KPB RECORDS RETENTION SCHEDULE	
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
Yes	REC-11
X No (If no, provide record series number you wish to revise)	
Years Retained:  0 Office	Media: (A) Audio Tapes X (P) Paper
+99 Record Center PERMANENT	(V) Video Tapes (F) Film
+99 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Records Management	Filmed Index/Inspection Reports
Description:	
Add a condension definition.	
Add record series definition:	•
Relating to quality of film and records filmed.	
Requested by: Michele Turner, Records Manager	Date: January 15, 2016
DEPARTMENT DIRECTO	R/MANAGER USE ONLY
X Approved (Departmental needs are met)	Director/Manager Name:
Denied □ Insufficient Retention □Excessive Retention	Michele Turner
Comments:	(Print Name)
Community.	
$\mathcal{A}$	
A line to the state of the stat	7.14.11
Signature: / //////////////////////////////////	Date: 2-18-16
	DRNEY USE ONLY
Approved (Legal needs are met)  Denied □ Insufficient Retention □Excessive Retention	Borough Attorney:  COLETTE THAMPSON
Defined in insufficient Retention in insufficient Retention	(Print Name)
Comments:	
	•
Signature: Latth Q Jumps	Date: 2-25-1b
RECORDS MANAGEMENT USE ONLY	
Resolution Number 2016-016	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
	The birth is a second of the birth is a second
	(Print Name)
	·
Signature:	Date:

KPB RECORDS RET	ENTION SCHEDULE
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
Yes	REC-08
X NO (If no, provide record series number you wish to revise)	
Years Retained:	Media:
3 Office	(A) Audio Tapes X (P) Paper
0 Record Center	(V) Video Tapes (F) Film
3 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Records Management	Record Request Forms
Description:	
Amond record caries definition	
Amend record series definition:	ined meaning. Demands many seed
Completed by users requesting retrieval of ret	irea records. Barcode processing summary
and error lists.	
·	
Requested by: Robin Horne, Records Technician	Date: January 15, 2016
DEPARTMENT DIRECTO	DR/MANAGER USE ONLY
X Approved (Departmental needs are met)	Director/Manager Name:
Denied □ Insufficient Retention □Excessive Retention	Michele Turner
Comments:	(Print Name)
Comments.	
$\Lambda$	
	A 102 - 1
Signature: ////////////////////////////////////	Date: 218-16
BOROUGH ATTORNEY USE ONLY	
Approved (Legal needs are met)	Borough Attorney:
Denied □ Insufficient Retention □Excessive Retention	Colette G. Thompson
Comments:	(run valle)
Somments.	
· - · · ·	
	•
Signature: Loute & Survey	Date: 2.25-16
RECORDS MANAGEMENT USE ONLY	
Resolution Number 2016-016	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
	(Print Name)
	·
Signature:	Date:

KPB RECORDS RET	ENTION SCHEDULE
REVISION	REQUEST
Is request for a New Record Series Number?	Record Series Number:
Yes	CLK-17
X NO (If no, provide record series number you wish to revise)	
Years Retained:	Media:
<u>C+1[3]</u> Office	(A) Audio Tapes X (P) Paper
Record Center  1[3] Total	(V) Video Tapes (F) Film (M) Microfiche (E) Electronic
1[3] Total Department of Record:	
Clerk's Office	Record Title: License and Permit Administration
Description:	License and Permit Administration
Amend retention period to match the State's le	ocal government model
Description remains unchanged:	ocai government model.
	/liguar ligance), restaurant designation
Alcoholic Beverage Control board applications	(liquor license); restaurant designation
permits; Gamesof Skill & Chance permits.	
c = Expiration of permit.	
Requested by: Michele Turner, Records Manager	Date: January 20, 2016
X Approved (Departmental needs are met)	R/MANAGER USE ONLY  Director/Manager Name:
Denied □ Insufficient Retention □ Excessive Retention	Johni Blankenship, Bowugh Clerk
	(Print Name)
Comments:	
Signature: John Dakersk	Date: 2/22/16
	RNEY USE ONLY
Approved (Legal needs are met)	Borough Attorney:
Denied □ Insufficient Retention □Excessive Retention	Colette G Thompson
	(Print Name)
Comments:	:
	•
Signature: Louto Polyments	Date: 2-25-16
	Records Management Software Updated
Resolution Number 2016-016  Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	
Comments.	Records Manager:
	(Print Name)
•	·
Signature:	Date:

