

Kenai Peninsula Borough
Office of the Borough Clerk
Records Management Division

MEMORANDUM

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

THRU: Johni Blankenship, Borough Clerk (JB)

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

DATE: January 10, 2019

RE: Resolution 2019-008, Approving a Quarterly Update to the Borough Retention Schedule (Ogle at the Request of the Borough Clerk)

KPB 2.52.030(F) provides for quarterly updates to the retention schedule. All record series are to be reviewed quarterly and updated to reflect current business practices, as well as ensure compliance with state and federal laws.

The table below provides a summary of the proposed updates:

Department	Record Series	Proposed Update
Mayor's Office	MAY-04	Amend to include other records having a historical value.
	MAY-08	Add new series MAY-08 to include comment cards in schedule.
Clerk's Office	CLK-03	Amend to include all appeals and hearing types handled by the Clerk's Office.
	CLK-08	Amend to differentiate confidential from non-confidential record requests.

Clerk's Office (con't)	CLK-17	Amend to only include Games of Skill and Chance permits.
	CLK-33	Amend to archive this series at the Records Center so a destruction report can be generated.
	CLK-57	Add new series Alcohol and Marijuana Licenses (pulled out of CLK-17) to implement different retention for this record type.
Assessing	All	Re-write of entire department to better reflect current business practices.
Finance / Cash Mgmt.	CSH-15	Amend to add web postings to ensure consistent management of deposit postings.
Fire & Emergency SAs	SVC-04	Amend series to include ambulance billing records.
	SVC-13	Add new series to define confidential record request.
Human Resources	PER-01	Amend to include personnel files defined in 13.1 of the Collective Bargaining Agreement.
Office of Emergency Mgmt.	EMR-16	Update series to include other recordings that are also archived under this series. Change cassette tapes to audio, to be inclusive of all audio formats.
Planning	PLN-18	Amend series to capture retention of preliminary plats.
Purchasing & Contracting	ALL	Complete re-write of department's schedule to reflect current business practices.
Transitory & Intermediary Records Addendum	TRN-01	Add Transitory records definition.
	TRN-02	Add Intermediary records definition.

Your consideration is greatly appreciated.

Thank you.