



## 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;">CLK-33</div>
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Years Retained: <input type="checkbox"/> C+1 Office <input type="checkbox"/> Record Center <input checked="" 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
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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%;">Elections – Voted Ballots</div>
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Description:  
 All voted ballots including questioned, 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.

Requested by: Michele Turner, Records Manager      Date: 10/19/16

### 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:  
 This revision updates the series definition to coincide with borough code and state's local government retention model.

Signature: *Johni Blankenship*      Date: 10/27/16

### 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%;"></div> <small style="text-align: center;">(Print Name)</small>
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Comments:  
KPB 4.10.140

Signature: *Costa G. Shantz*      Date: 10-31-16

### 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: <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: \_\_\_\_\_