KPB RECORDS RETENTION SCHEDULE	
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
X No (If no, provide record series number you wish to revise)	MAY-04
Years Retained:  O Office	Media: (A) Audio Tapes X (P) Paper
+99 Record Center PERMANENT	(V) Video Tapes (F) Film
+99 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Mayor's Office	International Relations
Description:	
Keep this record series active in the schedule.	Definition is as follows:
Sister City relationships, economic developme	nt opportunities.
	•
Requested by: Michele Turner, Records Manager	Date: February 11, 2016
DEPARTMENT DIRECTO	DR/MANAGER USE ONLY
X Approved (Departmental needs are met)	Director/Manager Name:
Denied □ Insufficient Retention □Excessive Retention	Paul Ostvander, Chief of Staff
Comments:	Trans name)
What I	
Signature: \all all \dam\fix \lambda. \D. Date: \frac{2/24/16}{2}	
	DRNEY USE ONLY
Approved (Legal needs are met)  Denied □ Insufficient Retention □Excessive Retention	Borough Attorney:
Defined is insufficient neterition is excessive neterition	Colette G. Thompson (Print Name)
Comments:	
4"	
Signature: (att) & Manyah	Date: 2-25-16
RECORDS MANAGEMENT USE ONLY	
Resolution Number 2016-016	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
This record series title/definition was inadvertently	(Print Name)
removed from the schedule when approved under R2015-045.	
Signature:	Date:

KPB RECORDS RET	ENTION SCHEDULE
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
Yes	MAY-05
X No (If no, provide record series number you wish to revise)	
Years Retained:	Media:
0 Office	(A) Audio Tapes X (P) Paper
+99 Record Center PERMANENT	(V) Video Tapes (F) Film
+99 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Mayor's Office	Boards and Commissions
Description:	·
Amend record series title and definition:	
Appointments and resignations; changes in str	ucture or administration.
<b>Board and Commission membership documen</b>	ts and oaths of office are kept in the Clerk's
Office. See CLK-05.	<del> </del>
Requested by: Michele Turner, Records Manager	Data: Fahruary 11 2016
	Date: February 11, 2016
	PR/MANAGER USE ONLY
X Approved (Departmental needs are met)  Denied □ Insufficient Retention □ Excessive Retention	Paw Ostrander Chief of Staff
Denied ☐ Insufficient Retention ☐ Excessive Retention	(Print Name)
Comments:	
DVA+h	
Signature: \alpha \lambda \lam	
BOROUGH ATTORNEY USE ONLY	
Approved (Legal needs are met)	Borough Attorney:
Denied □ Insufficient Retention □ Excessive Retention	Colette G. Thompson
Comments:	\
conmens.	
•	
Signature: Louth Pythamps	Date: 2-25-16
RECORDS MANAGEMENT USE ONLY	
Resolution Number 2016 016	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
This record series title/definition was not listed	necords manager.
correctly when approved under R2015-045.	(Print Name)
Signature:	Date:

KPB RECORDS RETENTION SCHEDULE	
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
X No (If no, provide record series number you wish to revise)	EMR-14
Years Retained:	Media:
1 Office	(A) Audio Tapes X (P) Paper
3 Record Center	(V) Video Tapes (F) Film
Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Office of Emergency Management	Search and Rescue Activities
Description:	- 6
Keep this record series active in the schedule.	
Coordination of equipment for rescue activitie	
Agreements. List of available personnel and eq	<u>uipment.</u>
Requested by: Michele Turner, Records Manager	Date: January 15, 2016
DEPARTMENT DIRECTO	R/MANAGER USE ONLY
X Approved (Departmental needs are met)	Director/Manager Name:
Denied 🗆 Insufficient Retention 🗆 Excessive Retention	Scott Walden, OEM Director (Print Name)
Comments:	(Finit reme)
1	· · · · · · · · · · · · · · · · · · ·
Signature: Call Wales	Date:
	DRNEY USE ONLY
Approved (Legal needs are met)	Borough Attorney:
Denied □ Insufficient Retention □ Excessive Retention	Colette G, Thompson (Print Name)
Comments:	
Signature: LAND GLINNIPS	Date: 2-25-16
RECORDS MANAGEMENT USE ONLY	
Resolution Number 2016-016	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
This record series title/definition was inadvertently	
removed from the schedule when approved under	(Print Name)
R2015-045.	
Signature:	Date:

