

Kenai Peninsula Borough  
Office of the Borough Clerk  
Records Management Division

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Johni Blankenship, Borough Clerk (B)

**FROM:** Michele Turner, Deputy Clerk / Records Manager (M.T.)

**DATE:** March 1, 2022

**RE:** Annual Records Report to Assembly

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Pursuant to KPB 2.52.030(G), this serves to provide the assembly with our annual report from the Records Management Division.

In 2021 there were a total of 3,651 files that were removed from active departmental files and archived at the records center. A detailed description by records series is attached for your reference.

Records that met their required retention or were transferred to an electronic or microfilm media type were destroyed and shredded in 2021. Those records are recapped below.

Obsolete Paper Records Destroyed/Shredded:

Assessing	58 Boxes
Borough Clerk	55 Boxes
Finance	60 Boxes
Human Resources	6 Boxes
Legal	18 Boxes
Office of Emergency Mgmt.	1 Boxes
Planning	3 Boxes
Risk Management	4 Boxes
Roads	47 Boxes
School District	21 Boxes
Total Obsolete Boxes	<u>273 Boxes</u>

5,075 lbs. of paper

Other Paper Records Destroyed/Shredded:

Converted to electronic/microfilm	183 Boxes
Transitory/Intermediary (not subject to retention)	135 Boxes

2,400 lbs. of paper

**TOTAL RECORDS DESTROYED/SHREDDED 2021**

591 Boxes

7,475 lbs. of paper

**PHYSICAL RECORDS CREATED/ARCHIVED**  
January 1, 2021 through December 31, 2021

<b>CLASSIFICATION</b>	<b>CLASSIFICATION TITLE</b>	<b>2021 FILES</b>	<b>DEPT. TOTAL FILES</b>	<b>DEPT. TOTAL BOXES</b>
ASG.ADM.03	NOTICES OF ASSESSMENT	58		
ASG.ADM.06	REAL & PERSONAL PROPERTY – CORRESP	81		
ASG.ADM.12	PROPERTY OWNER ADDRESS CHANGES	71		
ASG.ADM.17	PERSONAL PROPERTY STATEMENTS	81		
ASG.ADM.34	BUSINESS PERSONAL PROPERTY – INACTIVE	70		
ASG.ADM.35	BOARD OF EQUALIZATION	252		
ASG.ADM.37	SPECIAL ASSESSMENT DISTRICTS – APPROVED	2		
ASG.ADM.38	SPECIAL ASSESSMENT DISTRICTS – FAILED	1		
TOTAL ARCHIVED - ASSESSING			616	27
CAP.ADM.02	CONSTRUCTION	21		
CAP.ADM.03	DESIGN	7		
CAP.ADM.08	PLANS, MAPS AND DRAWINGS	1		
CAP.PUR.02	FORMAL SOLICITATIONS	50		
TOTAL ARCHIVED - CAPITAL PROJECTS			79	10
CLK.ADM.03	MEETING PACKETS	35		
CLK.ADM.16	ELECTED/APPOINTED DISCLOSURE FORMS	5		
CLK.ADM.39	RESOLUTIONS & ORDINANCES	2		
CLK.ADM.40	CONTRACTS	542		
CLK.ELE.32	ELECTIONS - NOTICES, SAMPLE BALLOTS, PROPS	2		
CLK.ELE.33	ELECTIONS - VOTED BALLOTS	9		
CLK.ELE.36	ELECTIONS - REGISTERS	5		
TOTAL ARCHIVED - CLERKS			600	44
FIN.CSH.06	CASH POSTING JOURNAL REPORT / TAX / JUD	8		
FIN.CSH.08	BACK OFFICE BOOK	30		
FIN.CSH.15	BANK DEPOSIT BOOKS	3		
FIN.CSH.17	TAX BILLS – REAL & PERSONAL PROPERTY	255		
FIN.CSH.26	SPECIAL ASSESSMENT DISTRICTS	259		
FIN.CSH.27	SPECIAL ASSESSMENT DISTRICT REPORTS	64		
FIN.DEL.04	REAL PROPERTY TAX FORECLOSURE – PAID	406		
FIN.DEL.07	PERSNL PROPERTY / SALES TAX JUDGMENT	15		
FIN.PAY.11	PAYROLL FINAL PROCESSING DOCUMENTS	13		
TOTAL ARCHIVED - FINANCE			1053	33
LGL.ADM.03	COURT LITIGATION CASE FILES	4		
TOTAL ARCHIVED - LEGAL			4	2
OEM.ADM.08	HAZARDOUS MATERIALS ABATEMENT	215		
OEM.ADM.11	FEDERAL / STATE COORDINATION	49		
OEM.ADM.13	LOCAL EMERG. PLANNING COMMITTEE	58		
TOTAL ARCHIVED - OFFICE OF EMERGENCY MGMT.			322	17

**PHYSICAL RECORDS CREATED/ARCHIVED**  
January 1, 2021 through December 31, 2021

CLASSIFICATION	CLASSIFICATION TITLE	2021 FILES	DEPT. TOTAL FILES	DEPT. TOTAL BOXES
PER.ADM.01	EMPLOYEE FILES / PERSONNEL FILES	131		
PER.ADM.02	EMPLOYEE MEDICAL RECORDS	121		
PER.ADM.09	RECRUITMENT AND SELECTION	123		
TOTAL ARCHIVED - HUMAN RESOURCES			375	17
PLN.ADM.16	COMPREHENSIVE PLANS	1		
PLN.ADM.17	COMMISSION AND COMMITTEE RECORDS	27		
PLN.ADM.18	SUBDIVISION / PLATTING FILES	64		
PLN.ADM.19	LAND MANAGEMENT / LEASES / AUCTIONS	327		
PLN.ADM.20	LAND USE REGULATION / LOZ / PERMITS	106		
TOTAL ARCHIVED - PLANNING			525	56
RDS.IMP.04	ROAD IMPROVEMENT ASSMT DISTRICTS	7		
RDS.MTN.01	ROAD MAINTENANCE PROJECT FILES	49		
RDS.MTN.03	ROAD SERVICE AREA BOARD RECORDS	20		
TOTAL ARCHIVED - ROADS			76	8
RSK.ADM.03	REFERENCE MATERIALS	1		
TOTAL ARCHIVED - RISK MGMT.			1	1
<b>2021 PHYSICAL RECORDS CREATED/ARCHIVED</b>			<b>3651</b>	<b>215</b>