

Kenai Peninsula Borough
Office of the Borough Clerk
Records Management Division

LAYDOWN

MEMORANDUM

TO: Kelly Cooper, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Johni Blankenship, Borough Clerk (JB)

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

DATE: March 17, 2020

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 Management Division.

In 2019 there were a total of 2,495 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.

Records that met their required retention or were transferred to an electronic or microfilm media type were destroyed and shredded in 2019. Those items are recapped below.

Obsolete Paper Records Destroyed/Shredded:

Assessing	32 Boxes	
Borough Clerk	51 Boxes	
Finance	26 Boxes	
Human Resources	3 Boxes	
Legal	8 Boxes	
Office of Emergency Mgmt.	1 Boxes	
Planning	1 Boxes	
Purchasing & Contracting	32 Boxes	
Risk Management	2 Boxes	
Roads	22 Boxes	
School District	90 Boxes	
Total Obsolete Boxes	268 Boxes	8,228 lbs. of paper

Other Paper Records Destroyed/Shredded:

Converted to electronic/microfilm	178 Boxes	2,640 lbs. of paper
Transitory/Intermediary (not subject to retention)	75 Boxes	2,200 lbs. of paper
TOTAL RECORDS DESTROYED/SHREDDED 2019	521 Boxes	13,068 lbs. of paper

FILES ARCHIVED AT THE RECORDS CENTER

January 1, 2019 - December 31, 2019

CLASSIFICATION	CLASSIFICATION TITLE	2019	DEPT. TOTAL
ASG.ADM.03	Notices of Assessment	56	
ASG.ADM.06	Real & Personal Property Correspondence	91	
ASG.ADM.12	Property Owner Address Changes	51	
ASG.ADM.14	Property Cards - Portable Structures	19	
ASG.ADM.34	Business Personal Property - Inactive	54	
ASG.ADM.35	Board of Equalization	386	
ASG.ADM.37	Special Assessment Districts - Approved	5	
ASG.ADM.38	Special Assessment Districts - Failed	1	
TOTAL FILES ARCHIVED - ASSESSING			663
CLK.ADM.01	Meeting Minutes	1	
CLK.ADM.02	Meeting Notices	1	
CLK.ADM.03	Meeting Packets	7	
CLK.ADM.05	Boards/Commissions/SABs/Committees	10	
CLK.ADM.08	Public Records Requests - Non-Confidential	2	
CLK.ADM.39	Resolutions & Ordinances	228	
CLK.ADM.40	Contracts	246	
CLK.ELE.29	Elections - Undeliverable Mail	3	
CLK.ELE.32	Elections - Notices, Sample Ballots, Propositions, Results	3	
CLK.ELE.33	Elections - Voted Ballots	20	
CLK.ELE.36	Elections - Registers	1	
TOTAL FILES ARCHIVED - CLERK'S OFFICE			522
FIN.ACC.08	Journal Entries - Revenue & Expenditures	28	
FIN.AUD.01	Audit Case Files	505	
FIN.DEL.04	Real Property Tax Foreclosure - Paid Files	216	
FIN.PAY.04	Employment Security Division - Reports	6	
FIN.PAY.05	Payroll Reports	8	
FIN.PAY.08	PERS Contribution Report	8	
FIN.PAY.11	Payroll Final Processing Documents	122	
TOTAL FILES ARCHIVED - FINANCE			893
KSD.BRD.64	Superintendent Files	68	
KSD.BRD.65	Board Meeting Packets	42	
KSD.BRD.78	Board Meeting Minutes	1	
KSD.FIX.57	Fixed Asset Reports	12	
KSD.FIX.58	Capital Equipment / 79-100 Forms	52	
KSD.INS.66	Instructional Services	26	
TOTAL FILES ARCHIVED - SCHOOL DISTRICT			201

FILES ARCHIVED AT THE RECORDS CENTER

January 1, 2019 - December 31, 2019

CLASSIFICATION	CLASSIFICATION TITLE	2019	DEPT. TOTAL
PLN.ADM.17	Commission and Committee Records	41	
PLN.ADM.18	Subdivision/Platting Files	95	
PLN.ADM.19	Land Management/Leases/Auctions	71	
PLN.ADM.22	Meeting Audio/Video	1	
TOTAL FILES ARCHIVED - PLANNING			208
RDS.IMP.01	Road Maintenance Project Files	8	
TOTAL FILES ARCHIVED - ROADS			8
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2019 FILES ARCHIVED AT THE RECORDS CENTER		2495	2495
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