KPB RECORDS RETENTION SCHEDULE	
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
X Yes No (If no, provide record series number you wish to revise)	PUR-02
Years Retained:	Media:
2 Office	(A) Audio Tapes X (P) Paper
[2] 4 Record Center	(V) Video Tapes (F) Film
[4] 6 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Purchasing	Formal Bids – Winning Bids
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
	R/MANAGER USE ONLY
X Approved (Departmental needs are met)	Director/Manager Name:
Denied □ Insufficient Retention □ Excessive Retention	Valentina Sustaita (Print Name)
Comments:	
Signature: // // // // // // // // // // // // //	Date: 2 24 16
	PRNEY USE ONLY
Approved (Legal needs are met)  Denied □ Insufficient Retention □ Excessive Retention	Borough Attorney:
Defined insufficient Retention	Collette G Thompson (Print Name)
Comments:	-
Signature: Low G Jumps	Date: 2-25-16
RECORDS MANAGEMENT USE ONLY	
Resolution Number 2016-016	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
Retention of PUR-02 bid files should coincide with CLK-40 files.	(Print Name)
· ·	
Signature:	Date:

KPB RECORDS RETENTION SCHEDULE	
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
Yes Yes	EMR-08
X NO (If no, provide record series number you wish to revise)	
Years Retained:	Media:
1 Office 10 Record Center	(A) Audio Tapes X (P) Paper (V) Video Tapes (F) Film
11 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Office of Emergency Management	Hazardous Materials Abatement
Description:	
Amend record series title and definition:	
Testing, Identification and mitigation of hazard	lous material problems, oil spills, chemical
Waste, various toxins, poisons. Analysis, repor	
Superfund Amendment Reauthorization Act (S	
datasheets. List of hazardous materials stored	
datasileets. List of flazardous fliaterials stored	by private companies.
Requested by: Michele Turner, Records Manager	Date: January 15, 2016
DEPARTMENT DIRECTO	R/MANAGER USE ONLY
X Approved (Departmental needs are met)	Director/Manager Name:
Denied □ Insufficient Retention □ Excessive Retention	Scott Walden, OEM Director (Print Name)
Comments:	, in the same of t
Signature: Oder Allelte	Date: 2-18-16
BOROUGH ATTO	DRNEY USE ONLY
Approved (Legal needs are met)	Borough Attorney:
Denied □ Insufficient Retention □Excessive Retention	Could getter Colette G. Thompson
Comments:	
Signature: Latath Guraupt	Date: 2-25-16
RECORDS MANAG	GEMENT USE ONLY
Resolution Number 2016-016	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
This record series title/definition was not listed	(Print Name)
correctly when approved under R2015-045.	
Signature:	Date:

KPB RECORDS RETENTION SCHEDULE		
REVISION REQUEST		
Is request for a New Record Series Number?	Record Series Number:	
Yes	SVC-08	
X NO (if no, provide record series number you wish to revise)		
Years Retained:	Media:	
<u>C</u> Office	(A) Audio Tapes X (P) Paper	
2 Record Center	(V) Video Tapes (F) Film	
<u>2</u> Total	(M) Microfiche (E) Electronic	
Department of Record:	Record Title:	
Fire & Emergency Service Areas	Fire Inspection/Compliance Files	
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 DIRECTO	R/MANAGER USE ONLY	
X Approved (Departmental needs are met)	Director/Manager Name:	
Denied □ Insufficient Retention □Excessive Retention	Roy Browning, CES Chief (Print Name)	
Comments:		
Signature: Log Brown	Date: 2-25-/(	
	DRNEY USE ONLY	
Approved (Legal needs are met)  Denied □ Insufficient Retention □Excessive Retention	Borough Attorney:  Colette Thompson  (Print Name)	
Comments:		
Signature: 4 May & Springs	Date: 2-25-16	
RECORDS MANAG	RECORDS MANAGEMENT USE ONLY	
Resolution Number 2010016	Records Management Software Updated	
Date Approved by Assembly	Revised Retention Schedule Distributed	
Comments:	Records Manager:	
This amendment provides a more clear directive		
as to when these record is archived at the Records	(Print Name)	
Center.		
Signature:	Date:	