OFFICE 2 YEARS/IN RECORDS CNTR. AS 09.10.053]
[CLK-50	CONTRACTS - RESOURCE MGT & ECONOMIC DEVELOPMENT FORESTRY, FISHERIES, OIL & GAS. COMMUNITY PROMOTION & ECONOMIC DEVELOPMENT.	1 YEAR/OFFICE 2 YEARS/IN RECORDS CNTR. AS 09.10.053]
[CLK-51	CONTRACTS - INFORMATION MANAGEMENT DATA PROCESSING HARDWARE AND SOFTWARE ISSUES.	1 YEAR/OFFICE 2 YEARS/IN RECORDS CNTR. AS 09.10.053]
CLK-52	<u>RECORDS ADMINISTRATION</u> Management of active and retired records. Retention schedules.	Permanent

Clerk's Office

SERIES NO.	DESCRIPTION	RETENTION
CLK-53	<p>BOROUGH CODE & UPDATES</p> <p>Code of Ordinances and supplements/updates.</p>	Permanent
CLK-54	<p>MEETING [TAPES] <u>AUDIO/VIDEO</u></p> <p><u>Audio/Video recordings for assembly and committee meetings [cassette tapes], work sessions, public hearings, and appeals. Also includes audio/video recordings for Board of Adjustment (BOA) and Board of Equalization (BOE) [TAPES] meetings and hearings. For agendas and packets, see CLK-03.</u></p>	<p>[1 YEAR/OFFICE 9 YEARS/IN RECORDS CNTR.]</p> <p><u>Permanent</u></p>
CLK-55	<p>SETTLEMENTS</p> <p><u>Original [s]settlement agreements on borough matters. See also LEG-02.</u></p>	Permanent
CLK-56	<p>POLICIES & PROCEDURES [(MAJOR & MINOR)]</p> <p>[MAJOR AND MINOR P]Policies and procedures (including rules and regulations) formalized by any Department.</p>	Permanent

Finance Accounts Payable – Records Series

SERIES NO.	DESCRIPTION	RETENTION
ACC-01	<p>CANCELLED CHECKS</p> <p>All cancelled checks from accounts payable.</p> <p><u>C = Provided an audit or other annual financial statement has been certified.</u></p> <p><u>CFY = Current Fiscal Year.</u></p>	<p>[2] <u>C+4</u> years/Office</p> <p>[8 years/in Record Cntr.]</p> <p><u>CFY+3</u> years/Office</p>
ACC-02	<p>FORM 1099</p> <p>Copies of 1099 forms sent annually to IRS listing amounts paid to vendors. Reports by vendor and amount paid.</p>	<p>1 year/Office</p> <p>[2] <u>4</u> years/Record Cntr.</p>
ACC-04	<p>PAY LIST</p> <p>Bi-weekly report listing vendors paid with related account numbers and amounts paid, sorted by payment number.</p>	<p>2 years/Office</p>
ACC-06	<p>GRANT MANAGEMENT FILES</p> <p>Copies of grant agreements, borough requests for reimbursement and related correspondence.</p> <p><u>[Note: Grant retention may vary and must be managed by the requirements set forth from the granting agency.]</u></p>	<p>1 year/Office</p> <p>[4] <u>2</u> years/Record Cntr.</p>

Finance Accounts Payable – Records Series

SERIES NO.	DESCRIPTION	RETENTION
ACC-07	<p>GENERAL LEDGER – YEAR END REPORT</p> <p>Yearend report containing final status of revenues and expenditures and balance sheet items for fiscal year.</p>	Permanent
ACC-08	<p>JOURNAL ENTRIES – REVENUE & EXPENDITURES</p> <p>Revenue and expenditure detail shown in the general ledger. Fiscal year end report.</p>	Permanent
ACC-10	<p>ACCOUNTS PAYABLE WARRANTS & BACKUP</p> <p>Warrants, invoices, purchase orders, miscellaneous back up.</p>	<p>1 year/Office</p> <p>[6] <u>3</u> years/Record Cntr.</p>
ACC-11	<p>1989 OIL SPILL DOCUMENTS</p> <p>All time sheets, printouts, accounts payable checks with backup pertaining to the 1989 oil spill.</p>	Permanent (m)

Finance Administration

SERIES NO.	DESCRIPTION	RETENTION
FIN-01	<p>DEPARTMENT OPERATIONS</p> <p>Time sheets, budget work papers, travel expenses, training & education. Authorization for credit cards.</p>	<p>1 year/Office</p> <p>2 years/Record Cntr.</p>
FIN-02	<p>REFERENCE MATERIALS</p> <p>Reading files, office procedures, inter-office correspondence.</p>	<p>1 year/Office</p>
FIN-06	<p>BOND [ADMINISTRATION]</p> <p>Administration of bonds for schools, solid waste projects, and hospitals. Bond accounting bank statements, all documentation. Bond/coupon registers (numeric listing of bonds/coupons).</p>	<p>Permanent</p> <p><u>Filed in Finance while active.</u></p> <p><u>2 years after bond is paid off.</u></p>
FIN-07	<p>BUDGET REQUESTS & DEPARTMENT COPIES</p> <p>Budget instructions, department submissions, annual estimate of</p>	<p>1 year/Office</p> <p>2 years/Record</p>

Finance Administration

SERIES NO.	DESCRIPTION	RETENTION
	revenue, budget work papers. <i>Final <u>Approved budget [to] filed with the Borough Clerk's Office. See CLK-13.</u></i>	Cntr.
FIN-08	TAX ADMINISTRATION Correspondence relating to real and personal property and sales tax administration.	2 years/Office [2] <u>1</u> year[s]/Record Cntr.
FIN-11	YEAR END AUDIT AND FINANCIAL STATEMENTS Comprehensive Annual Financial Report (CAFR). <i>Final Audit & CAFR [TO] <u>filed with the Borough Clerk's Office as a permanent file. See CLK-19.</u></i>	[1] <u>3</u> year/Office [2 years/Record Cntr.]
FIN-12	SPECIAL ASSESSMENT DISTRICTS Reports for Utility Special Assessment Districts (USAD) and Road Improvement Assessment Districts (RIAD). <u>Formation of assessment districts see CLK-20</u>	2 years/Office 12 years/Record Cntr.
FIN-13	[FIXED] ASSET[S] <u>INVENTORIES</u> [Fixed assets inventory; additions and deletions to the assets of all borough departments] <u>Fixed</u> <u>Non-Fixed</u> <u>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.</u>	[Permanent] <u>C+1 year/Office</u> <u>3 years/Record</u> <u>Cntr.</u>

Finance Administration

SERIES NO.	DESCRIPTION	RETENTION
	<i>C = Life of asset or until State authorizes disposal of grant funded assets.</i>	
FIN-14	LAND TRUST FUND Land trust escrow documents.	Permanent (m)

Finance Audit

SERIES NO.	DESCRIPTION	RETENTION
AUD-01	Audit Case Files Spread sheets, tax returns, correspondence, business records, work papers, field notes, billing records and other items used in auditing businesses for compliance with borough sales and personal tax regulations.	1 year/Office 6 years/Record Cntr.

