KPB RECORDS RETENTION SCHEDULE	
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
Yes	CLK-08
X NO (If no, provide record series number you wish to revise)	
Years Retained:	Media:
_ <u>C</u> [1] _ Office	(A) Audio Tapes X (P) Paper
<u>1</u> Record Center	(V) Video Tapes (F) Film
1 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Clerk's Office	Public Records Requests
Description:	
Written requests for public records and copies of the records produced. C = Until administrative need is met.	
Requested by: Michele Turner, Records Manager	Date: 10/26/16
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
X Approved (Departmental needs are met)	Director/Manager Name:
Denied □ Insufficient Retention □Excessive Retention	Johni Blankenship
Comments:	(Print Name)
Signature: John Blackers Date: 10/27/16	
BOROUGH ATTORNEY USE ONLY	
Approved (Legal needs are met)	Borough Attorney:
Denied □ Insufficient Retention □Excessive Retention	
	(Print Name)
Comments:	
Signature: Crafte of Heavy	Date: 10-31-16
RECORDS MANAGEMENT USE ONLY	
Resolution Number	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
Reducing the overall retention of these records adheres	
to the state's local government retention model.	(Print Name)
Signature:	Date:

KPB RECORDS RETENTION SCHEDULE	
REVISION REQUEST	
Is request for a New Record Series Number?	Record Series Number:
Yes	CLK-33
X No (If no, provide record series number you wish to revise)	
Years Retained:	Media:
C+1 Office	(A) Audio Tapes X (P) Paper (V) Video Tapes (F) Film
Record Center Total	(V) Video Tapes (F) Film (M) Microfiche (E) Electronic
Department of Record:	Record Title:
Clerk's Office	Elections – Voted Ballots
Description:	Elections Voted Ballots
All voted ballots including questioned, completed, challenged, rejected, absentee and	
special needs ballots. Ballot stubs, precinct election certificates, tallies, and receipts for	
<u>ballots</u> .	
C = Once election is certified, unless contested and stayed by an order of the court.	
Requested by: Michele Turner, Records Manager	Date: 10/19/16
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
X Approved (Departmental needs are met)	Director/Manager Name:
Denied ☐ Insufficient Retention ☐ Excessive Retention	Johni Blankenship (Print Name)
Comments:	
This revision updates the series definition to coincide with borough code and state's local	
government retention model. ,	
Signature: John Blackers Date: 10/27/16	
The state of the s	DRNEY USE ONLY
Approved (Legal needs are met) Denied □ Insufficient Retention □ Excessive Retention	Borough Attorney:
Denied ☐ Insufficient Retention ☐ Excessive Retention	(Print Name)
Comments:	
1000 1/10 11/0	
KPB 4.10.140	
Signature: Water of Many	Date: 10-31-16
RECORDS MANAGEMENT USE ONLY	
Resolution Number	Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
	Michele Turner
	(Print Name)
Signature:	Date: