

Kenai Peninsula Borough
Office of the Borough Clerk
Records Management Division

MEMORANDUM

TO: Wayne Ogle, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Johni Blankenship, Borough Clerk (B)

FROM: Michele Turner, Deputy Clerk / Records Manager (MT)

DATE: March 6, 2018

RE: Annual Records Report to Assembly

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

In 2017, there were a total of 6,252 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.

2017 OBSOLETE RECORDS DESTROYED

Assessing	25 Boxes	
Borough Clerk	21 Boxes	
Finance	19 Boxes	
Mayor's Office	8 Boxes	
Human Resources	5 Boxes	
Planning	5 Boxes	
Purchasing & Contracting	14 Boxes	
Roads	1 Boxes	
Solid Waste	3 Boxes	
School District	88 Boxes	
Total Boxes Destroyed 2016	<u>189 Boxes</u>	= 3,609 lbs. of paper

In addition, 203 boxes of records were scanned to electronic files and/or transferred to microfilm and subsequently shredded. In total we shredded and recycled 8,405 lbs. of paper in 2017.

2017 FILES ARCHIVED AT THE RECORDS CENTER

ASSESSING DEPARTMENT

Record Series	Description	Files Archived
ASG-12	PROPERTY OWNER ADDRESS CHANGES Address changes of real and personal property owners, and annual lease listings from State and Cities.	134
ASG-13	BUSINESS PERSONAL PROPERTY – ACTIVE Fixed Assets owned by commercial enterprises. (Retain current 5 years in office. Send older ACTIVE files to Record Center as "ASG13". When business is closed/inactive request all files and enters as "ASG34.")	19
ASG-34	BUSINESS PERSONAL PROPERTY – INACTIVE Fixed assets owned by commercial enterprises for closed/inactive businesses. (Request all active files from ASG-13 to include with inactive history.)	111
ASG-35	BOARD OF EQUALIZATION Corrected assessment letters, appeal log, appeal backup, appeal packets, informal adjustment forms. Board agendas, hearing packets and decisions see CLK-03.	110
ASSESSING TOTAL FILES ARCHIVED IN 2017		374

CLERK'S OFFICE

Record Series	Description	Files Archived
CLK-02	MEETING NOTICES Notices, Newspaper and Affidavits of Publication regarding assembly meetings, service area vacancies, special meetings, public hearings.	10
CLK-03	MEETING PACKETS Packets from Assembly meetings and meeting files, Board of Equalization and Board of Adjustment hearings, and Bid Appeals, Street Name Appeals and decisions.	46
CLK-04	ASSEMBLY/MAYOR ADMINISTRATION Assembly travel reports; awards/presentations; legislative liaison reports; mayor's reports; assembly goals; annual policy statements.	3
CLK-05	BOARDS / COMMISSIONS / SERVICE AREA BOARDS / TASK FORCES / COMMITTEES Appointments and resignations; changes in structure or administration and other organizational issues; minutes; oaths of office.	9
CLK-13	BUDGET Annual borough and school district budget documents and related review, adoption and revision papers. Filed with the appropriating ordinance. See CLK-39.	1

Record Series	Description	Files Archived
CLK-17	LICENSE & PERMIT ADMINISTRATION Alcohol and Marijuana Control Office applications (liquor and marijuana licenses); restaurant designation permits; Games of Skill & Chance permits.	5
CLK-19	FINANCIAL AUDITS Annual Audit, Comprehensive Annual Financial Report (CAFR) Filed with Assembly Packets at which they were presented.	2
CLK-20	ASSESSMENT DISTRICTS (USAD & RIAD) Formation of assessment districts. Utility Special Assessment Districts. Road Improvement Assessment Districts	6
CLK-26	VACATIONS & EASEMENTS, STREET NAMES Petitions to vacate rights-of-way, roads, utilities, easements. Naming/renaming of streets.	14
CLK-30	ELECTIONS - PETITIONS (FAILED CERTIFICATION) Petitions for initiatives, referenda or recall filed by private citizens or groups requesting action by the governing body which failed certification. Certified Petitions are filed with the Initiative Ordinance.	2
CLK-32	ELECTIONS - NOTICES, SAMPLE BALLOTS, PROPOSITION LANGUAGE, PRECLEARANCE, RESULTS Canvass board results and certification of election. Notices and Affidavits of Publication for all types of elections. Sample ballots. Proposition summaries. Voter pamphlet. Preclearance Requests/Responses with the Department of Justice.	1
CLK-33	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 ballots. C = Once election is certified, unless contested and stayed by an order of the court.	31
CLK-34	ELECTIONS - PRECINCT INFORMATION Precinct maps and boundary descriptions.	7
CLK-36	ELECTIONS - REGISTERS All registers: precinct, questioned and absentee in person. Also includes special needs oath and affidavit envelopes and absentee by mail applications.	6
CLK-39	RESOLUTIONS & ORDINANCES Resolutions and ordinances with related backup documents. Original signed, sealed and approved legislation are stored on acid free paper in archival leather bound books.	77
CLK-40	CONTRACTS Purchase of supplies, materials, equipment, and professional services.	412
CLK-53	BOROUGH CODE & UPDATES Code of Ordinances and supplements/updates.	43