Finance Audit

SERIES NO.	DESCRIPTION	RETENTION
AUD-02	<p>Business Tax Estimates/Computations</p> <p>Records related to computation of taxes owed by businesses, when businesses do not compute their taxes. Records include requests for estimate, resulting tax due, and list of other charges.</p>	<p>1 year/Office</p> <p>5 years/Record Cntr.</p>
AUD-03	<p>Routine Correspondence</p> <p>Letters written to businesses provided information or direction for the basis of taxes paid. Letter from taxpayers.</p>	<p>[2] <u>3</u> years/Office</p>

Finance Cash Management

SERIES NO.	DESCRIPTION	RETENTION
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Finance Cash Management

SERIES NO.	DESCRIPTION	RETENTION
CSH-01	REAL/PERSONAL TAX ADJUSTMENT REQUESTS AND ADJUSTMENTS Requests forms for adjustment in assessed value of real or personal property taxes. TAR Report. <u>Backup information relating to adjustments for real and personal property accounts.</u>	1 year/Office [4] <u>5</u> years/Record Cntr.
[CSH-02]	REAL/PERSONAL TAX ADJUSTMENTS BACKUP INFORMATION RELATING TO ADJUSTMENTS FOR REAL AND PERSONAL PROPERTY ACCOUNTS.	1 YEAR/OFFICE 4 YEARS/RECORD CNTR.]
CSH-03	CASH MANAGEMENT INTERNAL ADMINISTRATION [POLICIES AND PROCEDURES, INFORMATION ON DEPARTMENT ACCOUNTING PRACTICES.] <u>Routine departmental issued policies and procedures, directive decisions, rules, organizational charts, and manuals that address internal functions and operating procedures.</u>	[1] <u>3</u> year/Office [2 YEARS/RECORD CNTR.]
CSH-04	REAL PROPERTY BILLING AND FORECLOSURE Annual process of billing and foreclosure of property. “End of Redemption” process, including lists of delinquent accounts. <u>Includes delinquency reports, petition of judgment, certified mailings, final judgment and certificates of redemption.</u>	[1 YEAR/OFFICE] <u>Office until case is closed</u> 10 years/Record Cntr. AS 09.10.030
CSH-05	<u>POLICIES & PROCEDURES</u> <u>Substantive and binding departmental issued policies, procedures, directives, decisions, orders, rules, guidance, agreements, understandings, and manuals that address mission essential functions for which the department is statutorily responsible.</u>	<u>Permanent</u> <u>Working copy maintained by department.</u> <u>Historical copy filed with the Borough Clerk’s Office</u>
CSH-06	CASH POSTING JOURNAL REPORT/TAX/JUD Daily cash posting [JOURNAL] report, booked by month, showing amounts collected for real and personal property tax. Deposit slips and listing of check amounts attached to report	1 year/Office [6] <u>3</u> years/Record Cntr. <u>Audit or Certified</u>

Finance Cash Management

SERIES NO.	DESCRIPTION	RETENTION
		<u>Annual Statement must be complete prior to destruction</u>
CSH-07	CASH RECEIPT BOOK Daily reports, booked by month, listing cash received for [SALES TAX AND] use of borough-owned facilities and service areas. Filing fees, grant funds <u>received from the state</u> , with deposit slips and receipts attached to report.	1 year/Office [6] <u>5</u> years/Record Cntr.
CSH-08	[REVENUE CONTROL REPORT] BACK OFFICE BOOK Annual register of revenues received. Tax system [CONTROL] <u>back office</u> reports and [COPIES OF CASH RECEIPT PRINTOUTS] <u>daily balancing reports</u> .	1 year/Office [4] <u>3</u> years/Record Cntr.
CSH-09		
CSH-10	MISCELLANEOUS MONEY RECEIPT BOOKS Receipt books for cash/checks received for various taxes and services. Original receipt to taxpayer; copies of receipts are included with batch tapes.	1 year/Office [6] <u>3</u> years/Record Cntr.
CSH-11	DAILY BANK STATEMENTS / EXCEL SHEETS / DEPOSIT BOOKS Daily excel spread sheet showing total of revenues received, listed by batch.	[1] <u>4</u> years/Office [6 YEARS/RECORD CNTR.]
CSH-12		
CSH-13	FORECLOSURE JUDGMENT & REDEMPTION REPORT Copy of list of judgments sent to the court requesting foreclosure redemption reports of real property-recorded with Alaska Recording District. <u>C = Until case is closed.</u>	[3 YEARS/OFFICE] [7] <u>C+10</u> years/Record Cntr. AS 09.10.030

Finance Cash Management

SERIES NO.	DESCRIPTION	RETENTION
CSH-14	<p>REAL PROPERTY FORECLOSURE PUBLICATIONS</p> <p>Annual report listing foreclosures. Real and personal property tax list published in the newspaper as part of the foreclosure process.</p> <p><u>C = Until case is closed.</u></p>	<p>[3 YEARS/OFFICE] <u>C+10 years/Office</u></p> <p>[7 YEARS/RECORD CNTR.]</p> <p>AS 09.10.030</p>
CSH-15	<p>BANK DEPOSIT BOOKS</p> <p>Deposit slips and tapes listing amount of checks and cash deposited.</p>	<p>1 year/Office</p> <p>[2] <u>3 years/Record Cntr.</u></p>
[CSH-16]	<p>END OF YEAR PAYMENT PROOF AND TRIAL BALANCE REPORTS</p> <p>ANNUAL REPORT SHOWING ALL REAL AND PERSONAL PROPERTY REVENUE RECEIVED IN NUMERICAL ORDER BY ACCOUNT NUMBER. TRIAL BALANCE LISTS THE AMOUNTS OWED.</p>	<p>STORED ON CD]</p>
CSH-17	<p>TAX BILLS – REAL & PERSONAL PROPERTY <u>OVER THE COUNTER</u></p> <p>Invoices to taxpayers returned with payments. [SORTED BY INVOICE YEAR THEN ACCOUNT NUMBER.] <i>Note: Checks and stubs received by mail are kept electronic in department.</i></p>	<p>[2] <u>1 year[s]/Office</u></p> <p>[5]<u>6 years/Record Ctr</u></p>
[CSH-18]	<p>TAX SERVICE REPORTS</p> <p>ANNUAL REPORT OF PROPERTY TAXES OWED TO BOROUGH. PRINTED DURING BILLING CYCLE FOR REFERENCE AND DATA INPUT.</p>	<p>1 YEAR/OFFICE]</p>
CSH-19	<p><u>BANK STATEMENTS</u></p> <p><u>Original Bank Statements, saved in the format received.</u></p>	<p><u>7 years/Office</u></p>
[CSH-20]	<p>TAR SUMMARY (YEAR-END)</p> <p>REPORT SHOWING YEAR-END STATUS OF ASSESSED VALUATION OF REAL AND PERSONAL PROPERTY.</p>	<p>STORED ON CD]</p>
CSH-21	<p>BANKING RECORDS</p> <p>Daily banking transactions, [bank statements] and monthly</p>	<p>[3] <u>4 years/Office</u></p>

Finance Cash Management

SERIES NO.	DESCRIPTION	RETENTION
	investment activity reports. Bank account reconciliation backup.	
CSH-22	STATE SHARED REVENUES MANAGEMENT Records related to revenue sharing, municipal assistance, national forestry receipts, fish tax, and school debt reimbursement.	1 year/Office 4 years/Record Cntr.
CSH-23	DEBT SERVICE RECORDS Amortization schedules and annual debt services payment schedules.	1 year/Office [5] <u>3</u> years/Record Cntr.
[CSH-24	REAL & PERSONAL PROPERTY TAX ARCHIVAL REPORTS (1982-1989)	PERMANENT]
CSH-25	JUDGMENT – ADJUSTMENT & PAYMENTS Payment receipts or tickets; adjustment ticket.	[Permanent] <u>1</u> year/Office <u>3</u> years/Record Cntr.
CSH-26	SPECIAL ASSESSMENT DISTRICTS Payment receipts for Utility Special Assessment Districts (USAD) and Road Improvement Assessment districts (RIAD). Sorted by bank deposit batch number. Adjustments.	[Permanent] <u>2</u> years/Office <u>18</u> years/Record Cntr. <u>AS 09.10.030</u>
CSH-27	SPECIAL ASSESSMENT DISTRICT REPORTS Daily cash journal listing amounts collected by borough.	[1] <u>4</u> years/Office [6 years/Record Cntr.]
CSH-28	<u>WRITE OFF TO COLLECTIONS / STATUTE OF LIMITATIONS</u> <i>(Beginning Batch Number is W0001)</i>	Permanent (m)

Finance Delinquent Accounts

SERIES NO.	DESCRIPTION	RETENTION
DEL-01	<p>LEGAL DEPARTMENT COLLECTION STATUS REPORTS</p> <p>Reports indicating status of collections by Legal Department relating to sales tax owed.</p>	<p>1 year/Office</p> <p>2 years/Record Cntr.</p>
DEL-02	<p>TAX FILES – COLLECTION AGENCY</p> <p>Sales tax, judgments, personal property accounts administered under contract/collection agency.</p>	<p>1 year/Office</p> <p>9 years/Record Cntr.</p> <p><u>AS 09.10.040</u></p>
DEL-03	<p>PERSONAL PROPERTY FILES – CONTRACT SERVICES</p> <p>Personal property judgments and collections administered under contract/collection agency.</p>	<p>1 year/Office</p> <p>9 years/Record Cntr.</p> <p><u>AS 09.10.040</u></p>
DEL-04	<p>REAL PROPERTY TAX FORECLOSURE – PAID FILES</p> <p>Real property addresses, owners, for amounts due which were paid prior to completion of foreclosure proceedings.</p>	<p>1 year/Office</p> <p>9 years/Record Cntr.</p> <p><u>AS 09.10.030</u></p>
DEL-05	<p>REPURCHASE OF TAX FORECLOSED REAL PROPERTY</p> <p>Repurchase of real property which the borough has completed tax foreclosure proceedings.</p>	Permanent
[DEL-06]	[Quitclaim Deeds]	[Moved to Assessing]
DEL-07	<p>PERSONAL PROPERTY/SALES TAX JUDGMENT</p> <p>Personal property and sales tax files containing information obtaining and collecting judgment and satisfaction.</p>	<p>1 year/Office</p> <p>5 years/Record Cntr.</p>
DEL-08	<p>SALES TAX FILES – CLOSED ACCOUNTS</p>	<p>1 year/Office</p>

Finance Delinquent Accounts

SERIES NO.	DESCRIPTION	RETENTION
	Sales tax closed delinquent accounts collected without litigation.	2 years/Record Cntr.
DEL-09	PROPERTY TAX FILES – CLOSED ACCOUNTS Property tax closed delinquent accounts collected without litigation.	1 year/Office 2 years/Record Cntr.
DEL-10	<u>LIQUOR LICENSE ADMINISTRATION</u> New applications, renewal or transfers of liquor licenses.	[1] <u>3</u> years/Office [2 YEARS/RECORD CNTR.]
DEL-11	REAL PROPERTY FORECLOSURE JUDGMENT Real property judgment and master foreclosure records.	Permanent
DEL-12	REFERENCE MATERIALS – DELINQUENT ACCOUNTS Reports used for work purposes, i.e. personal property collections, closed sales tax report, listing of open and closed bankruptcies, balance due on sales tax.	[1 YEAR/OFFICE] <u>Until administrative need is met</u>
DEL-13	<u>SALES TAX AND PERSONAL PROPERTY – UNENFORCEABLE & JUDGMENTS</u> Sales tax <u>and personal property</u> files with unenforceable amounts due and still owing. Judgment Statute of Limitations [(SOL)].	1 year/Office [6] <u>9</u> years/Record Cntr. AS 09.10.040
DEL-14		
DEL-15	JUDGMENT SYSTEM – COLLECTION REPORTS Cash posting and general ledger. Interface and trial balance. [ESCROW COLLECTION REPORTS ON DELINQUENT SALES TAX AND PERSONAL PROPERTY TAX.]	1 year/Office [6] <u>2</u> years/Record Cntr.
DEL-16	COLLECTIONS – DELINQUENT AMOUNTS DUE Spread sheet containing annual and monthly total amounts collected by DAC for sales tax, personal and real property taxes.	[1] <u>3</u> years/Office

Finance Delinquent Accounts

SERIES NO.	DESCRIPTION	RETENTION
DEL-17	<p><u>SALES TAX COLLECTION AND PERSONAL PROPERTY – CONTRACT ADMINISTRATION</u></p> <p>Monthly activity, summary and collection reports showing amount of money collateral and efforts made by attorney/agency under contract to collect delinquent amounts.</p>	<p>1 year/Office</p> <p>9 Years/Record Cntr.</p>
DEL-18	<p><u>BANKRUPTCY ADMINISTRATION</u></p> <p>Bankruptcies filed and taxes collected during the completion of the bankruptcy process.</p>	<p>1 year/Office</p> <p>4 years/Record Cntr.</p>
DEL-19	<p><u>ADDRESS CHANGES [& PERSONAL PROPERTY UNENFORCEABLE ACCOUNTS]</u></p> <p>[INFORMATION FOR DETERMINING AN ACCOUNT UNCOLLECTIBLE.] Back-up information on address changes for real and personal property.</p>	<p>1 year/Office</p> <p>10 years/Record Cntr.</p>

Finance Payroll

SERIES NO.	DESCRIPTION	RETENTION
PAY-01	<p>PAYROLL CHECK COPIES/STUBS</p> <p>Copies of payroll checks paid to employees. Stub showing gross, deductions and net paid.</p>	[2] <u>50</u> years/Office
PAY-02	<p>PAYROLL CHECKS – CANCELLED CHECKS</p> <p>Cancelled checks returned by bank after payment of funds.</p>	2 years/Office
PAY-03	<p>EMPLOYMENT SECURITY DIVISION – PAYMENTS</p> <p>Employment Security Division (ESD) payments to State.</p>	1 year/Office 3 years/Record Cntr.
PAY-04	<p>EMPLOYMENT SECURITY DIVISION – REPORTS</p> <p>Employment Security Division (ESD) reports to State.</p>	1 year/Office 3 years/Record Cntr.
PAY-05	<p>PAYROLL REPORTS</p> <p>Quarterly 941 reports on FICA/Federal tax.</p>	1 year/Office 3 years/Record Cntr.
PAY-06	<p>COMPLETED W2 FORMS</p> <p>Federal withholding tax statements.</p>	1 year/Office 3 years/Record Cntr.
PAY-07	<p>PERSONNEL TIME SHEETS</p> <p>Documenting earnings, deductions, leave for employees.</p>	1 year/Office Permanent
PAY-08	<p>PERS CONTRIBUTION REPORT</p> <p>Employee/Employer contributions.</p>	Permanent

Finance Payroll

SERIES NO.	DESCRIPTION	RETENTION
PAY-09	PAYROLL REGISTER Bi-weekly register of payroll checks issued.	2 years/Office [5] <u>8</u> years/Record Cntr.
PAY-10	GENERAL LEDGER – DEPARTMENT DISTRIBUTION Bi-weekly payroll department distribution report.	[1] <u>2</u> years/Office [3] <u>2</u> years/Record Cntr.
PAY-11	PAYROLL TOTALS	Stored on CD <u>50</u> years/Office
PAY-12	ACCRUALS REPORT – SICK/ANNUAL LEAVE	Stored on CD <u>50</u> years/Office
PAY-13	AUTO DEPOSIT LISTING	Stored on CD <u>50</u> years/Office
PAY-14	DEFERRED COMPENSATION DEDUCTIONS LIST	Stored on CD <u>50</u> years/Office
[PAY -15		
PAY-16]		
PAY-17	PAYROLL RECONCILIATION	Stored on CD <u>50</u> years/Office
PAY-18	PAYROLL EXCEPTIONS/GARNISHMENTS Garnishments, payroll deductions by court order.	[Permanent] <u>5</u> years/Office <u>45</u> years/Record Cntr.
PAY-19	LIFE INSURANCE PREMIUMS PAID Monthly report indicating insurance premiums paid for employees.	1 year/Office [6] <u>3</u> years/Record

Finance Payroll

SERIES NO.	DESCRIPTION	RETENTION
		Cntr.
PAY-20	<p>STANDARD DEDUCTIONS REPORT</p> <p>Bi-weekly individual deduction code listings. Includes individual earnings, deductions and other payments.</p>	<p>1 year/Office</p> <p>3 years/Record</p> <p>Cntr.</p>
PAY-21	<p>CALENDAR YEAR-END PAYROLL REPORT</p> <p>Report showing calendar year end payroll totals.</p>	<p>1 year/Office</p> <p>3 years/Record</p> <p>Cntr.</p>
PAY-22	<p>YEAR END ACCRUALS – LEAVE BALANCES</p> <p>Year-end report of sick leave and annual leave accruals/balances.</p>	<p>1 year/Office</p> <p>3 years/Record</p> <p>Cntr.</p>

Finance Sales Tax

Series No.	Description	Retention
STX-04	Sales Tax Returns Sales tax registrations and reports completed by businesses and returned to borough. Correspondence, resale and exempt applications. Adjustments to accounts. Guide and compliance forms.	Permanent (m) (v)

