KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: MAY-04
Years Retained: C Office PERM Record Center PERM Total	Media: ___ (A) Audio Tapes X (P) Paper ___ (V) Video Tapes ___ (F) Film ___ (M) Microfiche ___ (E) Electronic
Department of Record: Mayor's Office	Record Title: [international relations] Historical Records

Description:

Sister city relationships, economic development opportunities, and the development and administration of the borough, records having a historical value.

C = until administrative need is met.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: James Baisden (Print Name)

Comments:

Signature: [signature] Date: 1-10-2019

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: [signature] Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Amend schedule to include these historical records in record series. Complies with AS 40.21, preservation of public records having a permanent historical value.	Records Manager: Michele Turner (Print Name)

Signature: Date:

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? X Yes ___ No (If no, provide record series number you wish to revise)	Record Series Number: MAY-08
Years Retained: 3 Office 0 Record Center 3 Total	Media: ___ (A) Audio Tapes ___ (V) Video Tapes ___ (M) Microfiche X (P) Paper ___ (F) Film ___ (E) Electronic
Department of Record: Mayor's Office	Record Title: Comment Cards

Description:

Comment cards and suggestions, includes requests for work or repairs initiated by citizen complaint.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: James Baisden (Print Name)

Comments:

Signature: JBaisden Date: 1-10-2019

BOROUGH ATTORNEY USE ONLY

___ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Amend schedule to include this record type. Corresponds with SOA Local Government Records Model 300.1 (13.11)	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ____ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: CLK-03
Years Retained: ____ Office ____ Record Center PERM Total	Media: ____ (A) Audio Tapes X (P) Paper ____ (V) Video Tapes ____ (F) Film ____ (M) Microfiche ____ (E) Electronic
Department of Record: Clerk's Office	Record Title: MEETING AND HEARING PACKETS

Description:

Packets from Assembly meetings and meeting files, Board of Equalization and [BOARD OF ADJUSTMENT] other appeals and hearing[s] files; [and]Planning Commission decisions, contractor bid award appeals, street name appeals, and code compliance hearings, including decisions. For audio/video recordings, see CLK-54.

Requested by: Michele Turner, Records Manager Date: 08/03/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

✓ Approved (Departmental needs are met) ____ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Johni Blankenship (Print Name)

Comments:

Signature: Johni Blankenship Date: 1-4-19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ____ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

____ Resolution Number ____ Date Approved by Assembly	____ Records Management Software Updated ____ Revised Retention Schedule Distributed
Comments: Update record series to include all appeals and hearing types handled by the Clerk's Office.	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: CLK-08
Years Retained: C Office 1 Record Center 1 Total	Media: ___ (A) Audio Tapes ___ (V) Video Tapes ___ (M) Microfiche X (P) Paper ___ (F) Film ___ (E) Electronic
Department of Record: Clerk's Office	Record Title: Public Records Request – Non-Confidential

Description:

Written requests for non-confidential public records requests, relative correspondence and copies of the records produced. Written requests for confidential records, routing/assignment to the appropriate department(s) and their completion of request. Copies of relative correspondence and records produced for confidential requests are kept with the responding department, see PER-22 and SVC-13.

C = [UNTIL ADMINISTRATIVE NEED IS MET] Keep current year in office.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

✓ Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Director/Manager Name: Johni Blankenship (Print Name)

Comments:

Signature: Johni Blankenship Date: 1-7-19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Update CLK-08 to properly correspond with series for confidential record requests PER-22 and SVC-13.	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ____ Yes x No (If no, provide record series number you wish to revise)	Record Series Number: CLK-33
Years Retained: C[1] Office 1 Record Center 1 Total	Media: ____ (A) Audio Tapes X (P) Paper ____ (V) Video Tapes ____ (F) Film ____ (M) Microfiche ____ (E) Electronic
Department of Record: Clerk's Office	Record Title: Election – Voted Ballots

Description:

All voted ballots including questions, 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.
KPB 4.10.140

