	TENTION SCHEDULE	
	N REQUEST	
Is request for a New Record Series Number?	Record Series Number:	
Yes No (for a second se	CLK-5	4
X NO (If no, provide record series number you wish to revise)		
Years Retained:	Media:	(2) 2
Office	(A) Audio Tapes	(P) Paper
PERM Record Center	(V) Video Tapes (M) Microfiche	(F) Film
PERM Total		(E) Electronic
Department of Record:	Record Title:	die /Midee
Clerk's Office	Meeting Au	dio / video
Description:		
Audio/Video recordings for assembly and comm	ittee meetings, work sessions,	public hearings, and
administrative appeals. Also includes audio/vide	o recordings for [BOARD OF ADJ	USTMENT (BOA) AND]
Board of Equalization (BOE), [MEETINGS AND HEARIN	-	
committees and appeal proceedings handled by		
CLK-03.		(
Requested by: Michele Turner, Records Manager	Date:12/17/19	
DEPARTMENT DIRECT	OR/MANAGER USE ONLY	
Approved (Departmental needs are met)	Director/Manager Name:	
Denied Insufficient Retention Excessive Retention	In here' Direct	onchin
Denied  Insufficient Retention  Excessive Retention	Johni Blank	ensnip
	JONNI BIANK (Print Nam	
Comments:		
Comments: Signature: Johan Blackerst	(Print Nam Date: 12/18/19	
Comments: Signature: John Blackerry BOROUGH ATT	(Print Nam Date: 12/18/19 TORNEY USE ONLY	
Comments: Signature: Johan Blackerst	(Print Nam Date: 12/18/19 TORNEY USE ONLY Borough Attorney:	e)
Comments: Signature: Johan Blackeur BOROUGH ATT Approved (Legal needs are met)	(Print Nam Date: 12/18/19 TORNEY USE ONLY	e) Borough Attorney
Comments: Signature: <u>fota:</u> <u>BOROUGHATT</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention	Date: 12/18/19 TORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E	e) Borough Attorney
Comments: Signature: <u>fota:</u> <u>BOROUGHATT</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention	Date: 12/18/19 TORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E	e) Borough Attorney
Comments: Signature: <u>fota:</u> <u>BOROUGHATT</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention	Date: 12/18/19 TORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E	e) Borough Attorney
Comments: Signature: <u>foto:</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention Comments:	(Print Nam Date: 13/18/19 FORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E (Print Nam	e) Borough Attorney
Comments: Signature: <u>foto:</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention Comments: Signature: <u>S.K.</u>	Date: 12/18/19 TORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E (Print Name) Date: 12/27/19	e) Borough Attorney
Comments: Signature: <u>foto:</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention Comments: Signature: <u>Suku</u> <u>RECORDS MANA</u>	Date: 12/18/19 TORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E (Print Name) Date: 12/27/19 AGEMENT USE ONLY	e) Borough Attorney e)
Comments: Signature: <u>Johan Blackeurf</u> BOROUGHATT Approved (Legal needs are met) Denied Insufficient Retention Excessive Retention Comments: Signature: <u>Suku</u> RECORDS MANA Resolution Number	Date: <u>12/18/19</u> TORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E (Print Nam Date: <u>12/27/19</u> GEMENT USE ONLY Records Management S	e) Borough Attorney e) e) oftware Updated
Comments: Signature: <u>fotas</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention Comments: Signature: <u>S.K.</u> <u>RECORDS MANA</u> <u>Resolution Number</u> Date Approved by Assembly	Date: 12/18/19 TORNEY USE ONLY Borough Attorney: Sean Kelley, Deputy E (Print Nam Date: 12/27/19 GEMENT USE ONLY Records Management S Revised Retention Schere	e) Borough Attorney e) e) oftware Updated
Comments: Signature: <u>foto:</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> <u>Denied</u> Insufficient Retention Excessive Retention Comments: Signature: <u>S.K.</u> <u>Records MANA</u> <u>Resolution Number</u> Date Approved by Assembly Comments:	(Print Name)         Date:       19/18/19         FORNEY USE ONLY         Borough Attorney:         Sean Kelley, Deputy E         (Print Name)         (Print Name)         Date:       12/27/19         GEMENT USE ONLY         Records Management S         Revised Retention Scheel         Records Manager:	e) Borough Attorney e) oftware Updated dule Distributed
Comments: Signature: <u>Johan Blacksurf</u> BOROUGHATT Approved (Legal needs are met) Denied Insufficient Retention Excessive Retention Comments: Signature: <u>MM</u> Resolution Number Date Approved by Assembly Comments: Update record series to encompass all meetings	(Print Name)         Date:       19/18/19         ORNEY USE ONLY         Borough Attorney:         Sean Kelley, Deputy E         (Print Name)         (Print Name)         QEMENT USE ONLY         Records Management S         Revised Retention Schere         Records Manager:         Michele T	e) Borough Attorney e) oftware Updated dule Distributed
