

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

<p>Is request for a New Classification Number?</p> <p><u> </u> Yes</p> <p><u> X </u> No (If no, provide record series number you wish to revise)</p>	<p>Classification Number:</p> <p style="text-align: center;"><u>PER.ADM.01</u></p>						
<p>Years Retained:</p> <p><u> 2 </u> Office</p> <p><u> PERM </u> Record Center</p> <p><u> PERM </u> Total</p>	<p>Media:</p> <table style="width: 100%;"><tr><td><u> </u> (A) Audio Tapes</td><td><u> X </u> (P) Paper</td></tr><tr><td><u> </u> (V) Video Tapes</td><td><u> </u> (F) Film</td></tr><tr><td><u> </u> (M) Microfiche</td><td><u> </u> (E) Electronic</td></tr></table>	<u> </u> (A) Audio Tapes	<u> X </u> (P) Paper	<u> </u> (V) Video Tapes	<u> </u> (F) Film	<u> </u> (M) Microfiche	<u> </u> (E) Electronic
<u> </u> (A) Audio Tapes	<u> X </u> (P) Paper						
<u> </u> (V) Video Tapes	<u> </u> (F) Film						
<u> </u> (M) Microfiche	<u> </u> (E) Electronic						
<p>Department of Record:</p> <p style="text-align: center;"><u>Human Resources</u></p>	<p>Record Title:</p> <p style="text-align: center;"><u>EMPLOYEE FILES / PERSONNEL FILES</u></p>						
<p>Description:</p> <p style="margin-top: 20px;">No changes to description</p>							
<p>Requested by: <u>Larissa Mika, HR Assistant</u> Date: <u>01/13/20</u></p>							
DEPARTMENT DIRECTOR/MANAGER USE ONLY							
<p><u> <i>[Signature]</i> </u> Approved (Departmental needs are met)</p> <p><u> </u> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</p>	<p>Director/Manager Name:</p> <p style="text-align: center;"><u><i>[Signature]</i> by Kim K. Sauer</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>						
<p>Comments:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div><u><i>[Signature]</i></u></div><div><u>6/23/2020</u></div></div>							
<p>Signature: _____ Date: _____</p>							
BOROUGH ATTORNEY USE ONLY							
<p><u> </u> Approved (Legal needs are met)</p> <p><u> </u> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</p>	<p>Borough Attorney:</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">(Print Name)</p>						
<p>Comments:</p>							
<p>Signature: _____ Date: _____</p>							
RECORDS MANAGEMENT USE ONLY							
<p><u> </u> Resolution Number</p> <p><u> </u> Date Approved by Assembly</p>	<p><u> </u> Records Management Software Updated</p> <p><u> </u> Revised Retention Schedule Distributed</p>						
<p>Comments:</p> <p style="margin-top: 20px;">Per department's request, amending how long inactive files are kept in office. Changing from 2 years to 1 year.</p>	<p>Records Manager:</p> <p style="text-align: center;"><u>Michele Turner</u></p> <p style="text-align: center; font-size: small;">(Print Name)</p>						
<p>Signature: _____ Date: _____</p>							