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

✓ Approved (Departmental needs are met) ____ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Johni Blankenship (Print Name)

Comments:

Signature: Johni Blankenship Date: 1-4-19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ____ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette G. Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

____ Resolution Number ____ Date Approved by Assembly	____ Records Management Software Updated ____ Revised Retention Schedule Distributed
Comments: Archive at Records Center so a destruction report can be generated.	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: CLK-17
Years Retained: C Office 1 Record Center 1 Total	Media: ___ (A) Audio Tapes ___ (P) Paper ___ (V) Video Tapes ___ (F) Film ___ (M) Microfiche X (E) Electronic
Department of Record: Clerk's Office	Record Title: License & Permit Administration

Description:

[ALCOHOL AND MARIJUANA CONTROL OFFICE APPLICATIONS (LIQUOR AND MARIJUANA LICENSES) RESTAURANT DESIGNATION PERMITS;] Games of Skill & Chance permit applications and protests. AS 05.15.030

See CLK-57 for Alcohol and Marijuana Control Office application approvals and protests.

Requested by: Michele Turner, Records Manager Date: 07/18/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

✓ Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Johni Blankenship (Print Name)

Comments:

Signature: Johni Blankenship Date: 1-4-19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette J. Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Amend to correspond with the SOA Local Government Records Model 300.1 (14.2) recommended retention for this series.	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? X Yes ___ No (If no, provide record series number you wish to revise)	Record Series Number: CLK-57
Years Retained: C Office 3 Record Center 3 Total	Media: ___ (A) Audio Tapes ___ (P) Paper ___ (V) Video Tapes ___ (F) Film ___ (M) Microfiche X (E) Electronic
Department of Record: Clerk's Office	Record Title: Alcohol and Marijuana Control Board

Description:

Administration of Alcohol and Marijuana Control (AMCo) Board applications and protests as provided in KPB Title 7.

C = Upon inactive status as determined by AMCo.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

___ Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Johni Blankenship (Print Name)

Comments:

Signature: Johni Blankenship Date: 1-4-19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Add new series to correspond with the SOA Local Government Records Model 300.1 (14.1) recommended retention for this series.	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

Assessing

SERIES NO.	DESCRIPTION	RETENTION
ASG-01	**DEPARTMENT OPERATIONS** General office purchases; vendor information; training and education; membership; dues and subscriptions; budget work papers; advertising.	2 years/Office
ASG-02	**ANNUAL REPORTS** ["ALASKA TAXABLE" STATE COMPILATION OF TAXABLE PROPERTY STATE-WIDE.] Borough annual report showing assessed valuation of real and personal property by tax code area. Certified roll letters to service areas, cities and KPB.	3 years/Office **Permanent**
ASG-03	**NOTICES OF ASSESSMENT** Real and personal property assessment notices, including undeliverables and affidavits of mailings. Includes corrected assessment letters/notices.	1 year/Office 5 years/ Records Cntr.
[ASG-04	**OIL AND GAS ROLL** PRODUCED BY ALASKA DEPARTMENT OF NATURAL RESOURCES REAL PROPERTY AND STRUCTURE LISTINGS USED AS BASIS FOR ASSESSING OIL COMPANIES.	5 YEARS/OFFICE 5 YEARS/ RECORDS CNTR.]
ASG-05	**REFERENCE MATERIALS**	1 year/Office
ASG-06	**REAL & PERSONAL PROPERTY – CORRESPONDENCE** Routine correspondence on assessment of taxes on real and personal property	1 year/Office 6 years/ Records Cntr.
ASG-07	**PROPERTY CARDS** Records and photos listing improvements, statistics and value of parcels.	**Permanent (m)**
ASG-08	**OIL ASSESSMENT REPORTS** Reports listing the amounts oil companies are assessed by the state. *See ASG-24 for certified roll reports for oil*	5 years/Office [**(e)**] 1 year/ Records Cntr.
ASG-09	**PROPERTY OWNERSHIP RECORDS** "One-liner" report for research only listing certified values of property, sorted by parcel number.	2 years/Office [**(e)**]
ASG-10	**ASSESSOR'S MAP BOOKS** Historical pages of assessor's maps that have been replaced as a result of replatting of real property.	**Permanent** *(retain in office for reference)*
ASG-11	**ASSESSOR PARCEL MAPS** Original of assessor's map books.	**Permanent** *(retain in office for reference)*

Assessing

SERIES NO.	DESCRIPTION	RETENTION
ASG-12	**PROPERTY OWNER ADDRESS CHANGES** Address changes of real and personal property owners, and annual lease listings from State and Cities, interested parties, legal description changes, subdivision/split worksheets, land changes (obsolete), parcel base updates (obsolete).	1 year/Office 6 years/ Records Cntr.
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." C = Current 5 years kept in office. Prior years kept at records center until inactive status is reached, then are reassigned to ASG-34.	[5 YEARS/OFFICE] C+7 years/ Records Cntr.
ASG-14	**PROPERTY CARDS – PORTABLE STRUCTURES** Property record cards and photos detailing improvements and values for non-land assessed real property, collected as personal property according to KPB 5.12.060.	2 years/Office 3 years/ Records Cntr.
[ASG-15	**CERTIFIED SUMMARY OF ASSESSMENTS** CERTIFIED SUMMARY REPORTS OF PERSONAL PROPERTY AND BUSINESS ASSESSMENTS.	**PERMANENT (M)]**
ASG-16	**DEEDS** Conveyance documents for real property transactions and government leases used to identify the owner of record for assessment roll. See also CLK-41.	2 years/Office **Permanent (m)**
ASG-17	**PERSONAL PROPERTY STATEMENTS** Forms completed by owner regarding value/updates on personal property.	**[PERMANENT (M)]** 1 year/Office 6 years/ Records Cntr.
ASG-18	**TAX ADJUSTMENT REQUESTS (TARS)** Requests for tax adjustments. Reference c[C]opies only. See CSH-01.	2 years/Office **(e)**
ASG-19	**SALES QUESTIONAIRES** Completed Sales Questionnaires submitted to Assessor by property owners declaring purchase price of real property.	4 years/Office
ASG-24	**CERTIFIED PERSONAL PROPERTY ASSESSMENT ROLL** Annual report listing personal property and oil accounts.	**Permanent (m)** AS 29.45.160

Assessing

SERIES NO.	DESCRIPTION	RETENTION
ASG-25	**BOAT AND AIRCRAFT SURVEYS** Listing of boats and aircraft sited during field surveys.	1 year/Office **(e)**
ASG-29	**REAL PROPERTY – ONE LINER LIST** Annual listing of real property owners, addresses and assessed value at time of certification, sorted by last name. For reference only.	2 years/Office [**(e)**]
ASG-30	**REAL PROPERTY CERTIFIED ASSESSMENT ROLL** Annual list of real property owners, addresses, legal descriptions and assessed values at time of certification.	**Permanent** **(m)** AS 29.45.160
ASG-33	**REAL AND PERSONAL PROPERTY – EXEMPTIONS** Real property exemptions forms for residents, volunteer firefighters/emergency medical service (EMS), seniors, veterans and disabled persons, religious, charitable, community purpose, armed forces, economic development, cemetary, low income housing tax credit, fire control system, hospital, farm deferment, and conservation easement. Also includes Kenai River Habitat Tax Credit.	**Permanent** **(m)**
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.) C = closed/inactive business status	[1 YEAR/OFFICE] C+[6]7 years/ Records Cntr.
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.	2 years/Office 5 years/ Records Cntr.
ASG-36	**PERSONAL PROPERTY – VESSEL EXCLUSIONS** Applications for vessel exclusion filed with Assessor by owner of vessels.	2 years/Office 5 years/ Record Cntr.
ASG-37	**SPECIAL ASSESSMENT DISTRICTS – APPROVED/CONSTRUCTED (USAD/RIAD)** Records, assessor's maps, engineers estimates, commitment letters, final assessment roll spreadsheets, contracts, invoices/billings, and correspondences pertaining to assembly approved and constructed special assessment districts.	2 years/Office 12 years/ Record Cntr.
ASG-38	**SPECIAL ASSESSMENT DISTRICTS – FAILED PROJECTS (USAD/RIAD)** Records, assessor's maps, engineers estimates, commitment letters, estimate assessment roll spreadsheets, and correspondences pertaining to failed special assessment districts projects.	1 years/Office 2 years/ Record Cntr.

