

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

<p>Is request for a New Record Series Number? <u> X </u> Yes <u> </u> NO (If no, provide record series number you wish to revise)</p>	<p>Record Series Number: <u> PER.ADM. 24 </u></p>
<p>Years Retained: <u> 2 </u> Office <u> </u> Record Center <u> 2 </u> Total</p>	<p>Media: <u> </u> (A) Audio Tapes <u> </u> (P) Paper <u> </u> (V) Vital <u> </u> (F) Film <u> </u> (M) Microfiche <u> X </u> (E) Electronic</p>
<p>Department of Record: <u> Human Resources </u></p>	<p>Record Title: <u> Background Screenings </u></p>
<p>Description: <u> Background screenings for solicited applications. </u></p>	
<p>Requested by: <u> Tiffany Collier-PHR, Human Resources Generalist </u></p>	<p>Date: _____</p>
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<p><input checked="" type="checkbox"/> Approved (Departmental needs are met) <u> </u> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</p>	<p>Director/Manager Name: <u> JUSTIN HUFF </u> <small>(Print Name)</small></p>
<p>Comments: _____</p>	
<p>Signature: <u> [Signature] </u></p>	<p>Date: <u> 11/3/25 </u></p>
BOROUGH ATTORNEY USE ONLY	
<p><input checked="" type="checkbox"/> Approved (Legal needs are met) <u> </u> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</p>	<p>Borough Attorney: <u> Sean Kelley </u> <small>(Print Name)</small></p>
<p>Comments: _____</p>	
<p>Signature: <u> [Signature] </u></p>	<p>Date: <u> 11-20-25 </u></p>
RECORDS MANAGEMENT USE ONLY	
<p><u> </u> Resolution Number <u> </u> Date Approved by Assembly</p>	<p><u> </u> Records Management Software Updated <u> </u> Revised Retention Schedule Distributed</p>
<p>Comments: Background screenings were included in PER.ADM.09. Department has requested retentions be changed from 4 years to 2 years. Archived electronically.</p>	<p>Records Manager: <u> Robin Horne </u> <small>(Print Name)</small></p>
<p>Signature: _____</p>	<p>Date: _____</p>

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <u>Yes</u> <u>X</u> No (If no, provide record series number you wish to revise)	Record Series Number: <u>PER.ADM.01</u>
Years Retained: <u>C+ [1] 50</u> Office <u>[49]</u> Record Center <u>50</u> Total	Media: <u>(A)</u> Audio Tapes <u>[X]</u> (P) Paper <u>(V)</u> (V) Vital <u>(F)</u> Film <u>(M)</u> Microfiche <u>X</u> (E) Electronic
Department of Record: <u>Human Resources</u>	Record Title: <u>EMPLOYEE FILES / PERSONNEL FILES</u>

Description:

Full-time, part-time, on-call/volunteer, assembly members, board and commission members. Contains application/resume, tax forms, payroll deduction authorizations, test and scores, retirement data, references, evaluations, transfers, promotions/demotions, salary increases/decreases, levies/attachments, deferred compensation data, disciplinary actions. Health and benefit enrollment information.

C = Upon employee's separation from employment.

Note: Personnel records prior to 2026 are paper records.

Requested by: Tiffany Collier-PHR, Human Resources Generalist Date: _____

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>JUSTIN HUFF</u> (Print Name)
---	--

Comments:

Signature: [Signature] Date: 11/5/25

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>Sean Kelley</u> (Print Name)
--	---

Comments:

Signature: [Signature] Date: 11-20-25

RECORDS MANAGEMENT USE ONLY

<u>Resolution Number</u> <u>Date Approved by Assembly</u>	<u>Records Management Software Updated</u> <u>Revised Retention Schedule Distributed</u>
Comments: Updating media type from paper record to electronic record. Archived electronically In NeoGov.	Records Manager: <u>Robin Horne</u> (Print Name)
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: PER.ADM.09
Years Retained: [1] 4 Office [3] Record Center 4 Total	Media: (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper (V) Vital <input type="checkbox"/> (F) Film (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
Department of Record: Human Resources	Record Title: Recruitment and Selection
Description: Job announcements, solicited applications, transcripts, test scores, interview schedules and selection. [Background screenings] Note: Recruitment records prior to 2026 are paper records.	
Requested by: Tiffany Collier-PHR, Human Resources Generalist	Date:
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: JUSTIN HUIF (Print Name)
Comments:	
Signature: [Signature]	Date: 11/15/25
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: Sean Kelley (Print Name)
Comments:	
Signature: [Signature]	Date: 11-20-25
RECORDS MANAGEMENT USE ONLY	
Resolution Number Date Approved by Assembly	Records Management Software Updated Revised Retention Schedule Distributed
Comments: Updating media type from paper record to electronic record. Archived electronically In NeoGov.	Records Manager: Robin Horne (Print Name)
Signature:	Date:

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST	
Is request for a New Record Series Number? <div>Yes</div> <div><input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise)</div>	Record Series Number: <div>RSK.CLM.05</div>
Years Retained: <div>C+[5] 40 Office</div> <div>[35] Record Center</div> <div>40 Total</div>	Media: <div>(A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper</div> <div>(V) Vital <input type="checkbox"/> (F) Film</div> <div>(M) Microfiche <input checked="" type="checkbox"/> (E) Electronic</div>
Department of Record: <div>Risk Management</div>	Record Title: <div>WORKERS' COMPENSATION CLAIMS</div>
Description: Workers' Compensation claims submitted to the Borough, District, and service areas, which may include no treatment, first aid, and recordable incidents. Claim files may include reports of injury, investigation reports, medical reports, correspondence, release agreements, vocational rehabilitation reports, indemnity and medical payments, and medical examinations. C = Until claim is closed and all legal aspects are resolved. Note: Claims records prior to 2021 are paper records.	
Requested by: <div>Sovala Kisena, Risk Manager</div> Date: <div>11-26-25</div>	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<div><input checked="" type="checkbox"/> Approved (Departmental needs are met)</div> <div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div>	Director/Manager Name: <div>Sovala Kisena</div> <div>(Print Name)</div>
Comments:	
Signature: <div>Sovala Kisena</div> Date: <div>11-26-25</div>	
BOROUGH ATTORNEY USE ONLY	
<div><input checked="" type="checkbox"/> Approved (Legal needs are met)</div> <div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div>	Borough Attorney: <div></div> <div>(Print Name)</div>
Comments:	
Signature: <div>Robin Horne</div> Date: <div>12-3-25</div>	
RECORDS MANAGEMENT USE ONLY	
<div>Resolution Number</div> <div>Date Approved by Assembly</div>	<div>Records Management Software Updated</div> <div>Revised Retention Schedule Distributed</div>
Comments: Update media type from paper record to electronic record.	Records Manager: <div>Robin Horne</div> <div>(Print Name)</div>
Signature: <div></div> Date: <div></div>	