

KPB RECORDS RETENTION SCHEDULE

REVISION REQUEST

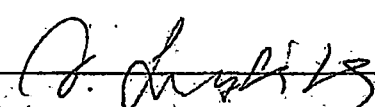
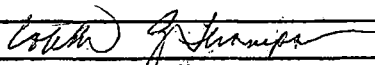
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|---|---|
| Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO (If no, provide record series number you wish to revise) | Record Series Number: <div style="text-align: center; font-size: 1.2em;">CLK-16</div> |
| Years Retained: <input checked="" type="checkbox"/> [1] Office <input checked="" type="checkbox"/> [5] Record Center <input type="checkbox"/> 6 Total | Media: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> (A) Audio Tapes <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (M) Microfiche </div> <div> <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (F) Film <input type="checkbox"/> (E) Electronic </div> </div> |
| Department of Record: <div style="text-align: center;">Clerk's Office</div> | Record Title: <div style="text-align: center;">ELECTED/APPOINTED DISCLOSURE FORMS</div> |
| Description: Add condition to the record series description: <u>C = notice of intent to do business shall be kept on file with the borough clerk until any business or contractual relationship in connection with the notice is completed. KPB 2.58.050(C)(4).</u> Change years retained as noted above. | |
| Requested by: <u>Colette Thompson, Borough Attorney</u> Date: <u>03/30/16</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="border-bottom: 1px solid black; text-align: center; font-size: 0.8em;">(Print Name)</div> |
| Comments: | |
| Signature: <u><i>John Blackney</i></u> Date: <u>7-8-16</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="border-bottom: 1px solid black; text-align: center; font-size: 0.8em;">Colette Thompson (Print Name)</div> |
| Comments: | |
| Signature: <u><i>Colette Thompson</i></u> Date: <u>7-11-16</u> | |
| RECORDS MANAGEMENT USE ONLY | |
| Resolution Number Date Approved by Assembly | Records Management Software Updated Revised Retention Schedule Distributed |
| Comments: | Records Manager: <div style="border-bottom: 1px solid black; text-align: center; font-size: 0.8em;">(Print Name)</div> |
| Signature: _____ Date: _____ | |

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| 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: <div style="text-align: center; font-size: 1.2em;">CLK-17</div> |
| Years Retained: C+1 Office _____ Record Center _____ 1 Total _____ | Media: (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper _____ (V) Video Tapes _____ (F) Film _____ (M) Microfiche _____ (E) Electronic _____ |
| Department of Record: Clerk's Office | Record Title: License and Permit Administration |
| Description: Since enactment of KPB Chapters 7.20 and 7.30 regarding the processing of state marijuana license applications, need to change record series description to read: <u>Alcohol[ic] and Marijuana Control [Board] Office license applications (liquor and marijuana licenses); restaurant designation permits; Games of Skill & Chance permits.</u> C = Expiration of permit/license. | |
| Requested by: Michele Turner, Records Manager Date: 06/28/16 | |
| 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;">(Print Name)</div> |
| Comments: | |
| Signature: Date: 7/8/16 | |
| 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;">Colette Thompson</div> <div style="text-align: center;">(Print Name)</div> |
| Comments: | |
| Signature: Date: 7-11-16 | |
| RECORDS MANAGEMENT USE ONLY | |
| Resolution Number _____ Date Approved by Assembly _____ | Records Management Software Updated _____ Revised Retention Schedule Distributed _____ |
| Comments: | Records Manager: <div style="text-align: center;">(Print Name)</div> |
| Signature: _____ Date: _____ | |

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

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| 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;"><u>PWK-01 thru PWK-13</u></p> |
| Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> Record Center <input type="checkbox"/> 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"/> Electronic |
| Department of Record: Currently: Capital Projects Re-Assign to Purchasing and Contracting Dept. | Record Title: <p style="text-align: center;"><u>various</u></p> |
| Description: Since enactment of Ordinance 2016-13, incorporating the Capital Projects Department into the Purchasing and Contracting Department, their records should be handled in the same fashion. Relocate Capital Projects record series PWK-01 through PWK-13 under Purchasing and Contracting Department in the retention schedule. | |
| Requested by: <u>Michele Turner, Records Manager</u> Date: <u>06/29/16</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>VALENTINA SUSTAITA</u> <small>(Print Name)</small> |
| Comments: <div style="height: 50px;"></div> | |
| Signature: <u></u> Date: <u>7/7/16</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>Colette Thompson</u> <small>(Print Name)</small> |
| Comments: <div style="height: 50px;"></div> | |
| Signature: <u></u> Date: <u>7-11-16</u> | |
| RECORDS MANAGEMENT USE ONLY | |
| <input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly | <input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed |
| Comments: <div style="height: 50px;"></div> | Records Manager: <small>(Print Name)</small> |
| Signature: _____ Date: _____ | |

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| Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO (If no, provide record series number you wish to revise) | Record Series Number: PLN-23 |
| Years Retained: <input type="checkbox"/> Office <input type="checkbox"/> Record Center <input type="checkbox"/> Total **PERMANENT** | Media: <input type="checkbox"/> (A) Audio Tapes <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (M) Microfiche <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (F) Film <input type="checkbox"/> (E) Electronic |
| Department of Record: Planning Department | Record Title: MAPS & DRAWINGS |
| Description: Current retention schedule does not reference maps and drawings for Planning Department. Add new record series; description to read: <u>Maps, drawings and as-builts.</u> | |
| <u>C = Reference copies may be disposed after administrative need is met.</u> | |

Requested by: Michele Turner, Records Manager Date: 07/08/16

DEPARTMENT DIRECTOR/MANAGER USE ONLY

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| <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: Max Best (Print Name) |
| Comments: | |
| Signature: <u>Max A. Best</u> Date: <u>7-8-2016</u> | |

BOROUGH ATTORNEY USE ONLY

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| <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>Colette Thompson</u> (Print Name) |
| Comments: | |
| Signature: <u>Colette Thompson</u> Date: <u>7-11-16</u> | |

RECORDS MANAGEMENT USE ONLY

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|--|---|
| Resolution Number Date Approved by Assembly | Records Management Software Updated Revised Retention Schedule Distributed |
| Comments: | Records Manager: (Print Name) |
| Signature: _____ Date: _____ | |