Comments: Signature: <u>fotas</u> <u>BOROUGHATT</u> <u>Approved (Legal needs are met)</u> Denied Insufficient Retention Excessive Retention Comments: Signature: <u>Saka</u> <u>RECORDS MANA</u> Resolution Number	(Print Name)         Date:       19/18/19         FORNEY USE ONLY         Borough Attorney:         Sean Kelley, Deputy E         (Print Name)         (Print Name)         Date:       12/27/19         GEMENT USE ONLY         Records Management S         Revised Retention Scheel         Records Manager:	e) Borough Attorney e) oftware Updated dule Distributed
Comments: Signature: <u>Johan Blacksurf</u> BOROUGHATT Approved (Legal needs are met) Denied Insufficient Retention Excessive Retention Comments: Signature: <u>MM</u> Resolution Number Date Approved by Assembly Comments: Update record series to encompass all meetings	(Print Name)         Date:       19/18/19         ORNEY USE ONLY         Borough Attorney:         Sean Kelley, Deputy E         (Print Name)         (Print Name)         QEMENT USE ONLY         Records Management S         Revised Retention Schere         Records Manager:         Michele T	e) Borough Attorney e) oftware Updated dule Distributed
Comments: Signature: <u>Johan Bokowy</u> BOROUGHATT Approved (Legal needs are met) Denied Insufficient Retention Excessive Retention Comments: Signature: <u>MM</u> Resolution Number Date Approved by Assembly Comments: Update record series to encompass all meetings	(Print Name)         Date:       19/18/19         ORNEY USE ONLY         Borough Attorney:         Sean Kelley, Deputy E         (Print Name)         (Print Name)         QEMENT USE ONLY         Records Management S         Revised Retention Schere         Records Manager:         Michele T	e) Borough Attorney e) oftware Updated dule Distributed

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number?       Record Series Number:       PLN-16         X       Not (if no, provide record series number you wish to revise)       Media:       (A) Audio Tapes       X       (P) Paper         Years Retained:       (A) Audio Tapes       X       (P) Paper       (P) Paper         10 years       Record Center       (A) Audio Tapes       (P) Paper       (P) Paper         10 years       Record Center       (M) Microfiche       (E) Electronic         Department of Record:       Planning Department       Comprehensive Plans         Description:       Description remains the same.       C = Until superseded or administrative need is met.         Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.       Detector/Manager       Date:       April 29, 2019         Medua:       Department of Records Manager       Date:       April 29, 2019       Department         May approved (Departmental recet are met)       Director/Manager Name:       Max Best, Planning Director         Comments:       Derived insufficient Retention       Excessive Retention       Derived Max Best, Planning Director         Signature:       May Date       Date:       12-17-00/9       Borough Attorney         Signature:       Maproved (tegal needs are met)       Borough Attorney <th>REVISION</th> <th>REQUEST</th>	REVISION	REQUEST	
X       No (if no, provide record series number you with to revise)         Years Retained:       (A) Audio Tapes       X       (P) Paper         (I) Years Retained:       (A) Audio Tapes       X       (P) Paper         (I) Years Record Center       (V) Video Tapes       (F) Film         Total       (M) Microfiche       (E) Electronic         Department of Record:       Record Title:       Record Title:         Description:       Description remains the same.       C         C = Until superseded or administrative need is met.       Comprehensive Plans         Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager       Date:       April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY       Director/Manager Name:       Max Best, Planning Director         Approved (tegarmental needs are met)       Date:       //2-/2-20/9         Signature:       Maythout       Date:       //2-/2-20/9         Signature:       Maythout       Date:       //2-/2-20/9         Signature:       Excessive Retention       Excessive Retention       Drector/Manager Name:         Denied       Insufficient Retention       Excessive Retention       Sean Kelley, Deputy Borough Attorney	Is request for a New Record Series Number?	Record Series Number:	
Years Retained:       Media:       (A) Audio Tapes X (P) Paper         10 years Record Center       (V) Video Tapes (P) Film       (P) Paper         Total       (M) Microfiche (E) Electronic       (E) Electronic         Department of Record:       Planning Department       Comprehensive Plans         Description:       Description remains the same.       C = Until superseded or administrative need is met.         Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.       Date: April 29, 2019         Media:       Description remains the same.       Date: April 29, 2019         Department       DEPARTMENT DIRECTOR/MANAGER USE ONLY       Director/Manager Name:         Max Best, Planning Director       Max Best, Planning Director       (P) Paper         ✓       Approved (Departmental needs are met)       Date: (L2-12-20/9)       Director/Manager Name:         Denied       Insufficient Retention       Descessive Retention       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Comments:       Date:       (L2-12-20/9)       Partition         Signature:       Date:       (L2-12-20/9)       Partition         Signature:       Date:       (L2-12-20/9)       Partition         Comments:       Signature:       Date:       (L2-12-20/9)       Part		PLN-16	
C       Office       (A) Audio Tapes       X       (P) Paper         10 years       Record Center       (Y) Video Tapes       (F) Film         Total       (M) Microfiche       (E) Electronic         Department of Record:       Record Title:       (E) Electronic         Description:       Description remains the same.       C = Until superseded or administrative need is met.         Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.       Dete: April 29, 2019         Requested by:       Michele Turner, Records Manager       Date:       April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY       Director/Manager Name:       Max Best, Planning Director         @       Denied       Insufficient Retention       Descessive Retention       Prevention         Signature:       Max Best, Planning Director       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Descessive Retention       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Comments:       Signature:       Date:       14/az/soig       Records Management Software Updated         Signature:       Excessive Retention       Records Managerer:       Software Updated         Resolution Number       Records Manager::       Amend			
10 years       Record Center       (Y) Video Tapes       (F) Film         Total       (M) Microfiche       (E) Electronic         Department of Record:       Planning Department       Comprehensive Plans         Description:       Description:       Description:         Description:       Description:       Comprehensive Plans         Requested by:       Michele Turner, Records Manager       Date:       Aproved Number         Denied       Insufficient Retention       DEscessive Retention       Director/Manager Name:         Max Best, Planning Director       @retention       @retention       @retention         Signature:       May Mback       Date:       ////////////////////////////////////			
Total       (M) Microfiche       (E) Electronic         Department of Record:       Record Title:       Record Title:         Description:       Description remains the same.       Comprehensive Plans         C = Until superseded or administrative need is met.       Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager       Date:       April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY       Director/Manager Name:       Max Best, Planning Director         Approved (Departmental needs are met)       Director/Manager Name:       Max Best, Planning Director         Comments:       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Signature:       Max Gerough Attorney:       Sean Kelley, Deputy Borough Attorney         Comments:       Date:       L2_1/2_0/9         Comments:       Date:       L2/2_1/2014         Signature:       Skac       Date:       L2/2_1/2014         Records Management Software Updated       Revised Retention Schedule Distributed       Revised Retention Schedule Distributed         Comments:       Records Management Software Updated       Records Manager:       Michele Turner			
Department of Record:       Planning Department       Record Title:         Description:       Description remains the same.       Comprehensive Plans         C = Until superseded or administrative need is met.       Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager       Date:       April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY       Director/Manager Name:       Max Best, Planning Director         Max Best, Planning Director       Borough Attroney:       Signature:       Max Method         Signature:       Maydbad       Date:       /2-/3-009         Comments:       Borough Attroney:       Sean Kelley, Deputy Borough Attorney         Comments:       Date:       L2/2/2019         First tumed       Insufficient Retention       Excessive Retention         Orments:       Date:       /2-/3-009         Signature:       Maydbad       Date:       /2-/3-009         Comments:       Date:       /2-/3-009         Signature:       Date:       /2-/3-009         Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention         Signature:       Date:       /2-/3-0/9 </td <td></td> <td></td>			
