

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Members, Kenai Peninsula Borough Assembly

THRU: Kelly Cooper, Assembly President

FROM: Johni Blankenship, Borough Clerk (JB)
Michele Turner, Deputy Clerk / Records Manager (MT)

DATE: December 23, 2019

RE: Ordinance 2020-02, Amending KPB 2.54.060 Regarding Response to Request for Access to Public Records to Increase Time Limits for Response (Cooper at the Request of the Borough Clerk)

KPB 2.54.060 currently requires the borough clerk or designee to notify the requestor that the requested record is exempt, cannot be located, or that the request is insufficient to describe the record sought within three days of receipt. The State of Alaska and the Matanuska-Susitna Borough offer two examples where the time limit for response is within 10 days of the request.

The number of record requests processed by the borough continues to increase annually (see chart below). The process for internally searching paper records, as well as electronic records, is time intensive and involves multiple departments' personnel time.

Increasing the time limit for response will not suppress public access to records or otherwise change the record request process – it will simply help alleviate the immediate administrative burden for borough departments and service areas.

Your consideration is appreciated.