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: CSH-15
Current Retention: X Office; X Record Center; ___ Total Proposed Retention: X Office; X Record Center; ___ Total	Media: ___ (A) Audio Tapes; X (P) Paper ___ (V) Video Tapes; ___ (F) Film ___ (M) Microfiche; ___ (E) Electronic
Department of Record: CASH MANAGEMENT	Record Title: FINANCE - CASH MANGEMENT

Current Definition of the Record Series:

BANK DEPOSIT BOOKS

Proposed Definition of the Record Series:

BANK DEPOSIT BOOKS/WEB POSTING EDI REPORTS

Reason for this Revision:

ADD WEB POSTINGS TO ENSURE CONSISTANT RECORDS MNGMT OF DEPOSIT POSTINGS

Signature: Misty Jenkins Date: 5-11-18

Printed Name/Title: MISTY JENKINS - ACCT CLERK

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met)

___ Denied ☐ Insufficient Retention ☐ Excessive Retention

Comments:

Signature: Rhonda K. Krohn Date: 5-14-18

Printed Name/Title: RHONDA KROHN, Property Tax / collections Manager

BOROUGH ATTORNEY USE ONLY

X Approved (Legal needs are met)

___ Denied ☐ Insufficient Retention ☐ Excessive Retention

Comments:

Signature: Colette Thompson Date: 5-14-18

Printed Name/Title: Colette Thompson, Borough attorney

RECORDS MANAGEMENT USE ONLY

___ Resolution Number

___ Date Approved by Assembly

___ Records Management Software Updated

___ Revised Retention Schedule Distributed

Comments:

Signature: Date:

Printed Name/Title:

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: PER-01
Years Retained: 2 Office PERM Record Center* PERM Total*	Media: ___ (A) Audio Tapes X (P) Paper ___ (V) Video Tapes ___ (F) Film ___ (M) Microfiche ___ (E) Electronic
Department of Record: Human Resources	Record Title: Employee Files / Personnel Files

Description:

Add to existing definition:

[asterisk 'permanent' retention] *See also Employee Records, Article 13.1 of the Collective Bargaining Agreement.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

___ Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Kim Saner (Print Name)

Comments:

Signature: approved via email Date: 01/07/19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: [signature] Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Amending definition to include file types as defined in 13.1 of the CBA.	Records Manager: Michele Turner (Print Name)

Signature: Date:

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? X Yes ___ No (If no, provide record series number you wish to revise)	Record Series Number: PER-22
Years Retained: ___ Office — See PER-01 ___ Record Center ___ Total	Media: ___ (A) Audio Tapes — X (P) Paper ___ (V) Video Tapes — ___ (F) Film ___ (M) Microfiche — ___ (E) Electronic
Department of Record: Human Resources	Record Title: Records Requests - Confidential

Description:

Written requests for former employee records (originates through the Clerk's Office).

Current employee record requests processed under Article 13, Section 2 of the Collective Bargaining Agreement.

Note: Requests for employee records become part of the employee/personnel file, see PER-01.