[CES] Fire & Emergency Service Areas

SERIES NO.	DESCRIPTION	RETENTION
SVC-01	ADMINISTRATIVE RECORDS [Equipment & vehicle maintenance. Radio licensing & pagers.] Time sheets, budget work papers, travel expenses, training & education, volunteer services. [Copies of mutual aid agreements and other contracts.]	1 years/Office 2 years/Records Cntr.
SVC-02	REFERENCE MATERIALS Office use only.	1 year/Office
SVC-03	DAILY FIRE/EMERGENCY ACTIVITY LOGS Descriptions of daily fire and emergency services provided and related events.	Permanent
SVC-04	MEDICAL SERVICE RECORDS - CONFIDENTIAL [Descriptions] Reports of any incident that involved Emergency [of]	[Permanent]

[CES] Fire & Emergency Service Areas

SERIES NO.	DESCRIPTION	RETENTION
	Medical Services [provided to clients].	<u>3 years/Office</u> <u>7 years/Record Cntr.</u>
SVC-05	SERVICE AREA BOARD ADMINISTRATION Board packets, agendas, notices, minutes, resolutions. <i><u>Meeting audio is retained in office until administrative need is met.</u></i>	Permanent
[SVC-06]	[PROFESSIONAL AFFILIATIONS Professional associations and issues, primarily medical and fire protection legislation and standards.]	[1 year/Office 5 years/in Records Cntr.]
SVC-07	FIRE INVESTIGATION FILES Department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators, state fire marshal, police, casualty or other insurance) memos, drawings, video evidence or other documentation. <u>C = Once case is closed.</u>	[10 YEARS AFTER CASE IS CLOSED] <u>C+ 5</u> <u>years/Office</u> <u>25 years/Record</u> <u>Cntr.</u>
SVC-08	<u>FIRE</u> INSPECTION/COMPLIANCE FILES Fire safety inspections before and after building construction <u>is complete</u> . May include building plans <u>used in inspection/approval process</u> detailing fire detection specifications or other compliance requirements, certificates of inspection, violation appeals, department responses, and applications for variances.	Until building is no longer in use <u>then destroy</u>
SVC-09	FIRE TRAINING FILES Correspondence, course descriptions, training dates and exam results for firefighters. <u>C = 6 years after employee is no longer active.</u>	<u>C+1 year/Office</u> 5 years/Records Cntr.
SVC-10	EQUIPMENT INSPECTION RECORDS	1 year/Office

[CES] Fire & Emergency Service Areas

SERIES NO.	DESCRIPTION	RETENTION
	Inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, purchase date, type, cubic feet of tank).	2 years/ Record Cntr.
SVC-11	APPARATUS ACCIDENT FILES Records of accidents involving <u>municipal</u> fire/rescue vehicles. May include police reports, witness statements, diagrams, photographs and related documentation.	1 year/Office [9] <u>2 years/</u> Record Cntr. <i>Retain longer if</i> <i>involved in</i> <i>litigation</i>
SVC-12	VEHICLE RECORDS <u>This series document each vehicle owned and serviced by the local governing body. May include title; registration; work orders, correspondence; damage/accident reports; checklists; photographs; and inspection, service, maintenance and repair documents.</u> <u>C = 2 years after vehicle is disposed.</u>	<u>C+1 year/Office</u> <u>1 year/Record</u> <u>Cntr.</u>

Human Resources

SERIES NO.	DESCRIPTION	RETENTION
PER-01	EMPLOYEE [CASE] FILES / PERSONNEL FILES Full-time, part-time, on-call/volunteer, assembly members, board and commission members. Contains application/resume, [IMMIGRATION ELIGIBILITY FORM,] tax forms, payroll deduction authorizations, test and scores, retirement data[, MEDICAL AND LIFE INSURANCE DATA], references, evaluations, transfers, promotions/demotions, salary increases/decreases, levies/attachments, deferred compensation data, disciplinary actions. <u>Health and benefit enrollment information.</u>	<u>2 years/Office</u> Permanent (v)
PER-02	EMPLOYEE MEDICAL RECORDS Workers' Comp claims (<u>copies</u>), on-the-job accidents (<u>copies</u>), lost	<u>2 years/Office</u>

Human Resources

SERIES NO.	DESCRIPTION	RETENTION
	time documentation, pre-hire and periodic physical exams, medical history, correspondence with physicians[, ETC.] <u>Family Medical Leave Act (FLMA)</u> ; medical leave. Claim files see RSK-02 and RSK-05.	Permanent (v) <u>Confidential</u> <u>AS 40.25.120</u>
PER-03	PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS) PERS contract and amendments, contribution rates. PERS-Retirement Incentive Program (RIP). <u>PERS - audits.</u>	Permanent (v)
PER-04	<u>LABOR RELATIONS ADMINISTRATION</u> Collective bargaining agreement and contract amendments, [PROPOSAL AND COUNTER PROPOSALS,] arbitration decisions. Labor negotiation files. Grievances. [COMPLAINTS TO HUMAN RIGHTS COMMISSION.] <u>KBEA Union leave.</u>	Permanent/Office (v)
PER-05	<u>REGULATIONS / GENERAL INFORMATION / WORK FILES - REFERENCE</u> State and Federal Statutes, COBRA regulations, consumer price index reports, census information, occupational surveys, wage surveys.	<u>Until superseded + 2 years/Office</u> 3 years/Record Cntr.
PER-06	JOB DESCRIPTIONS AND CLASSIFICATIONS Organizational charts, salary schedules, job descriptions, job classifications. Sample of each test or examination used for prospective employees, including answer key.	Permanent/Office (v)
PER-07	<u>EQUAL EMPLOYMENT OPPORTUNITY ADMINISTRATION</u> Equal Employment Opportunity (EEO) statistics, compliance and annual reports and related information.	1 year/Office 9 years/Record Cntr. [AS 18.80.115]
PER-08	DEPARTMENT OPERATIONS Office procedures, budget work papers, purchasing/vendor information, time sheets (<u>copies</u>), staff travel, building key control	[1 YEAR/] <u>Until administrative need is met/Office</u>

Human Resources

SERIES NO.	DESCRIPTION	RETENTION
	data. <u>Administrative leave reports.</u>	[2 YEARS/RECORD CNTR.]
PER-09	RECRUITMENT AND SELECTION Job announcements, solicited applications, transcripts, test scores, interview schedules and selection. <u>Background screenings.</u>	1 year/Office 3 years/Record Cntr.
PER-10	EMPLOYEE BENEFITS Health plan insurance adjustment records and related correspondence. COBRA participant records. Workers' Compensation data and related OSHA reports. Deferred compensation plans. <u>Life insurance; ICMA.</u>	2 years/Office Permanent (v)
PER-11	JOB APPLICATIONS (UNSOLICITED)	1 year/Office
PER-12	UNFAIR LABOR PRACTICE CASE FILES Written complaints, correspondence, notice of hearing, transcripts and exhibits, witness lists, tapes, copy of final decision and order. Also includes cases dismissed, withdrawn or settled.	[1 YEAR/OFFICE] [9 YEARS/RECORD CNTR.] Permanent (v)
PER-13	EEO [COMPLAINT] CASE FILES / ALASKA HUMAN RIGHTS ACT RECORDS Discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar position and departmental action. Discrimination charges may be on the basis of race, color, religion, national origin, gender[, ETC.] <u>Complaints to Human Rights Commission.</u>	[1 year] <u>Until case is resolved/Office</u> [5] <u>7</u> years/Record Cntr. Title VII Civil Rights Act of 1964 & AS 18.80.115
PER-14	I-9 FORMS Employment Eligibility Verification forms retained by employer.	3 years/Office from date of hire/or one year after termination

Human Resources

SERIES NO.	DESCRIPTION	RETENTION
[PER-15	ALASKA HUMAN RIGHTS ACT RECORDS AGE, RACE, AND SEX OF ALL APPLICANTS FOR EMPLOYMENT AND ALL EMPLOYEES.	2 YEARS/OFFICE AS 18.80]
PER-20	JANITORIAL ADMINISTRATION <u>Copies of b[B]ids, and contracts[, ETC.] for janitorial services at borough facilities.</u>	1 year/Office
PER-21	RETIREMENT SYSTEMS Traveler's retirement system participation and provision/coverage changes. <i>(See PER-03 for PERS)</i>	<u>2 years/Office</u> Permanent

