

# 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: <p style="text-align: center; font-size: 1.2em;">REC-11</p>
---	--

Years Retained: <input type="checkbox"/> 0 Office <input type="checkbox"/> +99 Record Center <input type="checkbox"/> +99 Total <p style="text-align: center; font-weight: bold; font-size: 1.2em;">PERMANENT</p>	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
---	---

Department of Record: <p style="text-align: center; font-weight: bold;">Records Management</p>	Record Title: <p style="text-align: center; font-weight: bold;">Filmed Index/Inspection Reports</p>
---	--

Description:

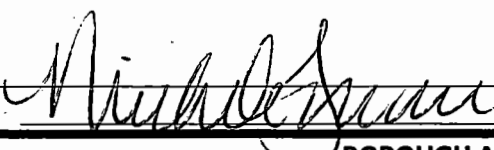
Add record series definition:  
Relating to quality of film and records filmed.

Requested by: Michele Turner, Records Manager      Date: January 15, 2016

### 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: <p style="text-align: center;">Michele Turner</p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
---	---


Comments:

Signature:       Date: 2-18-16

### 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: <p style="text-align: center;"><u>COLETTE THOMPSON</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
--	---

Comments:

Signature:       Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

<input checked="" type="checkbox"/> Resolution Number <u>2016-016</u> <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
---	---

Comments:

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; font-size: 1.2em;">REC-08</p>
--	--

Years Retained: 3 Office 0 Record Center 3 Total	Media: _____ (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper _____ (V) Video Tapes    _____ (F) Film _____ (M) Microfiche    _____ (E) Electronic
---	--

Department of Record: <p style="text-align: center; font-weight: bold;">Records Management</p>	Record Title: <p style="text-align: center; font-weight: bold;">Record Request Forms</p>
---	---

Description:


Amend record series definition:  
 Completed by users requesting retrieval of retired records. Barcode processing summary and error lists.

Requested by: Robin Horne, Records Technician      Date: January 15, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <u>Michele Turner</u> <small style="text-align: right;">(Print Name)</small>
--	---


Comments:

Signature:       Date: 2-18-16

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <u>Colette G. Thompson</u> <small style="text-align: right;">(Print Name)</small>
---	---

Comments:

Signature:       Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

<input checked="" type="checkbox"/> Resolution Number <u>2016-016</u> _____ Date Approved by Assembly	_____ Records Management Software Updated _____ Revised Retention Schedule Distributed
--	---

Comments:

Records Manager:  
 \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ X NO (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; font-size: 1.2em;">CLK-17</p>
Years Retained: C+1[3] Office _____ Record Center _____ 1[3] Total _____	Media: _____ (A) Audio Tapes      X (P) Paper _____ (V) Video Tapes      _____ (F) Film _____ (M) Microfiche      _____ (E) Electronic
Department of Record: <p style="text-align: center;">Clerk's Office</p>	Record Title: <p style="text-align: center;">License and Permit Administration</p>

**Description:**  
 Amend retention period to match the State's local government model.  
**Description remains unchanged:**  
 Alcoholic Beverage Control board applications (liquor license); restaurant designation permits; Games of Skill & Chance permits.  
 c = Expiration of permit.

Requested by: Michele Turner, Records Manager      Date: January 20, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="font-size: 1.2em; text-align: center;"><u>Johni Blankenship, Borough Clerk</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
--	--

Comments:

Signature: *Johni Blankenship*      Date: 2/22/16

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="font-size: 1.2em; text-align: center;"><u>Colette G. Thompson</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
---	--

Comments:

Signature: *Colette G. Thompson*      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

<input checked="" type="checkbox"/> Resolution Number <u>2016-016</u> _____ Date Approved by Assembly	_____ Records Management Software Updated _____ Revised Retention Schedule Distributed
--	---

Comments:

Records Manager:  
 \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

# 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;">MAY-04</div>
---	--

Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> Record Center <input type="checkbox"/> Total <div style="text-align: center; font-weight: bold; margin-top: 10px;">PERMANENT</div>	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
---	---

Department of Record: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">Mayor's Office</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; width: 100%;">International Relations</div>
---	--

Description:  
 Keep this record series active in the schedule. Definition is as follows:  
Sister City relationships, economic development opportunities.