Planning Department       Comprehensive Plans         Description:       Description:         Note:       See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager       Date:         Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       Excessive Retention         Borough Attorney:       Sean Kelley, Deputy Borough Attorney:         Denied       Insufficient Retention       Excessive Retention         Signature:       Date:       12/2/2-02/9         Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention         Signature:       Date:       12/2/2019         Records Management Software Updated       Records Management Software Updated         Resolution Number       Records Manager:       Records Manager:         Date:       12/2/2/2019       Records			
Description remains the same.         C = Until superseded or administrative need is met.         Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager         Date:       April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY         Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       DExcessive Retention         Orments:       Date:       /2-/2-20/9         Borough Attrorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention         Orments:       Date:       /2-/2-20/9         Signature:       Max Bost, Planning Director         Prior Namager       Date:       /2-/2-20/9         Comments:       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention       Drive Nama         Comments:       Date:       /2/2/20/9       Prior Namager         Records Management Software Updated       Revised Retention Schedule Distributed       Records Manager:         Mandther 'condition' for the department to       Michele Turner       Michele Turner			
C = Until superseded or administrative need is met.         Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager         Date:       April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY         Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       Director/Manager Name:         Openied       Insufficient Retention       Director/Manager Name:         Signature:       Max Best, Planning Director         V       Approved (Legal needs are met)       Date:         Denied       Insufficient Retention       Decessive Retention         Borough Attroney:       Borough Attorney:         Denied       Insufficient Retention       Decessive Retention         Ørmit Numeit       Date:       12/21/2019         Comments:       Date:       12/21/2019         Signature:       Date:       12/21/2019         Resolution Number       Date:       12/21/2019         Date Approved by Assembly       Records Management Software Updated Revoids Retention Schedule Distributed         Comments:       Approved Repartment to       Michele Turner	Description:		
Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager       Date:       April 29, 2019         DepARTMENT DIRECTOR/MANAGER USE ONLY       Director/Manager Name:       Max Best, Planning Director         Denied       Insufficient Retention       Excessive Retention       Max Best, Planning Director         Comments:       BOROUGH ATTORNEY USE ONLY       Max Best, Planning Director         Signature:       Maybush       Date:       12-17-20/9         BOROUGH ATTORNEY USE ONLY       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention       Print Name)         Comments:       Date:       12-17-20/9         Signature:       Date:       12-17-20/9         Comments:       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Print Name)       Date:       14/27/2019       Records Management Software Updated         Revised Retention Number       Revised Retention Schedule Distributed       Revised Retention Schedule Distributed         Comments:       Approved by Assembly       Records Managerent Software Updated Revised Retention Schedule Distributed	Description remains the same.		
Note: See also CLK-39, comprehensive plans are permanently archived with its approved legislation.         Requested by:       Michele Turner, Records Manager       Date:       April 29, 2019         DepARTMENT DIRECTOR/MANAGER USE ONLY       Director/Manager Name:       Max Best, Planning Director         Denied       Insufficient Retention       Excessive Retention       Max Best, Planning Director         Comments:       BOROUGH ATTORNEY USE ONLY       Max Best, Planning Director         Signature:       Maybush       Date:       12-17-20/9         BOROUGH ATTORNEY USE ONLY       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention       Print Name)         Comments:       Date:       12-17-20/9         Signature:       Date:       12-17-20/9         Comments:       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Print Name)       Date:       14/27/2019       Records Management Software Updated         Revised Retention Number       Revised Retention Schedule Distributed       Revised Retention Schedule Distributed         Comments:       Approved by Assembly       Records Managerent Software Updated Revised Retention Schedule Distributed	C = Until superseded or administrative need is	s met.	