[DP/MIS] Information Technology

SERIES NO.	DESCRIPTION	RETENTION
ADP-01	COMPUTER SYSTEM Program/system documentation; wiring records (specifications/drawings of building, cables or computer hardware connections); application software licenses/agreements; data systems and file specifications; security/password information; user	Backup tapes stored at Record Cntr. System data retained until system is obsolete or

[DP/MIS] Information Technology

SERIES NO.	DESCRIPTION	RETENTION
	guides; backup procedures.	replaced. Retain documentation file until obsolete, superseded or administrative need is met.
ADP-02	INTERNET SITE DEVELOPMENT – WEB PAGE Web page data, statistics and other materials utilized in the creation/maintenance of borough’s internet site.	Backup tapes stored at Record Cntr.
ADP-03	SERVICE REQUESTS Requests for service from departments, i.e. upgrades, maintenance, replacement and purchases.	3 years/Office

Legal

SERIES NO.	DESCRIPTION	RETENTION
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Legal

SERIES NO.	DESCRIPTION	RETENTION
LEG-01	<p>ALASKA STATE STATUTES AND ALASKA ADMINISTRATIVE CODE (FULL REGISTERS)</p> <p>Statute and regulation books – various years</p>	Permanent
LEG-02	<p>LEGAL OPINIONS, INTERPRETATIONS, SETTLEMENTS</p> <p>Opinions and interpretations relating to all legal issues pertaining to the borough and school district. Signed Settlement Agreements.</p>	Permanent
LEG-03	<p>COURT LITIGATION CASE FILES</p> <p>Research materials, case law, briefs. Case expenses / billings, witness files, investigative materials, pleadings, summons, [ANSWERS TO SUMMONS,] subpoenas, motions, opposition, court proceedings, transcripts, correspondence, exhibits, [REAL PROPERTY TAX FORECLOSURE LITIGATION. BANKRUPTCY CASES AND RECORDS.]</p> <p>C = Until case is closed.</p>	<p>C+2 years/Office</p> <p>8 years/Record Cntr.</p> <p>[Foreclosure = AS09.10.030]</p>
LEG-04	<p>ALASKA ADMINISTRATIVE CODE SUPPLEMENTS AND OTHER REFERENCE MATERIALS</p> <p>Alaska Administrative Code (AAC) supplemental registers.</p>	<p>1[2] year[s]/Office</p> <p>[8]9 years/Record Cntr.</p>
LEG-05	<p>CONTRACT BACKUP DOCUMENTS</p> <p>[DUPLICATE CONTRACTS AND RELATED] Contract backup documents for legal department’s use. Includes backup materials for contracts with outside attorneys as well as for contracts drafted or negotiated by legal for other departments and school district.</p> <p><i>[Note: This series is for back up documents only, do not send a copy of the contract to the Record Center for storage. The original contracts are filed with the Clerk’s Office and held for the same retention time.]</i></p>	<p>[2 YEARS] Life of contract/Office</p> <p>[8] 6 years/Record Cntr.</p>

Legal

SERIES NO.	DESCRIPTION	RETENTION
<u>LEG-06</u>	<p><u>LITIGATION CASE FILES – FORECLOSURE (Prior to 1990)</u></p> <p><u>Real property tax foreclosure litigation.</u></p>	<p><u>Permanent – may have archival value</u></p>
<u>LEG-07</u>	<p><u>COURT LITIGATION FILES – FORECLOSURE (1990 and after)</u></p> <p><u>Real property tax foreclosure litigation.</u></p> <p><u>C = Until case is closed or Clerk’s deed is recorded, whichever is later.</u></p>	<p><u>C+2 years/Office</u></p> <p><u>8 years/Record Cntr.</u></p> <p><u>Forclosure = AS 09.10.030</u></p>
<u>LEG-08</u>	<p><u>QUASI-JUDICIAL MATTERS AND CODE COMPLIANCE CASE FILES NOT APPEALED TO COURT</u></p> <p><u>Board of Equalization (BOE), Board of Adjustment (BOA), grievances, KPBSD suspensions/expulsions, misc. code enforcement matters, and contract bid appeals heard at borough or school board level and not appealed to Superior Court. Also includes state and federal administrative hearings and enforcement actions. May include backup documents and decisions.</u></p> <p><u>C = until case is closed.</u></p>	<p><u>C+2 years/Office</u></p> <p><u>8 years/Record Cntr.</u></p>

Maintenance

SERIES NO.	DESCRIPTION	RETENTION
MTN-01	<p>ADMINISTRATIVE RECORDS</p> <p>Official equipment listings. Purchase of supplies, small tools equipment. Personnel insurance claims. Budget work papers, travel expenses</p>	<p>1 year/Office</p> <p>2 years/Record Cntr.</p>
MTN-02	<p>ANNUAL LISTING OF WORK ORDERS</p> <p>Work completed by each employee sorted by site, employee hours, materials used and cost.</p>	<p>1 year/Office</p> <p>2 years/Record Cntr.</p>
MTN-03	<p><u>MAINTENANCE WORK ORDERS AND LOGS [REQUESTS]</u></p> <p>[Requests received for building maintenance, special orders and assistance.] <u>Record of work performed and completed related to electrical, sewer, gas, street or water systems. Data may include date, time, order number, location, description of work, authorization, name of staff performing work, itemized labor, equipment and material information.</u></p>	<p>1 year/Office</p> <p>2 years/Record Cntr.</p>
MTN-04	<p>DAILY WORK SHEETS AND TIME CARDS</p> <p>Employee work sheets and time cards showing location of work, project and materials used.</p>	<p>1 year/Office</p> <p>4 years/Record Cntr.</p>
MTN-05	<p>TIME SHEETS AND LEAVE REQUESTS</p> <p>Daily clock-out forms, annual leave requests, copies of payroll time sheets.</p>	<p>1 year/Office</p>
MTN-06	<p>SCHOOL MAINTENANCE CONTRACTS</p> <p>Duplicate copies of contracts. Related correspondence and reports. Building maintenance, snow removal, landscaping, ground maintenance.</p>	<p>1 year/Office</p> <p>4 years/Record Cntr.</p>
MTN-07	<p>ASBESTOS IDENTIFICATION/REMOVAL PROGRAM</p> <p>Inventory of asbestos present in facilities and response actions, employee training, medical records, asbestos removal processing for borough buildings and schools.</p>	<p>Permanent</p>

Maintenance

SERIES NO.	DESCRIPTION	RETENTION
MTN-08	<p>REFERENCE MATERIALS</p> <p>Preventative maintenance program information, EDP reports, school construction notes and post-construction problems, vehicle inventory.</p>	1 year/Office
MTN-09	<p>FIRE CODE RECORDS</p> <p>New construction projects or upgrades completed to meet fire code requirements</p>	Permanent
MTN-10	<p>SCHOOL SITE INFORMATION</p> <p>Location of drywells, cleanouts, utilities at borough schools.</p>	Permanent
MTN-11	<p>BUILDING PLANS</p> <p>Mylars of as-builts for borough administration building, public works/maintenance building and borough schools.</p>	Permanent
MTN-12	<p>VEHICLE MAINTENANCE</p> <p>Title, registration, work orders, damage/accident reports, photographs, service, maintenance and repair documents for borough vehicles.</p>	Retain until vehicle is disposed.
MTN-13	<p>VEHICLE HISTORY</p> <p>Vehicle History Summary Report.</p>	Permanent
MTN-14	<p>REQUISITIONS</p> <p>Copies of requisitions and other warehouse documents.</p>	3 years/Office
MTN-15	<p>EQUIPMENT MAINTENANCE</p> <p>Maintenance and service for generators and other large equipment.</p>	2 years/Office

Mayor's Office

SERIES NO.	DESCRIPTION	RETENTION
MAY-01	<p>ADMINISTRATIVE RECORDS</p> <p>News releases, photos, general correspondence. Borough, state, federal programs and projects. Budget work papers, travel expenses. Mayor's professional memberships. Firework permits.</p>	<p>[1] <u>3</u> years/Office</p> <p>[5 years/Record Cntr.]</p>
MAY-02	<p>LEGISLATIVE ADVOCACY</p> <p>Position statements. Kenai Peninsula Caucus, Alaska Municipal League. Proposed legislation.</p>	<p>[1] <u>3</u> years/Office</p> <p>[5 years/Record Cntr.]</p>
MAY-03	<p>GRANTS TO EDD, KPTMC AND OTHER LOCAL ENTITIES</p> <p>Grant agreements, reports, and payments to Economic Development District, Kenai Peninsula Tourism Marketing Council and other local entities.</p>	<p>2 years/Office</p> <p>5 years/Record Cntr.</p>
MAY-05	<p>INTERNATIONAL RELATIONS</p> <p>Sister city relationships, economic development opportunities.</p>	Permanent
MAY-06	<p>PROCLAMATIONS</p> <p>Official proclamations issued/prepared by Mayor.</p>	Permanent
MAY-07	<p>GRANT ADMINISTRATION FILES</p> <p>Federal, state and local grants received. Applications, notification of award, receipt of monies, agreements, fiscal reports, closeout documents[, ETC.]</p>	<p>[3 years after grant close out]</p> <p><u>To be managed by the KPB Grant Administrator</u></p> <p>[Or] as <u>granting agency stipulates</u></p>

Office of Emergency Management

SERIES NO.	DESCRIPTION	RETENTION
EMR-01	<p>DEPARTMENT OPERATIONS</p> <p>Staff training, memberships, Budget work papers, vendor information, travel expense.</p>	<p>[1] <u>3</u> years/Office</p> <p>[2 years in Record Center]</p>
EMR-02	<p>EMERGENCY BROADCAST SYSTEM ADMINISTRATION</p> <p>Installation and operation of alert sirens, periodic system testing. Maintenance records and inspection reports.</p> <p><i>Note: Disaster activation records may be different.</i></p>	<p>[1 YEAR] <u>Life of System/Office</u></p> <p>10 years/Record Cntr.</p>
EMR-03	<p>EMERGENCY/DISASTER EQUIPMENT ADMINISTRATION</p> <p>List, inventories, agreements on equipment for shelter and ongoing responses. Purchase and upgrade of radios, generators, pagers, repeaters[, ETC]. Licenses and permits, renewals, radio frequency list.</p> <p><i>Note: If equipment is purchased with grant funds, retention is established by the granting agency.</i></p>	<p>[1 YEAR] <u>Life of Equipment/Office</u></p> <p>[20] <u>4</u> years/Record Cntr.</p>
EMR-04	<p>TRAINING AND EDUCATION</p> <p>Seminars, exercises and presentations by the Office of Emergency Management. Applications to Emergency Management Institute.</p>	<p>[1 YEAR] <u>Until superseded/Office</u></p> <p>3 years/Record Cntr.</p>
EMR-05	<p>EMERGENCY SHELTER ADMINISTRATION</p> <p>Site selection, management of shelters, food, beds, bedding clothing and supplies. Registration of occupants during time of use.</p>	<p>1 year/Office</p> <p>10 years/Record Cntr.</p>
EMR-06	<p>DISASTER PREPARATION/PLANNING</p> <p>Emergency plans, broadcast operations, in-place sheltering, warnings. Law enforcement, fire services, damage assessment continuity of government services.</p>	<p>[1 YEAR] <u>Until superseded/Office</u></p> <p>[10] <u>5</u> years/Record Cntr.</p>

Office of Emergency Management

SERIES NO.	DESCRIPTION	RETENTION
EMR-07	NATURAL DISASTER Incidents such as earthquakes, volcanic eruptions, flood, fires[, ETC].	[1 year/Office 10 years/Record Cntr.] Permanent
EMR-08	SEARCH AND RESCUE ACTIVITIES Coordination of equipment for rescue activities and disaster management. Mutual Aid Agreements. List of available personnel and equipment.	1 year/Office 3 years/Record Cntr.
EMR-09	TECHNOLOGICAL DISASTERS Incidents such as industrial accidents, radiation contamination[, ETC].	[1 YEAR/OFFICE 10 YEARS/RECORD CNTR.] Permanent
EMR-10	EMERGENCY/DISASTER VOLUNTEER LIST List of volunteers with emergency management training in shelter management, first aid, CPR, radiological monitoring. List of inactive armed service personnel. Administration of volunteers.	1 year/Office 5 years/Record Cntr.
EMR-11	FEDERAL/STATE COORDINATION All aspects of emergency and disaster management, including legislation, funding, education and training issues.	1 year/Office 10 years/Record Cntr.
EMR-12	COMMUNICATIONS CENTER Administration of 911 Communications Center, including system enhancements, board of directors, agendas, minutes, membership records and correspondence.	Permanent
EMR-13	LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) Bylaws, agenda, minutes, membership records and correspondence.	Permanent
[EMR-14	SEARCH AND RESCUE ACTIVITIES COORDINATION OF EQUIPMENT FOR RESCUE ACTIVITIES AND DISASTER MANAGEMENT. MUTUAL AID AGREEMENTS. LIST OF AVAILABLE PERSONNEL AND	1 YEAR/OFFICE 3 YEARS/RECORD

Office of Emergency Management

SERIES NO.	DESCRIPTION	RETENTION
	EQUIPMENT.	CNTR.]
EMR-15	FEDERAL DISASTER (FEMA) Federal disaster cases.	Permanent
EMR-16	LEPC MEETING TAPES Cassette tapes of Local Emergency Planning Committee meetings, work sessions[, ETC].	Permanent
EMR-17	EMERGENCY/DISASTER RESPONSE ADMINISTRATION Disaster declarations issued by the Mayor. Response to local disasters and emergencies.	Permanent
EMR-17	HAZARDOUS MATERIAL INCIDENTS Reports of hazardous material incidents. May include reports, narratives, memos, copies of fire/rescue reports.	Permanent

Planning

SERIES NO.	DESCRIPTION	RETENTION
PLN-01	DEPARTMENT OPERATIONS General office purchases; training and education; memberships, travel expenses; advertising; budget work papers.	[1] <u>3</u> years/Office
PLN-02	OFFICE CORRESPONDENCE Routine correspondence to and from other agencies, private firms and members of the public.	3 years/Office
PLN-03	DEMOGRAPHIC RECORDS Census information, surveys, studies, relating to income, cost of living, labor and other demographic information.	2 years/Office [8] <u>9</u> years/Record Cntr. AS 29.60
PLN-04	MUNICIPAL ENTITLEMENT History of land acquired from the State (selection, patent).	Permanent
PLN-05	LIBRARY/ARCHIVES Publications, books, reports.	5 years/Office 5 years/Record Cntr.
PLN-06	RIVER MANAGEMENT Preservation and management plans for Kenai River and other waterways.	[1 year] <u>Until</u> <u>superseded/Of</u> <u>fice</u> [5] <u>3</u> years/Record Cntr.
PLN-07	NATURAL RESOURCE MANAGEMENT Management of oil and gas leases, mining, fisheries, aquatic farming, timber. Water and watershed studies.	2 years/Office 20 years/Record Cntr.

