

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 (JB)

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

DATE: January 22, 2019

RE: Records Management Program - Procedures

Written procedures are necessary to establish and promote best organizational-wide recordkeeping practices.

Pursuant to KPB 2.52.040, regulations and procedures to manage the borough's records shall be approved in writing by the assembly president prior to implementation and copies shall be included in the next assembly meeting packet.

Since our last submission on February 20, 2018, we have been continuing our efforts to develop a comprehensive records management program. The attached procedures further these efforts.

School District records are also archived at the Records Center and are incorporated in the attached procedures where appropriate.

Thank you.

Procedures attached:

Destruction
Litigation Holds