Requested by: <u>Michele Turner, Records Manager</u>	Date: <u>February 11, 2016</u>
--	--------------------------------

### 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%;">Paul Ostrander, Chief of Staff</div> <div style="text-align: center; font-size: small;">(Print Name)</div>
---	--

Comments:

Signature: <u>Paul Ostrander for M.M.</u>	Date: <u>2/24/16</u>
---	----------------------

### 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%;">Colette G. Thompson</div> <div style="text-align: center; font-size: small;">(Print Name)</div>
--	--

Comments:

Signature: <u>Colette G. Thompson</u>	Date: <u>2-25-16</u>
---------------------------------------	----------------------

### RECORDS MANAGEMENT USE ONLY

<input checked="" type="checkbox"/> Resolution Number <u>2016-016</u> <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
---	---

Comments: This record series title/definition was inadvertently removed from the schedule when approved under R2015-045.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 100%; height: 20px;"></div> <div style="text-align: center; font-size: small;">(Print Name)</div>
---	--

Signature: _____	Date: _____
------------------	-------------

# 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: <p style="text-align: center; font-size: 1.2em;">MAY-05</p>
---	--

Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> +99 Record Center <input type="checkbox"/> +99 Total <p style="text-align: center; font-weight: bold; font-size: 1.2em;">PERMANENT</p>	Media: <input checked="" 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: <p style="text-align: center; font-weight: bold;">Mayor's Office</p>	Record Title: <p style="text-align: center; font-weight: bold;">Boards and Commissions</p>
---	---

Description:  
 Amend record series title and definition:  
Appointments and resignations; changes in structure or administration.  
Board and Commission membership documents and oaths of office are kept in the Clerk's Office. See CLK-05.

Requested by: Michele Turner, Records Manager      Date: February 11, 2016

### 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: <p style="font-size: 1.2em; text-align: center;"><u>Paul Ostrander, Chief of Staff</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
---	--

Comments:

*Paul Ostrander for M.N.*      Date: 2/26/16

### 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: <p style="font-size: 1.2em; text-align: center;"><u>Colette G. Thompson</u></p> <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
--	--

Comments:

Signature: *Colette G. Thompson*      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

<input checked="" type="checkbox"/> Resolution Number <u>2016 016</u> <input type="checkbox"/> Date Approved by Assembly _____	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
---	---

Comments:  
 This record series title/definition was not listed correctly when approved under R2015-045.

Records Manager:  
 \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

# 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;">EMR-14</div>
---	--

Years Retained: <input type="checkbox"/> 1 Office <input type="checkbox"/> 3 Record Center <input checked="" type="checkbox"/> 4 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
---	---

Department of Record: <div style="text-align: center;">Office of Emergency Management</div>	Record Title: <div style="text-align: center;">Search and Rescue Activities</div>
--	--

Description: -  
 Keep this record series active in the schedule. Definition is as follows:  
Coordination of equipment for rescue activities and disaster management. Mutual Aid Agreements. List of available personnel and equipment.

Requested by: Michele Turner, Records Manager	Date: January 15, 2016
---	------------------------

### 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: 100px; margin: 0 auto;">Scott Walden, OEM Director</div> <small style="text-align: center;">(Print Name)</small>
---	---

Comments:

Signature:	Date: 2-18-16
------------	---------------

### 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: 100px; margin: 0 auto;">Colette G. Thompson</div> <small style="text-align: center;">(Print Name)</small>
--	---

Comments:

Signature:	Date: 2-25-16
------------	---------------

### RECORDS MANAGEMENT USE ONLY

<input checked="" type="checkbox"/> Resolution Number 2016-0116 <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
---	---

Comments: This record series title/definition was inadvertently removed from the schedule when approved under R2015-045.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <small style="text-align: center;">(Print Name)</small>
---	---

Signature: _____	Date: _____
------------------	-------------

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ X NO (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; font-size: 1.2em;">PUR-02</p>
--	--

Years Retained: 2 Office [2] 4 Record Center [4] 6 Total	Media: _____ (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper _____ (V) Video Tapes    _____ (F) Film _____ (M) Microfiche    _____ (E) Electronic
---	--

Department of Record: <p style="text-align: center; font-size: 1.2em;">Purchasing</p>	Record Title: <p style="text-align: center; font-size: 1.2em;">Formal Bids – Winning Bids</p>
--	--

Description:  
 Amend Description to read:  
 Requests for proposals/invitation to bid, solicitation documents, including: all received proposals/bids, intent to award, notice of award, general/special conditions, award authorization, bid tabulations and addenda.