Planning

SERIES NO.	DESCRIPTION	RETENTION
PLN-08	TRANSPORTATION Studies and records related to highway, airports, ports, harbors, marine highway and railroads.	5 years/Office 5 years/Record Cntr.
PLN-09	FLOOD PLAIN DEVELOPMENT Permits and related responses, correspondence.	Permanent
PLN-10	FLOOD PLAIN INSURANCE Flood hazard mapping, mitigation and management programs, applications, regulations and historical flooding data.	Permanent
PLN-11	FEDERAL/STATE LAND MANAGEMENT Reports, studies, correspondence on management of state and federal parks, wildlife, refuge.	1 year/Office 5 years/Record Cntr.
PLN-12	COASTAL MANAGEMENT AND WETLANDS Coastal management reviews and plans. Wetlands mapping and permits.	1 year/Office 11 years/Record Cntr.
PLN-13	GEOGRAPHICAL NAMES Applications and backup data relating to the naming of mountains, lakes, streams and other geographical features.	Permanent
PLN-14	NOXIOUS, INJURIOUS AND HAZARDOUS USES Problems caused by asphalt plants, gravel pits, contaminated soil, septic disposal, animals[, ETC].	1 year/Office [5] 6 years/Record Cntr.
PLN-15	ROAD/STREET NAMES Street and road naming, assignment, and changes.	Permanent

Planning

SERIES NO.	DESCRIPTION	RETENTION
PLN-16	<p>COMPREHENSIVE PLANS</p> <p>Adoption and amendments to comprehensive plans for borough and cities.</p>	<p>[5 years] Until superseded/Of fice</p> <p>[20] 5 years/Record Cntr.</p>
PLN-17	<p>COMMISSION AND COMMITTEE RECORDS</p> <p>Minutes, agendas, resolutions[, ETC]. for the Planning Commission, Plat Committee and Advisory Planning Commissions. <u>For audio/video recordings, see PLN-22.</u></p> <p>Appointments, <u>oaths of office</u> and resignations <u>are kept in the Clerk's office.</u> See CLK-05.</p>	Permanent
PLN-18	<p>SUBDIVISION/PLATTING FILES</p> <p>Platting and replatting of land and related actions, such as section line easements, vacations, right-of-way issues, setbacks, plat waivers and records of survey.</p>	Permanent
PLN-19	<p>LAND MANAGEMENT/LEASES/AUCTIONS</p> <p>Acquisition, use, disposal of land, lease agreements and auctions. Township/Range/Section files. Classification or reclassification of lands.</p>	Permanent
PLN-20	<p>LAND USE REGULATION/LOZ/PERMITS</p> <p>Regulation of the use of private property, conditional and temporary use permits. Local Option Zoning (LOZ) program.</p>	Permanent
PLN-21	<p>ZONING</p> <p>Appeals and zoning violations. City zoning codes.</p>	Permanent
PLN-22	<p>MEETING [TAPES] <u>AUDIO/VIDEO</u></p> <p><u>Audio/Video recordings [CASSETTE TAPES]</u> of Planning Commission, Plat Committee, Work Sessions, Public Meetings, <u>For agendas and</u></p>	Permanent

Planning

SERIES NO.	DESCRIPTION	RETENTION
	<u>packets, see PLN-17.</u>	

[FIN /]Purchasing

SERIES NO.	DESCRIPTION	RETENTION
[PUR-01]	FORMAL BIDS – LOSING BIDS LOSING FORMAL BIDS FOR PROJECTS AND SERVICES COSTING MORE THAN \$15,000.	1 YEAR/OFFICE]
PUR-02	Formal Bids – Winning Bids Requests for proposals/ <u>invitation to bid, solicitation documents, including: all received proposals/bids, intent to award, notice[, notification] of award, [contract, amendments,] general/special conditions, <u>award authorization, bid tabulations and addenda.</u></u>	[1] <u>2</u> years/Office 2 years/Record Cntr. AS 09.10.053
PUR-03	Other Purchasing Records Licensing of borough-owned vehicles, Annual Auction; disposal of fixed assets. C = Until disposal of asset.	[1 YEAR] <u>C + 3</u> <u>years/Office</u> [2 YEARS/RECORD CNTR.]

Records [Center] Management

SERIES NO.	DESCRIPTION	RETENTION
REC-01	REACTIVATED RECORDS List of records reactivated and returned to department.	Permanent
REC-02	RECORDS TO STATE ARCHIVES List of roll film sent to state archives.	Permanent
[REC-03]	FILM QUALITY TESTS COPIES OF METHYLNE BLUE CERTIFICATION FORM AND TEST RESULTS.	3 YEARS/OFFICE]
[REC-04]	DEPARTMENT OPERATIONS PURCHASE OF FILM AND RELATED MATERIALS, VENDOR INFORMATION, EQUIPMENT LIST.]	3 YEARS/OFFICE]
[REC-05]	MICROFICHE REQUEST FORMS FORMS ISSUED TO VENDOR LISTING CONTENTS OF MAGNETIC TAPE AND REQUIRED FORMAT FOR MICROFICHE REPORT.	2 YEARS/OFFICE]
REC-06	DESTRUCTION OF OBSOLETE RECORDS Listing of items destroyed with department's authorization to proceed. Certificates of destruction.	Permanent
REC-07	SERVICE COST LIST Cost for processing film for school district.	2 years/Office
REC-08	RECORDS REQUEST FORMS Completed by users requesting retrieval of retired records.	3 years/Office
REC-09	TRANSFER REQUEST FORMS Completed by users requesting retirement of inactive records maintained in departments.	Permanent

Records [Center] Management

SERIES NO.	DESCRIPTION	RETENTION
REC-10	FILMED RECORDS LOG Log of records placed on roll film.	Permanent
REC-11	FILMED INDEX/INSPECTION REPORT	Permanent

[FIN /]Risk Management

SERIES No.	DESCRIPTION	RETENTION
RSK-01	<p>INSURANCE POLICIES</p> <p>Original insurance policies for borough liability, Workers' Compensation, health and life insurance for employees of borough, school district and service areas. Real property insurance. Notary bonds for employees.</p> <p>C = Until policy expires.</p>	<p>[Permanent]</p> <p><u>C+5 years/Office</u></p> <p><u>45 years/Record Cntr.</u></p>
RSK-02	<p>[LIABILITY] RISK MANAGEMENT CLAIM FILES</p> <p>Liability claims submitted to the borough, investigation reports, settlement releases and related correspondence to/from claims adjusters, private attorneys.</p> <p><i>(Retention period begins upon settlement date)</i></p> <p><i>C = Until Claim is settled.</i></p>	<p><u>C+2 years/Office</u></p> <p>5 years/Record Cntr.</p>
RSK-03	<p>REFERENCE MATERIALS</p> <p>Insurance manuals, work copies of insurance policies,</p>	<p>1 year/Office</p>
RSK-04	<p>CERTIFICATES OF INSURANCE</p>	<p>1 year/Office</p>

[FIN /]Risk Management

SERIES No.	DESCRIPTION	RETENTION
	<p>Certificates of insurance submitted to borough by firms conducting business with the borough.</p> <p><i>(Retention begins when certificate expires)</i></p>	
RSK-05	<p>WORKERS' COMPENSATION CLAIMS</p> <p>May include time loss, no time loss, permanent total disability, and fatality cases. Reports of injury, medical reports, correspondence, release agreements, vocational rehabilitation reports/decisions. Second Injury Fund reimbursements.</p> <p>C = Until case is inactive.</p>	<p>[Permanent]</p> <p><u>C+5 years/Office</u></p> <p><u>35 years/Record Cntr.</u></p>
RSK-06	<p>WORKERS' COMPENSATION YEARLY AUDIT</p> <p>Fiscal year end Workers' Compensation totals for year-end audit.</p>	Permanent
RSK-07	<p>WATER SYSTEM MONITORING CHARTS & LOGS</p> <p>Graphs monitoring water distribution systems including flow rates, pressure and elevation. Logs documenting water readings at individual pumping /meter stations including date, time, reading, number of gallons per minute, reader's name and remarks.</p>	<p>1 year/Office</p> <p>4 years/Record Cntr.</p>
RSK-08	<p>WATER TESTING RECORDS</p> <p>Records of water testing and analysis conducted on water system. Records may include, but are not limited to, laboratory certificates of analysis; microbiological sample analysis and other result reports; water supply summary sheet; monthly water quality logs; chain of custody forms; and lead/copper/nitrate results.</p>	<p>3 years/Office</p> <p>7 years/Record Cntr.</p>
RSK-09	<p>CONTINGENCY & EMERGENCY SERVICE PLANS</p> <p>Spill prevention control, counter measures, contingency, and emergency service plan.</p>	Permanent
RSK-10	<p>TRAINING CORSE FILES</p> <p>Course schedules, evaluations, correspondence, and rosters.</p>	<p>[1]3 years/Office</p> <p>[2 YEARS/RECORD</p>

