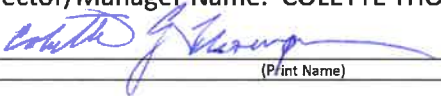



**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

| | |
|--|---|
| Is request for a New Classification Number? <div style="margin-left: 20px;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)</div> | Classification Number: <div style="text-align: center; font-weight: bold;">LGL.ADM.01 & LGL.ADM.04</div> |
| Years Retained: <div style="margin-left: 20px;"><input type="checkbox"/> Office <input type="checkbox"/> Record Center <input type="checkbox"/> Total</div> | Media: <div style="margin-left: 20px;"><input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input type="checkbox"/> (V) Video Tapes <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input type="checkbox"/> (E) Electronic</div> |
| Department of Record: | Record Title: <div style="text-align: center; font-weight: bold;">ALASKA STATE STATUTES & ADMIN CODE</div> |
| Description: <div style="margin-left: 20px;">Deleting LGL.ADM.01 [STATUTE AND REGULATION BOOKS – VARIOUS YEARS] Deleting LGL.ADM.04 [ALASKA ADMINISTRATIVE CODE (AAC) SUPPLEMENTAL REGISTERS.]</div> | |
| Requested by: Michele Turner, Records Manager Date: 06/23/20 | |
| DEPARTMENT DIRECTOR/MANAGER USE ONLY | |
| <div style="margin-left: 20px;"><input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div> | Director/Manager Name: COLETTE THOMPSON <div style="text-align: center;"> (Print Name)</div> |
| Comments: | |
| Signature:  Date: June 23, 2020 | |
| BOROUGH ATTORNEY USE ONLY | |
| <div style="margin-left: 20px;"><input type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div> | Borough Attorney: <div style="text-align: center;">_____ (Print Name)</div> |
| Comments: | |
| Signature: _____ Date: June 23, 2020 | |
| RECORDS MANAGEMENT USE ONLY | |
| <div style="margin-left: 20px;"><input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly</div> | <div style="margin-left: 20px;"><input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed</div> |
| Comments: <div style="margin-left: 20px;">Classifications are no longer needed. Publications referenced above are available online.</div> | Records Manager: <div style="text-align: center; font-weight: bold;">Michele Turner</div> <div style="text-align: center;">_____ (Print Name)</div> |
| Signature: _____ Date: _____ | |