legislation.         Requested by:       Michele Turner, Records Manager       Date: April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY         Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       Excessive Retention         Comments:       Max Best, Planning Director         Signature:       Max Mb.t       Date:         Approved (Legal needs are met)       Borough Attorney:         Denied       Insufficient Retention       Excessive Retention         Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Comments:       Signature:       Date:         Signature:       Excessive Retention       Excessive Retention         Resolution Number       Date:       Id/2 n/(2019)         Resolution Number       Records Management Software Updated Revised Retention Schedule Distributed         Comments:       Records Management Software Updated Revised Retention Schedule Distributed			
legislation.         Requested by:       Michele Turner, Records Manager       Date: April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY         Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       Excessive Retention         Comments:       Max Best, Planning Director         Signature:       Max Mb.t       Date:         Approved (Legal needs are met)       Borough Attorney:         Denied       Insufficient Retention       Excessive Retention         Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Comments:       Signature:       Date:         Signature:       Excessive Retention       Excessive Retention         Resolution Number       Date:       Id/2 n/(2019)         Resolution Number       Records Management Software Updated Revised Retention Schedule Distributed         Comments:       Records Management Software Updated Revised Retention Schedule Distributed	Note: See also CLK-39 comprehensive plans	s are permanently archived with its approved	
Requested by:       Michele Turner, Records Manager       Date:       April 29, 2019         DEPARTMENT DIRECTOR/MANAGER USE ONLY		are permanently arenived that to approved	
DEPARTMENT DIRECTOR/MANAGER USE ONLY         Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       Excessive Retention         Comments:       Max Best, Planning Director         Signature:       Max Mount       Date:       12-12-2019         Borough Attroney:       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention       Borough Attorney:         Comments:       Date:       12/27/2019         Signature:       Sum       Date:       12/27/2019         Records Management Software Updated       Records Management Software Updated         Date Approved by Assembly       Records Manager:         Amend the 'condition' for the department to       Records Manager:			
DEPARTMENT DIRECTOR/MANAGER USE ONLY         Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       Excessive Retention         Max Best, Planning Director         (Prim Name)         Comments:       Date:       12-12-20/9         Borough Attroney:       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention       Comments:         Signature:       Date:       12/27/2019         Comments:       Date:       12/27/2019         Signature:       Date:       12/27/2019         Records Management Software Updated       Revised Retention Schedule Distributed         Comments:       Records Management Software Updated         Amend the 'condition' for the department to       Records Manager:	Requested by: Michele Turner Records Manager	Date: April 29 2019	
X       Approved (Departmental needs are met)       Director/Manager Name:         Denied       Insufficient Retention       Excessive Retention         Comments:       Max Best, Planning Director         Signature:       MaxAback       Date:         V       Approved (Legal needs are met)       Borough Attroney:         Denied       Insufficient Retention       Excessive Retention         V       Approved (Legal needs are met)       Borough Attorney:         Denied       Insufficient Retention       Excessive Retention         Comments:       Date:       12/27/2019         Comments:       Date:       12/27/2019         Resolution Number       Records Management Software Updated         Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Amend the 'condition' for the department to			
Denied       Insufficient Retention       Dexcessive Retention       Max Best, Planning Director         Comments:       (Print Name)         Signature:       Max Date:       12-12-2019         BOROUGH ATTORNEY USE ONLY       Borough Attorney:       Sean Kelley, Deputy Borough Attorney         Denied       Insufficient Retention       Excessive Retention       Sean Kelley, Deputy Borough Attorney         Comments:       Date:       12/22/20019       (Print Name)         Comments:       Date:       12/22/20019         Records Management Software Updated       Revised Retention Schedule Distributed         Comments:       Records Management Software Updated         Approved by Assembly       Records Management Software Updated         Amend the 'condition' for the department to       Michele Turner			