Record Series	Description	Files Archived
CLK-54	MEETING AUDIO / VIDEO Audio/Video recordings for assembly and committee meetings, work sessions, public hearings, and appeals. Also includes audio/video recordings for Board of Adjustment (BOA) and Board of Equalization (BOE) meetings and hearings.	54
CLKER'S OFFICE TOTAL FILES ARCHIVED IN 2017		730

FINANCE DEPARTMENT

Record Series	Description	Files Archived
FIN-12	SPECIAL ASSESSMENT DISTRICTS Reports for Utility Special Assessment Districts (USAD) and Road Improvement Assessment Districts (RIAD). Formation of assessment districts.	641
AUD-01	AUDIT CASE FILES Spread sheets, tax returns, correspondence, business records, work papers, field notes, billing records and other items used in auditing businesses for compliance with borough sales and personal tax regulations.	496
AUD-03	ROUTINE CORRESPONDENCE Letters written to businesses provided information or direction for the basis of taxes paid. Letter from taxpayers.	43
CSH-15	BANK DEPOSIT BOOKS Deposit slips and tapes listing amount of checks and cash deposited.	1
CSH-25	JUDGMENT – ADJUSTMENT & PAYMENTS Payment receipts or tickets; adjustment ticket.	191
DEL-04	REAL PROPERTY TAX FORECLOSURE – PAID FILES Real property addresses, owners, for amounts due which were paid prior to completion of foreclosure proceedings.	295
DEL-05	REPURCHASE OF TAX FORECLOSED REAL PROPERTY Repurchase of real property which the borough has completed tax foreclosure proceedings.	30
DEL-08	SALES TAX FILES – CLOSED ACCOUNTS Sales tax closed delinquent accounts collected without litigation.	1
DEL-11	REAL PROPERTY FORECLOSURE JUDGMENT Real property judgment and master foreclosure records.	7
PAY-04	EMPLOYMENT SECURITY DIVISION – REPORTS Employment Security Division (ESD) reports to State.	1
PAY-05	PAYROLL REPORTS Quarterly 941 reports on FICA/Federal tax.	4
PAY-07	PERSONNEL TIME SHEETS Documenting earnings, deductions, leave for employees.	343
PAY-08	PERS CONTRIBUTION REPORT Employee/Employer contributions.	12

Record Series	Description	Files Archived
PAY-11	PAYROLL FINAL PROCESSING DOCUMENTS	46
PAY-12	ACCRUALS REPORT – SICK / ANNUAL LEAVE	17
FINANCE DEPARTMENT TOTAL FILES ARCHIVED IN 2017		2128

FIRE AND EMERGENCY SERVICE AREAS

Record Series	Description	Files Archived
SVC-04	MEDICAL SERVICE RECORDS - CONFIDENTIAL Reports of any incident that involved Emergency Medical Services.	17

HUMAN RESOURCES

Record Series	Description	Files Archived
PER-01	EMPLOYEE FILES / PERSONNEL FILES Full-time, part-time, on-call/volunteer, assembly members, board and commission members. Contains application/resume, tax forms, payroll deduction authorizations, test and scores, retirement data, references, evaluations, transfers, promotions/demotions, salary increases/decreases, levies/attachments, deferred compensation data, disciplinary actions. Health and benefit enrollment information.	155
PER-02	EMPLOYEE MEDICAL RECORDS Workers' Comp claims (copies), on-the-job accidents (copies), lost time documentation, pre-hire and periodic physical exams, medical history, correspondence with physicians. Family Medical Leave Act (FLMA); medical leave.	141
PER-07	EQUAL EMPLOYMENT OPPORTUNITY ADMINISTRATION Equal Employment Opportunity (EEO) statistics, compliance and annual reports and related information.	1
PER-09	RECRUITMENT AND SELECTION Job announcements, solicited applications, transcripts, test scores, interview schedules and selection. Background screenings.	38
PER-10	EMPLOYEE BENEFITS Health plan insurance adjustment records and related correspondence. COBRA participant records. Workers' Compensation data and related OSHA reports. Deferred compensation plans. Life insurance; ICMA.	3
HUMAN RESOURCES TOTAL FILES ARCHIVED IN 2017		338

