

### 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The retention periods listed herein begin after the record is no longer active and are the minimum amount of time records may be kept.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.

Scanned Images (s): Indicates that a scanned image of the record is viewed electronically within the records management program.\*\*

Electronically Stored in Department (e): Indicates which records are only stored electronically in the originating 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.

\*\*This language will be submitted for approval with the next retention schedule revision.