(Print Name)         (Print Name)         Comments:         Signature: <u>May About</u> Date: <u>12-17-2019</u> BOROUGH ATTORNEY USE ONLY         Borough Attorney:         Denied       Insufficient Retention       Excessive Retention         Comments:         Signature:       Date: <u>12/27/2019</u> RECORDS MANAGEMENT USE ONLY         Records Management Software Updated         Revised Retention Schedule Distributed         Comments:         Amend the 'condition' for the department to			
Signature:       Maybust       Date:       12-12-2019         BOROUGH ATTORNEY USE ONLY       Borough Attorney:       Borough Attorney:         Denied       Insufficient Retention       Excessive Retention       Borough Attorney:         Sean Kelley, Deputy Borough Attorney       Genough Attorney       (Print Name)         Comments:       Date:       12/27/2019         Resolution Number       Records Management Software Updated         Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Michele Turner			
BOROUGH ATTORNEY USE ONLY         Approved (Legal needs are met)       Borough Attorney:         Denied       Insufficient Retention       Excessive Retention         Comments:       Date:       12/27/2019         Signature:       Date:       12/27/2019         Records Management Software Updated Resolution Number       Records Management Software Updated Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Records Manager:		Date: 12-17-2019	
Approved (Legal needs are met)       Borough Attorney:         Denied       Insufficient Retention       Excessive Retention         Comments:       Borough Attorney:         Signature:       Date:       Id/Dat/2019         RECORDS MANAGEMENT USE ONLY         Resolution Number       Records Management Software Updated         Date Approved by Assembly       Records Management Software Updated         Comments:       Records Management Software Updated         Mend the 'condition' for the department to       Records Manager:	- 100 pp - 2		
Denied       Insufficient Retention       Excessive Retention       Sean Kelley, Deputy Borough Attorney         Comments:       (Print Name)         Signature:       Date:       12/27/2019         Records Management Software Updated       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Records Manager:		book .	
Comments:       (Print Name)         Signature:       Date:       12/27/2019         RECORDS MANAGEMENT USE ONLY         Resolution Number       Records Management Software Updated         Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Michele Turner			
Signature:       Date:       Id/Dat/2019         RECORDS MANAGEMENT USE ONLY         Resolution Number       Records Management Software Updated         Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Michele Turner			
RECORDS MANAGEMENT USE ONLY         Resolution Number       Records Management Software Updated         Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Michele Turner	Comments:		
RECORDS MANAGEMENT USE ONLY         Resolution Number       Records Management Software Updated         Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Michele Turner	Signature:	Date: 12/27/2019	
Resolution Number       Records Management Software Updated         Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Michele Turner	RECORDS MANA		
Date Approved by Assembly       Revised Retention Schedule Distributed         Comments:       Records Manager:         Amend the 'condition' for the department to       Michele Turner		Active and a second sec	
Amend the 'condition' for the department to Michele Turner			
extend the period of time in office. (Print Name)	Amend the 'condition' for the department to	Michele Turner	
	extend the period of time in office.	(Print Name)	
Signature: Date:	Signature:	Date:	

	TENTION SCHEDULE
Is request for a New Record Series Number?	Record Series Number:
X NO (If no, provide record series number you wish to revise)	SVC-08
Years Retained: <u>C+2</u> Office	Media: (A) Audio Tapes[X] (P) Paper
[2 YEARS] Record Center Total	(V) Video Tapes     (F) Film       (M) Microfiche     X     (E) Electronic
Department of Record: Fire & Emergency Service Areas Description:	Record Title: Fire Inspection / Compliance Files
Requested by: Brooke Dobson, Fire Marshal	Date: April 29, 2019
	OR/MANAGER USE ONLY
Approved (Departmental needs are met)	Director/Manager Name:
Denied  Insufficient Retention  Excessive Retention	Roy Browning, Chief of Emergency Services
Comments:	
Signature: for browne	Date: 5-1-2019
Approved (Legal needs are met)	ORNEY USE ONLY Borough Attorney:
Approved (Legal needs are met)     Denied      Insufficient Retention      Excessive Retention	Sean Kelley, Assistant Borough Attorney (Print Name)
