

KENAI PENINSULA BOROUGH

Office of the Borough Clerk

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Johni Blankenship, MMC
Borough Clerk

MEMORANDUM

TO: Dale Bagley, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Johni Blankenship, Borough Clerk (JB)

FROM: Michele Turner, Deputy Borough Clerk (MT)

DATE: October 27, 2015

RE: Resolution 2015-045: Approving Amendments to the Kenai Peninsula Borough Records Retention Schedule (Bagley at the Request of the Borough Clerk)

We are seeking amendment of the borough's retention schedule not only to incorporate some of the updates to the State's local government retention schedule model, but also update each department's schedule for consistency with current business practices.

We worked together with the department directors and their records custodians throughout this process. A brief summary of the amendments are recapped below.

- In an effort to create a more user friendly document, each department's retention schedule has been assembled into one document that defines the purpose of the schedule; provides a glossary of terms; table of contents and a revision request form.
- Inconsistencies with formatting, structure and layout were fixed.
- Record series were combined and/or eliminated where appropriate.
- Offered cross-references if another department's schedule has a similar record.
- Broadened the descriptions of record series and eliminated "etc."
- Created a new schedule for service areas; amended and renamed the Central Emergency Service Area schedule to encompass all fire and emergency medical service areas.
- Referenced which permanent records are microfilmed and which are considered a vital record of the borough.

Thank you for your consideration.