[FIN /]Risk Management

SERIES No.	DESCRIPTION	RETENTION
		CNTR.]
RSK-11	<p>TRAINING COURSE DEVELOPMENT FILES</p> <p>Course materials including audio/visual products, training aides, research materials, correspondence, and other media related to the development and/or presentation of training presentations.</p>	Retain in office until course is obsolete, superseded or administrative need is met.
RSK-12	<p>HAZARD COMMUNICATION & MATERIAL SAFETY DATA SHEETS</p> <p>Lists of hazardous chemicals present in the workplace and copies of the material safety data sheets received with incoming shipments of chemicals and posted in the workplace.</p>	<p>30 years/Office</p> <p>Record copy retained by receiving department.</p> <p>Authority: 20CFR 1910.1200; 1410.450</p>
<u>RSK-13</u>	<p><u>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION LOGS</u></p> <p><u>OSHA 300A Summary reports of lost time injuries</u></p> <p><u>OSHA 200 Log of Injuries and Illnesses</u></p> <p><u>OSHA 301 Incident Reports</u></p>	<u>6 years/Office</u>
<u>RSK-14</u>	<p><u>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REPORTS</u></p> <p><u>OSHA Consultation Inspections</u></p> <p><u>OSHA Compliance/Enforcement Inspections</u></p>	<p><u>5 years/Office</u></p> <p><u>25 years/Records Cntr.</u></p>
<u>RSK-15</u>	<p><u>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION EMPLOYEE RECORDS</u></p>	<u>Duration of employment/Office</u>

[FIN /]Risk Management

SERIES No.	DESCRIPTION	RETENTION
	<u>Respiratory Medical Evaluation</u>	<u>30</u> <u>years/Records</u> <u>Cntr.</u>

Road Improvement

SERIES NO.	DESCRIPTION	RETENTION
RDI-01	<p>ROAD IMPROVEMENT PROJECT FILES</p> <p>Contracts, payment records, grant funding within specific projects, correspondence and reports relating to completion of road improvement projects.</p> <p><i><u>(Note: Retention for projects completed with Grant Funding is set by the Granting Agency.)</u></i></p> <p><i><u>C = Until project is complete.</u></i></p>	<p><u>C+ 1 year/Office</u></p> <p>[8] <u>6</u> years/Record Cntr.</p>
RDI-02	<p>GRANT FUND ADMINISTRATION</p> <p>Reports related to process of obtaining state and federal grant funds for road improvement projects.</p>	<p>[1] <u>3</u> years/Office</p> <p>[2 years/Record Cntr.]</p>

KPB Records Retention Schedule

RDI-03	DEPARTMENT OPERATIONS Records related to internal administration, office, photo and automotive supplies, fuel, small tools, equipment and road signs. Budget work papers, expenses, staff travel.	[1] <u>3</u> year/Office [2] <u>2</u> years/Record Cntr.]
RDI-04	ROAD IMPROVEMENT ASSESSMENT DISTRICTS Reports and information on Road Improvement Assessment Districts (RIAD). <u>For formation of assessment district, see CLK-20.</u> <u>C = Until RIAD is complete.</u>	[2] <u>C+ 1</u> year[s]/Office [12] <u>6</u> years/Record Cntr.

Road Maintenance

SERIES NO.	DESCRIPTION	RETENTION
RDM-01	ROAD MAINTENANCE PROJECT FILES Correspondence, relating to completion of road maintenance projects: grading, sanding, snow plowing and snow removal, graveling, pothole filling, ditching, brushing, culvert replacement and repair. <u>C = Until Project is complete.</u>	<u>C+ 1</u> year/Office [8] <u>6</u> years/Record Cntr.
RDM-02	ROAD MAINTENANCE REPORTS Reports related to road maintenance revenues, maintenance	<u>C+ 1</u> year/Office [8] <u>6</u>

Road Maintenance

SERIES NO.	DESCRIPTION	RETENTION
	<p>expenditures and status of projects.</p> <p><i>(Note: Retention for projects completed with Grant Funding is set by the Granting Agency.)</i></p> <p><i>C = After project is complete.</i></p>	years/Record Cntr.
RDM-03	<p>ROAD SERVICE AREA BOARD RECORDS</p> <p>Service Area Board agendas, staff reports, meeting packets.</p>	Permanent
RDM-04	<p>STATE AND FEDERAL GRANT – STIP/CIP LIST</p> <p>Work Papers, correspondence, copy of grant awards provided for road maintenance or improvements, i.e. STIP; ISTEА.</p> <p><i>C = After project is complete or per grant requirements.</i></p>	<p>[RETAIN]C+6 years /Office[AFTER PROJECT COMPLETION OR PER GRANT REQUIREMENTS] AS28.35.100</p>
RDM-05	<p>DEPARTMENT OPERATIONS</p> <p>Purchase of office, photo and automotive supplies, fuel, small tools, equipment and road signs. Budget work papers. Expenditure reports. Staff Travel. Board member expenses.</p>	<p>[1] 3 year/Office</p> <p>[2 years/Record Cntr.]</p>
RDM-06	<p>ROAD SYSTEM STANDARDS/ADMITTANCE</p> <p>Borough road standards. Admittance for acceptance and related correspondence, rejections, Road System List.</p>	Permanent
RDM-07	<p>WORK/REPAIR REQUESTS AND COMPLAINTS</p> <p>Requests for work or repairs initiated by citizen complaint. Include name and contact information of complainant, location and type of work to be performed, dates and time of response.</p>	<p>[1] 3 year/Office</p> <p>[2 years/Record Cntr.]</p>

Service Areas (other than fire & emergency)

<u>SERIES NO.</u>	<u>DESCRIPTION</u>	<u>RETENTION</u>
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KPB Records Retention Schedule

<u>OSA-01</u>	<u>ADMINISTRATIVE RECORDS</u> <u>Timesheets, budget work papers, travel expenses, training and education, volunteer services.</u>	<u>2 years/Office</u> <u>2 years/records center</u>
<u>OSA-02</u>	<u>REFERENCE MATERIALS</u> <u>Office use only.</u>	<u>1 year/Office</u>
<u>OSA-03</u>	<u>SERVICE AREA BOARD ADMINISTRATION</u> <u>Board packets, agendas, notices, minutes and resolutions.</u> <u>Meeting audio is retained in office until administrative need is met.</u> <u>Elected/Appointed board member applications, oaths of office and resignation letters are kept in the Clerk's Office. See CLK-05.</u>	<u>Permanent</u>

Solid Waste

SERIES NO.	DESCRIPTION	RETENTION
SWD-01	<p>FACILITIES AND SITE MANAGEMENT</p> <p>Operating contracts and related documents for landfills, bailing facilities, transfer facilities, transfer sites and closed solid waste sites. Monitoring logs, field tests ground water samples[, ETC].</p>	<p>Permanent</p> <p>EPA</p>
SWD-02	<p>PLANNING, REPORTS AND STUDIES</p> <p>Solid waste reports and studies; Waste Disposal Commission records.</p>	<p>Permanent</p>
SWD-03	<p>ENVIRONMENTAL PROGRAM MANAGEMENT</p> <p>Property assessment and cleanup for underground tank removal, site assessments, site cleanup projects[, ETC].</p>	<p>Permanent</p> <p>AS 46.03.360 thru 450</p>
SWD-04	<p>DEPARTMENT OPERATIONS</p> <p>Routine correspondence, vendor files, travel and expense reports, budget work papers[, ETC].</p>	<p>[1] <u>3</u> year/Office</p> <p>[2 years/Record Cntr.]</p>
SWD-05	<p>HAZARDOUS WASTE RECORDS</p> <p>Record of hazardous material transfer, asbestos disposal, special waste disposal authorization.</p>	<p>Permanent</p>

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: _____
Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> Record Center <input 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 type="checkbox"/> (E) Electronic
Department of Record: _____	Record Title: _____

Description:

Requested by: _____ Date: _____

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: _____ <small style="text-align: center;">(Print Name)</small>
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Comments:

Signature: _____ Date: _____

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 style="text-align: center;">(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:	Records Manager: _____ <small style="text-align: center;">(Print Name)</small>
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Signature: _____ Date: _____

