

MEMORANDUM

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

FROM: Michele Turner, Acting Borough Clerk / Records Manager

DATE: March 13, 2023

RE: Annual Records Report to Assembly

(M.T.)

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

In 2022 there were a total of 3,710 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 eligible for destruction in 2022. Those items are recapped below.

Obsolete Paper Records from Archives:

Assessing	31 Boxes
Borough Clerk	35 Boxes
Finance	39 Boxes
Human Resources	5 Boxes
Legal	8 Boxes
Office of Emergency Mgmt.	6 Boxes
Planning	6 Boxes
Purchasing & Contracting	12 Boxes
Risk Management	1 Boxes
Roads	4 Boxes
Total Obsolete Boxes	273 Boxes

Other Paper Records:

Converted to electronic/microfilm	73 Boxes
Transitory/Intermediary (not subject to retention)	92 Boxes
TOTAL DESTRUCTION FOR 2022	438 Boxes

2,909 lbs. of paper

PHYSICAL RECORDS CREATED/ARCHIVED
January 1, 2022 through December 31, 2022

CLASSIFICATION	CLASSIFICATION TITLE	2022 FILES	DEPT. TOTAL FILES	DEPT. TOTAL BOXES
ASG.ADM.33	REAL & PERSONAL PROPERTY – EXEMPTIONS	28		
TOTAL ARCHIVED - ASSESSING			28	1
CAP.ADM.01	SOIL AND WATER TESTS/SITE DEVELOPMENT	16		
CAP.ADM.02	CONSTRUCTION	426		
CAP.ADM.03	DESIGN	6		
CAP.ADM.04	INSPECTION AND TEST FILES	2		
CAP.ADM.08	PLANS, MAPS AND DRAWINGS	6		
CAP.PUR.02	FORMAL SOLICITATIONS	41		
TOTAL ARCHIVED - CAPITAL PROJECTS			497	61
CLK.ADM.01	MEETING MINUTES	1		
CLK.ADM.03	MEETING PACKETS	7		
CLK.ADM.04	ASSEMBLY/MAYOR ADMINISTRATION	2		
CLK.ADM.05	BOARDS/COMMISSIONS/SERVICE AREA BOARDS	84		
CLK.ADM.07	HISTORICAL RECORDS	1		
CLK.ADM.12	LEGISLATIVE PRIORITIES	1		
CLK.ADM.13	BUDGET	1		
CLK.ADM.16	ELECTED/APPOINTED DISCLOSURE FORMS	34		
CLK.ADM.20	ASSESSMENT DISTRICTS	4		
CLK.ADM.26	VACATIONS & EASEMENTS	1		
CLK.ADM.39	RESOLUTIONS & ORDINANCES	148		
CLK.ADM.40	CONTRACTS	273		
CLK.ADM.52	RECORDS ADMINISTRATION	2		
CLK.ADM.57	ALCOHOL & MARIJUANA LICENSES	9		
CLK.ELE.33	VOTED BALLOTS AND TESTING MATERIALS	21		
CLK.ELE.36	ELECTION REGISTERS	8		
CLK.REC.06	DESTRUCTION OF OBSOLETE RECORDS	5		
TOTAL ARCHIVED - CLERKS			602	55
FIN.ADM.12	SPECIAL ASSESSMENT DISTRICTS	245		
FIN.AUD.01	AUDIT CASE FILES	319		
FIN.AUD.04	OTHER AUDIT DOCUMENTS	69		
FIN.CSH.06	CASH POSTING JOURNAL REPORT	4		
FIN.CSH.07	CASH RECEIPTS	32		
FIN.CSH.08	ANNUAL REGISTER OF RECEIPTS	30		
FIN.CSH.17	TAX BILLS	270		
FIN.CSH.25	JUGMENT - ADJUSTMENT & PAYMENTS	221		
FIN.CSH.26	SPECIAL ASSESSMENT DISTRICTS	132		

PHYSICAL RECORDS CREATED/ARCHIVED
January 1, 2022 through December 31, 2022

CLASSIFICATION	CLASSIFICATION TITLE	2022 FILES	DEPT. TOTAL FILES	DEPT. TOTAL BOXES
FIN.CSH.28	WRITE-OFF TO COLLECTIONS/STATUTE OF LIMITATIONS	11		
FIN.DEL.02	TAX FILES - COLLECTION AGENCY	14		
FIN.DEL.03	PERSONAL PROPERTY FILES	35		
FIN.DEL.07	PERSONAL PROPERTY/SALES TAX JUDGMENT	65		
FIN.DEL.08	SALES TAX FILES - CLOSED ACCOUNTS	38		
FIN.DEL.13	SALES TAX & PERSONAL PROPERTY - UNENF. JUDGMENTS	184		
FIN.DEL.15	JUDGMENT SYSTEM - COLLECTION RPTS.	9		
FIN.DEL.17	SALES TAX COLLECTION & PERSONAL PROP.	2		
FIN.PAY.04	EMPLOYMENT SECURITY DIVISION - RPTS.	1		
FIN.PAY.05	PAYROLL REPORTS	4		
FIN.PAY.08	PERS CONTRIBUTION REPORTS	6		
FIN.PAY.11	PAYROLL FINAL PROCESSING DOCUMENT	50		
TOTAL ARCHIVED - FINANCE			1741	69
LGL.ADM.03	COURT LITIGATION CASE FILES	9		
LGL.ADM.08	QUASI-JUDICIAL MATTERS & CODE COMPLIANCE	25		
TOTAL ARCHIVED - LEGAL			34	6
PER.ADM.01	EMPLOYEE FILES / PERSONNEL FILES	486		
PER.ADM.09	RECRUITMENT AND SELECTION	60		
PER.ADM.10	EMPLOYEE BENEFITS	2		
TOTAL ARCHIVED - HUMAN RESOURCES			548	19
PLN.ADM.18	SUBDIVISION / PLATTING FILES	234		
TOTAL ARCHIVED - PLANNING			234	28
RDS.IMP.01	ROAD IMPROVEMENT PROJECT FILES	9		
RDS.MTN.03	ROAD SERVICE AREA BOARD RECORDS	17		
TOTAL ARCHIVED - ROADS			26	7
2022 PHYSICAL RECORDS CREATED/ARCHIVED			3710	246