Comments:	
Signature: Saka	Date: 12/27/2019
RECORDS MANA	GEMENT USE ONLY
Resolution Number Date Approved by Assembly	Records Management Software Updated Revised Retention Schedule Distributed
Comments: Change the media type of this record series from paper to electronic.	Records Manager: Michele Turner (Print Name)
	Date:

KPB RECO	RDS RETENTION SCHEDULE
R	EVISION REQUEST
Is request for a New Record Series Number? Yes	Record Series Number: RDI-01
X NO (If no, provide record series number you wish to	
Years Retained:	Media:
C[+1] Office	(A) Audio Tapes X (P) Paper
6 Record Center	(V) Video Tapes (F) Film
6 Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Road Service Area	Road Improvement Project Files
Add note to current definition: <u>Note: Road construction projects are</u> <u>and PUR-03.</u>	handled by the Purchasing Department. See PUR-02
Requested by: Michele Turner, Records Man	
· · · · · · · · · · · · · · · · · · ·	NT DIRECTOR/MANAGER USE ONLY
Approved (Departmental needs are met) Denied  Insufficient Retention Excessive	Director/Manager Name: Retention Dil Uhlin
	(Print Name)
Signature:	Date: 3-26-19
BOF	OUGH ATTORNEY USE ONLY
Approved (Legal needs are met) Denied  Insufficient Retention  Excessive	Retention Borough Attorney: Sean Kelley, Deputy Borough Attorne
Comments:	
Signature: Saka	Date: 12/27/2019
RECO	RDS MANAGEMENT USE ONLY
Resolution Number	RDS MANAGEMENT USE ONLY
RECO Resolution Number Date Approved by Assembly	RDS MANAGEMENT USE ONLY           Records Management Software Updated           Revised Retention Schedule Distributed           Records Manager:           Michele Turner

KPB RECORD	DS RETENTION SCHEDULE
REV	ISION REQUEST
Is request for a New Record Series Number?	Record Series Number:
Yes X No (If no, provide record series number you wish to revi	PER-06
Years Retained:	Media:
[PERM] C Office	(A) Audio Tapes X (P) Paper
Record Center	(V) Video Tapes (F) Film
Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Human Resources	Job Description
Description: Add to current description: <u>C = until superseded/obsolete or admir</u>	nistrative need is met.
Requested by: Kim Saner, HR Director	Date: 02/01/19
DEPARTMENT	DIRECTOR/MANAGER USE ONLY
x Approved (Departmental needs are met)	Director/Manager Name:
Denied 🗆 Insufficient Retention 🗆 Excessive Rete	ention Kim Saner (Print Name)
Signature:	Date: 2/1/2019
	JGH ATTORNEY USE ONLY
Approved (Legal needs are met)	Borough Attorney:
Denied  Insufficient Retention  Excessive Rete	C ALL DIAL Room 1 ALL
Comments: Signature:	Date: 12/27/2019
	S MANAGEMENT USE ONLY
Resolution Number Date Approved by Assembly	Records Management Software Updated Revised Retention Schedule Distributed
Comments:	Records Manager:
Change retention period to align with t state's local government model 300.1	he Michele Turner
	Date:
Signature:	

KPB RECORDS RE	TENTION SCHEDULE	
REVISION	N REQUEST	
Is request for a New Record Series Number?	Record Series Number:	
Yes X NO (If no, provide record series number you wish to revise)	PER-04	
	8.4	
Years Retained: Office PERMANENT	Media: (A) Audio Tapes X (P) Paper	
Record Center	(V) Video Tapes (F) Film	
Total	(M) Microfiche (E) Electronic	
Department of Record:	Record Title:	
Human Resources	Labor Relations Administration	
Description: Collective bargaining agreement and contract negotiation files. [GRIEVANCES.] KBEA Union lea		
Requested by: Kim Saner, HR Director	Date: 02/01/19	
DEPARTMENT DIRECT	OR/MANAGER USE ONLY	
x Approved (Departmental needs are met)	Director/Manager Name:	
Denied 🗆 Insufficient Retention 🗆 Excessive Retention	Kim Saner	
Comments:		
Signature:	Date:	
	ORNEY USE ONLY	
Approved (Legal needs are met) Denied Insufficient Retention Excessive Retention	Borough Attorney: Sean Kelley, Deputy Borough Attorney	
Comments: Signature:	Date: 12/27/2011	
	GEMENT USE ONLY	
Resolution Number	Records Management Software Updated Revised Retention Schedule Distributed	
Date Approved by Assembly		
Comments:	Records Manager:	
Remove "Grievances" from this record	(Print Name)	
series and create a new series with a five		
year retention in office and Permanent in	· · · · · · · · · · · · · · · · · · ·	
records center. This change aligns with the state's local government model 300.1		
Signature:	Date:	

KPB RECORDS RET	ENTION SCHEDULE
REVISION	REQUEST
Is request for a New Record Series Number?	Record Series Number:
X Yes No (If no, provide record series number you wish to revise)	PER-22
Years Retained:	Media:
5 Office	(A) Audio Tapes X (P) Paper
P Record Center	(V) Video Tapes (F) Film
P Total	(M) Microfiche (E) Electronic
Department of Record:	Record Title:
Human Resources	Labor Relations Administration
Description: Documents grievances filed by employees; grie	evance forms investigative notes reports
correspondence and related backup. Note: co	
correspondence and related backup. Hote, co	ertain mormation is connucritial.