**NOTE: These files may not be destroyed until the associated contract has reached its required retention, see CLK-40.**

Requested by: Michele Turner, Records Manager      Date: February 25, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="" type="checkbox"/> Approved (Departmental needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; font-size: 1.2em;">Valentina Sustaita</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p>
--	--

Comments:

Signature:       Date: 2/24/16

### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> Approved (Legal needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; font-size: 1.2em;">Colette G. Thompson</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p>
---	--

Comments:

Signature:       Date: 2-25-16

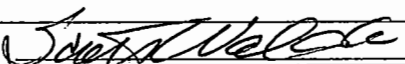
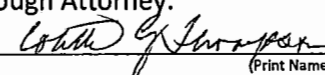
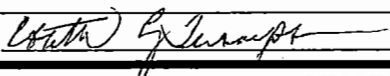
### RECORDS MANAGEMENT USE ONLY

<input checked="" type="checkbox"/> Resolution Number <u>2016-016</u> _____ Date Approved by Assembly	_____ Records Management Software Updated _____ Revised Retention Schedule Distributed
--	---

Comments: Retention of PUR-02 bid files should coincide with CLK-40 files.	Records Manager: <p style="text-align: center; font-size: 0.8em;">(Print Name)</p>
---	---

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

# 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: <p style="text-align: center; font-size: 1.2em;">EMR-08</p>
Years Retained: <input type="checkbox"/> 1 Office <input type="checkbox"/> 10 Record Center <input type="checkbox"/> 11 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
Department of Record: <p style="text-align: center; font-weight: bold;">Office of Emergency Management</p>	Record Title: <p style="text-align: center; font-weight: bold;">Hazardous Materials Abatement</p>
Description: Amend record series title and definition: <u>Testing, Identification and mitigation of hazardous material problems, oil spills, chemical Waste, various toxins, poisons. Analysis, reports, correspondence, studies, data sheets. Superfund Amendment Reauthorization Act (SARA). Title III, Tier I &amp; II Material Safety datasheets. List of hazardous materials stored by private companies.</u>	
Requested by: <u>Michele Turner, Records Manager</u> Date: <u>January 15, 2016</u>	
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: <u>Scott Walden, OEM Director</u> <small>(Print Name)</small>
Comments:	
Signature: <u></u> Date: <u>2-18-16</u>	
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: <u></u> <u>Colette G. Thompson</u> <small>(Print Name)</small>
Comments:	
Signature: <u></u> Date: <u>2-25-16</u>	
RECORDS MANAGEMENT USE ONLY	
<input checked="" type="checkbox"/> Resolution Number <u>2016-016</u> <input type="checkbox"/> Date Approved by Assembly _____	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
Comments: This record series title/definition was not listed correctly when approved under R2015-045.	Records Manager: _____ <small>(Print Name)</small>
Signature: _____      Date: _____	



# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ X No (If no, provide record series number you wish to revise)	Record Series Number: <p style="text-align: center; font-size: 1.2em;">SVC-08</p>
--	--

Years Retained: C Office _____ 2 Record Center _____ 2 Total _____	Media: _____ (A) Audio Tapes    X (P) Paper _____ (V) Video Tapes    _____ (F) Film _____ (M) Microfiche    _____ (E) Electronic
---	---

Department of Record: <p style="text-align: center; font-size: 1.1em;">Fire &amp; Emergency Service Areas</p>	Record Title: <p style="text-align: center; font-size: 1.1em;">Fire Inspection/Compliance Files</p>
--	--

**Description:**  
 Amend retention period and include a condition of the retention in the description.  
 Fire safety inspection before and after building construction is complete. May include building plans used in inspection/approval process detailing fire detection specifications or other compliance requirements, certificates of inspection, violation appeals, department responses, and applications for variances. C = until building is no longer in use.

Requested by: Michele Turner, Records Manager      Date: February 25, 2016

### DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <p style="text-align: center; font-size: 1.1em;">Roy Browning, CES Chief</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p>
--	---

Comments:

Signature: *Roy Browning*      Date: 2-25-16

### BOROUGH ATTORNEY USE ONLY

X Approved (Legal needs are met) _____ Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <p style="text-align: center; font-size: 1.1em;">Colette Thompson</p> <p style="text-align: right; font-size: 0.8em;">(Print Name)</p>
---	---

Comments:

Signature: *Colette Thompson*      Date: 2-25-16

### RECORDS MANAGEMENT USE ONLY

✓ Resolution Number <u>2016-016</u> _____ Date Approved by Assembly	_____ Records Management Software Updated _____ Revised Retention Schedule Distributed
--	---

Comments: This amendment provides a more clear directive as to when these record is archived at the Records Center.	Records Manager: <p style="text-align: right; font-size: 0.8em;">(Print Name)</p>
--	--

Signature: \_\_\_\_\_      Date: \_\_\_\_\_