LEGAL DEPARTMENT

Record Series	Description	Files Archived
LEG-02	LEGAL OPINIONS, INTERPRETATIONS, SETTLEMENTS Opinions and interpretations relating to all legal issues pertaining to the borough and school district. Signed Settlement Agreements.	15
LEG-03	COURT LITIGATION CASE FILES Research materials, case law, briefs. Case expenses / billings, witness files, investigative materials, pleadings, summons, subpoenas, motions, opposition, court proceedings, transcripts, correspondence, exhibits.	2
LEGAL DEPARTMENT TOTAL FILES ARCHIVED IN 2017		17

PLANNING DEPARTMENT

Record Series	Description	Files Archived
PLN-05	LIBRARY / ARCHIVES Publications, books, reports.	14
PLN-09	FLOOD PLAIN DEVELOPMENT Permits and related responses, correspondence.	48
PLN-16	COMPREHENSIVE PLANS Adoption and amendments to comprehensive plans for borough and cities.	1
PLN-17	COMMISSION AND COMMITTEE RECORDS Minutes, agendas, resolutions for the Planning Commission, Plat Committee and Advisory Planning Commissions. Appointments, oaths of office and resignations are kept in the Clerk's office.	141
PLN-18	SUBDIVISION / PLATTING FILES Platting and replatting of land and related actions, such as section line easements, vacations, right-of-way issues, setbacks, plat waivers and records of survey.	168
PLN-19	LAND MANAGEMENT / LEASES / AUCTIONS Acquisition, use, disposal of land, lease agreements and auctions. Township/Range/Section files. Classification or reclassification of lands.	89
PLN-22	MEETING AUDIO / VIDEO Audio/Video recordings of Planning Commission, Plat Committee, Work Sessions, Public Meetings.	2
PLN-23	MAPS & IMAGERY Maps, as-builts and aerial flight photos/imagery.	30
PLANNING DEPARTMENT TOTAL FILES ARCHIVED IN 2017		493

PURCHASING AND CONTRACTING

Record Series	Description	Files Archived
PWK-01	SOIL AND WATER TESTS/SITE DEVELOPMENT Site selection for proposed facilities. Completed soil and water tests, reports, correspondence and test results. Environmental reports; asbestos reports.	1
PWK-02	MAJOR CONSTRUCTION (PRE-CONSTRUCTION) Pre-proposal conference, bidding information, invitation to bid, request for proposal and funding issues. Reports and recommendations from project advisory board and school administration. Contracts with architects and engineers for preparation of project plans, specs, cost estimates. Project planning and design development. Insurance certificates, DCVRs, submittals, Title 36 and permits. C = Until Project is complete. (Note: Retention for projects completed with Grant Funding is set by the Granting Agency. See ACC-06 and MAY-07.)	660
PWK-06	MINOR PROJECTS Contracts and change orders for maintenance, renovation, replacement or upgrades to public facilities. (Note: Retention for projects completed with Grant Funding is set by the Granting Agency. See ACC-06 and MAY-07.)	22
PWK-08	PLANS, MAPS AND DRAWINGS Plans, drawings, maps and as-built(s) including, but not limited to municipal buildings, streets, surveys/plat, lot plans, tax assessment, layout/grade, sanitary sewers, zoning, easements, landfills, subdivisions, traffic control, water and fire lanes. (Note: Retention for projects completed with Grant Funding is set by the Granting Agency. See ACC-06 and MAY-07.)	125
PURCHASING AND CONTRACTING TOTAL FILES ARCHIVED IN 2017		808

KPBSD FINANCE

Record Series	Description	Files Archived
KSD-01	ACCOUNTS PAYABLE VOUCHER FILES	917
KSD-77	E-RATE VENDOR RECORDS	42
KSD-40	CASH RECEIPTS	12
KSD-53	YEAR-TO-DATE JOURNAL ENTRIES	21
KSD-15	DEDUCTION / BENEFIT PREMIUM PAYMENTS	25
KSD-17	LEAVE SLIPS / SHEETS & INSERVICE	44
KSD-18	EMPLOYEE YEAR-TO-DATE LEAVE LETTERS	68

Record Series	Description	Files Archived
KSD-22	MONTHLY TRS CONTRIBUTION REPORT	20
KSD-57	FIXED ASSET REPORTS	67
KSD-58	CAPITAL EQUIPMENT / 79-100s FORMS	1
KPBSD FINANCE TOTAL FILES ARCHIVED IN 2017		1217

KPSSD INSTRUCTIONAL SERVICES

Record Series	Description	Files Archived
KSD-66	GENERAL	36

KPBSD SCHOOL BOARD ADMINISTRATION

Record Series	Description	Files Archived
KSD-64	SUPERINTENDENT FILES	59
KSD-65	BOARD MEETING PACKETS	35
KPBSD SCHOOL BOARD ADMIN. FILES ARCHIVED IN 2017		94

GRAND-TOTAL FILES ARCHIVED AT THE RECORDS CENTER IN 2017

6,252