

Introduced by: Gilman at the Request of the
Borough Clerk
Date: 07/26/16
Action: Adopted
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2016-042**

**A RESOLUTION APPROVING A QUARTERLY UPDATE
TO THE BOROUGH RETENTION SCHEDULE**

WHEREAS, sound administrative practices require the borough to keep the retention schedule updated and current; and

WHEREAS, KPB 2.52.030(F) allows for the review and quarterly update of the retention schedule; and

WHEREAS, the records manager continues to address inconsistencies and updates throughout the schedule;

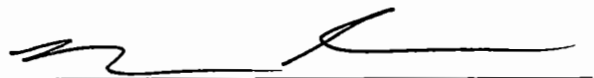
NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. The attached revision request forms approved by their respective department directors, amend several record series throughout the schedule that expand definitions, corrects inadvertent omissions and amends the schedule to stay consistent with recent changes in code.

SECTION 2. That the attachments referenced above are approved for adoption into the current Kenai Peninsula Borough Records Retention Schedule.

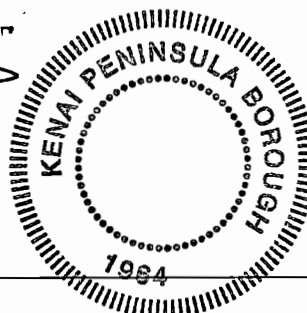
SECTION 3. This resolution becomes effective immediately upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS
26TH DAY JULY, 2016.**


Blaine Gilman, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bagley, Cooper, Dunne, Holmdahl, Johnson, Knopp, Ogle, Gilman
No: None
Absent: Welles

KPB RECORDS RETENTION SCHEDULE

REVISION REQUEST

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; border-bottom: 1px solid black; padding: 2px;">CLK-16</div>
Years Retained: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> [1] Office <input checked="" type="checkbox"/> [5] Record Center <input type="checkbox"/> 6 Total </div> <div> 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> </div> </div>	
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Clerk's Office</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">ELECTED/APPOINTED DISCLOSURE FORMS</div>
Description: Add condition to the record series description: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> 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). </div> 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: small;">(Print Name)</div>
Comments:	
Signature: <u><i>John Blakely</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: small;">(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: small;">(Print Name)</div>
Signature: _____ Date: _____	

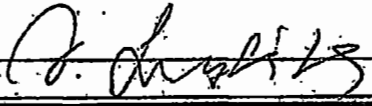
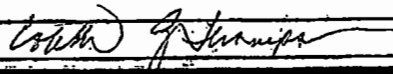
KPB RECORDS RETENTION SCHEDULE

REVISION REQUEST

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-17</div>
Years Retained: <input checked="" type="checkbox"/> C+1 Office <input type="checkbox"/> Record Center <input checked="" type="checkbox"/> 1 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"/> (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)</u> ; restaurant designation permits; Games of Skill & Chance permits. 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: right; font-size: 0.8em;">(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: right; font-size: 0.8em;">(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: right; font-size: 0.8em;">(Print Name)</div>
Signature: _____ Date: _____	

KPB RECORDS RETENTION SCHEDULE

REVISION REQUEST

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: <u>PWK-01 thru PWK-13</u>
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: <u>various</u>
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: 40px;"></div>	
Signature: <u></u> Date: <u>7/1/16</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: 40px;"></div>	
Signature: <u></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: <div style="height: 40px;"></div>	Records Manager: <small>(Print Name)</small>
Signature: _____ Date: _____	

KPB RECORDS RETENTION SCHEDULE

REVISION REQUEST

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: <div style="text-align: center; font-size: 1.2em;">PLN-23</div>
Years Retained: <input checked="" type="checkbox"/> Office <input type="checkbox"/> Perm Record Center **PERMANENT** <input type="checkbox"/> Perm Total	Media: <input checked="" 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"/> (E) Electronic
Department of Record: <div style="text-align: center;">Planning Department</div>	Record Title: <div style="text-align: center;">MAPS & DRAWINGS</div>
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: <u>Michele Turner, Records Manager</u> Date: <u>07/08/16</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="text-align: center;">Max Best</div> <div style="text-align: center; font-size: 0.8em;">(Print Name)</div>
Comments:	
Signature: <u>Max Best</u> Date: <u>7-8-2016</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="text-align: center;">Colette Thompson</div> <div style="text-align: center; font-size: 0.8em;">(Print Name)</div>
Comments:	
Signature: <u>Colette Thompson</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="text-align: center; font-size: 0.8em;">(Print Name)</div>
Signature: _____ Date: _____	