Requested by: Michele Turner, Records Manager Date: 01/07/19

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Director/Manager Name: Kim Saner (Print Name)

Comments:

Signature: approved via email Date: 01/07/19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette J. Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Current schedule does not include series for employee records requests for the HR Department.	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: PER-01
Years Retained: 2 Office PERM Record Center* PERM Total*	Media: ___ (A) Audio Tapes X (P) Paper ___ (V) Video Tapes ___ (F) Film ___ (M) Microfiche ___ (E) Electronic
Department of Record: Human Resources	Record Title: Employee Files / Personnel Files

Description:

Add to existing definition:

[asterisk 'permanent' retention] *See also Employee Records, Article 13.1 of the Collective Bargaining Agreement.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Kim Saner (Print Name)

Comments:

Signature: approved via email Date: 01/07/19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Amending definition to include file types as defined in 13.1 of the CBA.	Records Manager: Michele Turner (Print Name)

Signature: Date:

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? X Yes ___ No (If no, provide record series number you wish to revise)	Record Series Number: SVC-13
Years Retained: C Office 1 Record Center 1 Total	Media: ___ (A) Audio Tapes ___ (V) Video Tapes ___ (M) Microfiche X (P) Paper ___ (F) Film ___ (E) Electronic
Department of Record: Fire and Emergency Service Areas	Record Title: Records Requests - Confidential

Description:

Written requests for confidential medical service records and copies of the records produced. See CLK-08 for non-confidential records requests.

C = Keep current year in office.

Requested by: Michele Turner, Records Manager Date: 07/17/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Director/Manager Name: Chief of Emergency Services (Print Name)

Comments:

Signature: [signature] Date: 1-10-2019

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: [signature] Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Current schedule does not include series for confidential records requests. Create new series for SVC and update corresponding series CLK-08.	Records Manager: Michele Turner (Print Name)

Signature: _____ Date: _____

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ____ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: EMR-16
Years Retained: ____ Office ____ Record Center PERM Total	Media: X (A) Audio ____ (P) Paper ____ (V) Video Tapes ____ (F) Film ____ (M) Microfiche ____ (E) Electronic
Department of Record: Office of Emergency Management	Record Title: [LEPC] MEETING [TAPES] AUDIO

Description:
[cassette tapes] Meeting Audio of Local Emergency Planning Committee meetings, Multi-Agency Coordination (MAC) Committee meetings and work sessions.

Requested by: Michele Turner, Records Manager Date: 08/01/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) ____ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Dan Nelson (Print Name)

Comments:

Signature: [signature] Date: 1-4-19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ____ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: [signature] Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

____ Resolution Number ____ Date Approved by Assembly	____ Records Management Software Updated ____ Revised Retention Schedule Distributed
Comments: Update record series to include other recordings that are also archived under this series. Change cassette tapes to audio, to be inclusive of all formats.	Records Manager: Michele Turner (Print Name)

Signature: Date:

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: PLN-18
Years Retained: 6 Office — Preliminary Plats only ___ Record Center — PLN-18 is PERM. 6 Total	Media: ___ (A) Audio Tapes — X (P) Paper ___ (V) Video Tapes — ___ (F) Film ___ (M) Microfiche — ___ (E) Electronic
Department of Record: Planning Department	Record Title: Subdivision / Platting Files

Description:

Add Note to record series description.

Note: Preliminary plats that are not finalized/recorded are retained in office for a total of six years. (KPB 20.25.110(A))

Requested by: Michele Turner, Records Manager Date: September 25, 2018

DEPARTMENT DIRECTOR/MANAGER USE ONLY

___ Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Director/Manager Name: Max Best (Print Name)

Comments:

Signature: Max J Best Date: 1-10-19

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐Excessive Retention	Borough Attorney: Colette Thompson (Print Name)

Comments:

Signature: Colette Thompson Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Adds preliminary plats to definition.	Records Manager: Michele Turner (Print Name)
Signature:	Date:

Purchasing and Contracting

SERIES NO.	DESCRIPTION	RETENTION
PUR-02	**FORMAL SOLICITATIONS** Requests for proposals/invitation to bid, solicitation documents, including: all received proposals/bids, intent to award, notice of award, general/special conditions, award authorization, bid tabulations and addenda. *(Note: These files may not be destroyed until the associated contract has reached its required retention, see CLK-40.)* *(Note: Retention for projects completed with Grant Funding is set by the Granting Agency. See ACC-06 and MAY-07.)*	2 years/Office 4 years/ Records Cntr. AS 09.10.053
PUR-03	**OTHER PURCHASING RECORDS** Licensing of borough-owned vehicles, Annual Auction; disposal of fixed assets. C = Until disposal of asset. *(Note: Retention for projects completed with Grant Funding is set by the Granting Agency. See ACC-06 and MAY-07.)*	C+3 years/ Office

(RECORD SERIES FORMERLY LISTED UNDER CAPITAL PROJECTS)		
SERIES NO.	RETENTION	RETENTION
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.	**Permanent**
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, S] Submittal logs (DCVR, COR), change orders, [TITLE 36] notice of completion (Department of Labor) and permits. Closeout documentation. 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.)*	C/Office 6 years/ Record Cntr.

(RECORD SERIES FORMERLY LISTED UNDER CAPITAL PROJECTS)		
SERIES NO.	RETENTION	RETENTION
PWK-03	**[MAJOR CONSTRUCTION (CLOSE OUT)] DESIGN** [AGENDAS, MINUTES, REPORTS. CLOSE-OUT DOCUMENTATION. DUPLICATE ORIGINALS OF CONTRACT AND SUBCONTRACT DOCUMENTS, CHANGE ORDERS AND REQUESTS FOR FINAL PAYMENT.] Funding source and payment information. Solicitation documents (RFP) including addenda, proposal responses, intent to award, notice of award, notice to proceed. Submittal logs (DCVR, COR) and change orders. Closeout documentation. 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.)*	[2 years] C/Office [50]6 years/ Record Cntr. [OR LIFE OF THE FACILITY]
PWK-04	**INSPECTION AND TEST FILES** Documentation on mortar, cement, gravel and other tests. Reports, correspondence and test results. Inspections for foundations, framing, electrical, plumbing and fire safety.	1 year/Office 5 years/ Records Cntr.
[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.)]*	1 YEAR/OFFICE 9 YEARS/ RECORDS CNTR.
PWK-07	**OFFICE ADMINISTRATION** Purchasing, vendor information, office equipment. Copies of time sheets, advertising costs, utilities, staff travel, budget work papers.	3 years/Office
PWK-08	**PLANS, MAPS AND DRAWINGS** Master [P]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.)*	**Permanent**
PWK-09	**EQUIPMENT AND WARRANTY RECORDS** [Operations and maintenance manuals for] [m]Materials and equipment records, including warranties. C = Life of materials/equipment. *(Note: Retention for projects completed with Grant Funding is set by the Granting Agency. See ACC-06 and MAY-07.)*	C/Office 1 year/ Records Cntr.

(RECORD SERIES FORMERLY LISTED UNDER CAPITAL PROJECTS)		
SERIES NO.	RETENTION	RETENTION
[PWK-10	**MAJOR CONSTRUCTION (INSPECTION REPORTS)** WARRANTY AND SUBSTANTIAL COMPLETION INSPECTIONS. REPORTS FROM PRIME CONTRACTOR, ARCHITECT, PROJECT MANAGER ENGINEER, OTHER AGENCIES. CLAIMS.	2 YEARS/ OFFICE 4 YEARS/ RECORD CNTR.]
[PWK-11	**MAJOR CONSTRUCTION (REFERENCE RECORDS)** COPIES ONLY. REQUESTS FOR PROPOSALS, PROGRAM REPORTS, PROJECT DESCRIPTIONS, STATUS REPORTS TO FUNDING AGENCIES. DEPARTMENT OF LABOR REPORTS. C = UNTIL ADMINISTRATIVE NEED IS MET.]	C/OFFICE
[PWK-12	**MAJOR CONSTRUCTION (PROJECT BILLINGS)** INVOICES, SUBMITTALS AND PAYMENTS TO CONTRACTOR, ARCHITECT, PROJECT MANAGER.	2 YEARS/ OFFICE]
[PWK-13	**EMERGENCY CONSTRUCTION PROJECTS** RELATING TO FLOODS, EARTHQUAKES, OTHER DISASTERS. CONTRACTS, ADMINISTRATION, CONSTRUCTION OF DIKES, DETOURS, REPAIR OF ROADS, AND CULVERTS. (FEDERAL/FEMA, FUNDING-RECORDS REQUESTS.)	1 YEAR/OFFICE 9 YEARS/ RECORDS CNTR.]

KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST

Is request for a New Record Series Number? ___ Yes X No (If no, provide record series number you wish to revise)	Record Series Number: SVC-04
Years Retained: 3 Office 7 Record Center 10 Total	Media: ___ (A) Audio Tapes ___ (P) Paper ___ (V) Video Tapes ___ (F) Film ___ (M) Microfiche X (E) Electronic
Department of Record: Emergency Service Areas	Record Title: Medical Service Records - Confidential

Description:

Reports of any incident that involved Emergency Medical Services, including reports produced for ambulance billing.

Note: Ambulance billing services are provided by a third-party contractor. Billing system records are maintained by the contractor as defined in the billing services agreement.

See CSH-21 for billing transactions.

Requested by: Michele Turner, Records Manager Date: 07/18/18

DEPARTMENT DIRECTOR/MANAGER USE ONLY

X Approved (Departmental needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Director/Manager Name: Chief of Emergency Services (Print Name)

Comments:

Signature: [signature] Date: 1-10-2019

BOROUGH ATTORNEY USE ONLY

✓ Approved (Legal needs are met) ___ Denied ☐ Insufficient Retention ☐ Excessive Retention	Borough Attorney: (Print Name)

Comments:

Signature: [signature] Date: 01-10-19

RECORDS MANAGEMENT USE ONLY

___ Resolution Number ___ Date Approved by Assembly	___ Records Management Software Updated ___ Revised Retention Schedule Distributed
Comments: Amend series to include ambulance billing records.	Records Manager: Michele Turner (Print Name)

Signature: Date:

Transitory and Intermediary Records

ADDENDUM TO RETENTION SCHEDULE

Transitory Records are records that have short-term use only and do not need to be archived. They are produced or received in the course of routine actions, or for convenient reference. These are records that are not needed as evidence of business activity or decision-making and have no ongoing value beyond an immediate and minor transaction. They can normally be deleted or destroyed when the administrative need has been met.

Intermediary Records are records that are created or used in the process of creating a subsequent record. They also are not needed as evidence of business activity or decision-making and they can normally be deleted or destroyed when the administrative need has been met.

Records that have been created in the course business that serve as evidence of government business activities or decision-making are, by definition, NOT transitory or intermediary records.

Each department has determined what records must be scheduled and archived to fully and accurately document business activities. Likewise, each department should determine what records in their department are transitory and intermediary and do not need to be archived. Some departments have included 'department operations' in their schedule. These are considered transitory and are not archived. Also, there are other record series in this schedule that list retention in office ONLY and are not archived.

SERIES NO.	DESCRIPTION	RETENTION
TRN-01	**TRANSITORY RECORDS** Some examples of transitory records include, but are not limited to: • Messages coordinating schedules, appointments, and events. • Transmittal documents such as e-mail, letters, cover memos, and facsimile coversheets that do not provide evidence of approval, concurrence, or decision-making, or include substantive comments. • Circulated internal information such as notifications, circulars, newsletters, and email blasts to employees. • Duplicate copies maintained only for convenient department reference use.	C/Office C = Until administrative need is met
TRN-02	**INTERMEDIARY RECORDS** Some examples of intermediary records include, but are not limited to: • Non-substantive working files: collected and created materials that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes, calculations and preliminary draft produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals and notes. • ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report.	C/Office C = Until administrative need is met