<u>C = resolution and execution of any stipulation</u>	15.
Requested by: Kim Saner, HR Director	Date: 02/01/19
DEPARTMENT DIRECTO	DR/MANAGER USE ONLY
x Approved (Departmental needs are met)	Director/Manager Name:
Denied	Kim Saner
Comments:	(Print Name)
Signature:	Date: 2/1/15
	ORNEY USE ONLY
Approved (Legal needs are met)	Borough Attorney:
Denied  Insufficient Retention  Excessive Retention	Sean Keney, Deputy Barough Attorney
Comments:	
C X	Deter land
Signature: 5-K-	Date: 12/27/2019
RECORDS MANAG	GEMENT USE ONLY Records Management Software Updated
Date Approved by Assembly	Revised Retention Schedule Distributed
Comments:	Records Manager:
Remove "Grievances" from PER-04 and	Michele Turner
create a new series with a five year	(Print Name)
retention in Office and Permanent in	
records center. This change aligns with the	
state's local government model 300.1	

KPB RECORDS RET	ENTION SCHEDULE
REVISION	REQUEST
Is request for a New Record Series Number?	Record Series Number:
X Yes	RDI-06
NO (If no, provide record series number you wish to revise)	
Years Retained:	Media:
C Office	(A) Audio Tapes X (P) Paper
PERM Record Center	(V) Video Tapes (F) Film
PERM Total	(M) Microfiche X (E) Electronic
Department of Record:	Record Title:
Road Service Area	Permit Application Files
Description:	und and denied): read construction projects
	ved and denied): road construction projects,
	signs; including required attachments: plats,
maps, as-built surveys, engineering design/ana	ilysis reports.
Note: Category IV roads and roads not cons	structed as required by KPB 14.06 standards
require RSA board approval. See also RDM-03.	
C = until administrative need is met.	
Requested by: Michele Turner, Records Manager	Date: March 19, 2019
DEPARTMENT DIRECTO	R/MANAGER USE ONLY
Approved (Departmental needs are met)	Director/Manager Name:
Denied  Insufficient Retention  Excessive Retention	Dil Uhlin
	(Print Name)
Comments:	
Signature:	Date: 3-26-19
	DRNEY USE ONLY
Approved (Legal needs are met)	Borough Attorney:
Denied Insufficient Retention	Sean Kelley, Deputy Baraugh Attorne
	(Print Name)
Comments:	( Print Name)
Comments:	(Print Name)
Comments:	( Print Name)
	(Print Name)
Comments: Signature:	Date: 12127/2019
Signature: Style RECORDS MANAG	Date: 12/27/2019 GEMENT USE ONLY
Signature:	Date: 12127/2019 EMENT USE ONLY Records Management Software Updated
Signature: Style RECORDS MANAG	Date: 12/27/2019 GEMENT USE ONLY
Signature:	Date:       12127/2019         GEMENT USE ONLY
Signature:	Date: 12127/2019 EMENT USE ONLY Records Management Software Updated Revised Retention Schedule Distributed Records Manager: Michele Turner
Signature:	Date:       12127/2019         GEMENT USE ONLY
Signature:	Date: 12127/2019 EMENT USE ONLY Records Management Software Updated Revised Retention Schedule Distributed Records Manager: Michele Turner
Signature:	Date: 12127/2019 EMENT USE ONLY Records Management Software Updated Revised Retention Schedule Distributed Records Manager: Michele Turner