

**KPB RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

<b>Is request for a New Classification Number?</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes</div><div><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)</div></div>	<b>Classification Number:</b> <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">ASG.ADM.29</div>
<b>Years Retained:</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Office</div><div><input type="checkbox"/> Record Center</div><div><input type="checkbox"/> Total</div></div>	<b>Media:</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (A) Audio Tapes</div><div><input checked="" type="checkbox"/> (P) Paper</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (V) Video Tapes</div><div><input type="checkbox"/> (F) Film</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (M) Microfiche</div><div><input type="checkbox"/> (E) Electronic</div></div>
<b>Department of Record:</b> <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">Assessing Department</div>	<b>Record Title:</b> <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">REAL PROPERTY – ONE LINER LIST</div>
<b>Description:</b> Delete Classification Number ASG.ADM.29 from the schedule. [ANNUAL LISTING OF REAL PROPERTY OWNERS, ADDRESSES AND ASSESSED VALUE AT TIME OF CERTIFICATION, SORTED BY LAST NAME. FOR REFERENCE ONLY.]	
<b>Requested by:</b> Chris Tilly, Admin. Manager <b>Date:</b> 05/20/20	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Approved (Departmental needs are met)</div><div><input type="checkbox"/> Denied    <input type="checkbox"/> Insufficient Retention    <input type="checkbox"/> Excessive Retention</div></div>	<b>Director/Manager Name:</b> <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">Adeena Wilcox</div> <div style="text-align: center; font-size: small;">(Print Name)</div>
<b>Comments:</b>   	
<b>Signature:</b> <b>Date:</b> 07-06-2020	
BOROUGH ATTORNEY USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approved (Legal needs are met)</div><div><input type="checkbox"/> Denied    <input type="checkbox"/> Insufficient Retention    <input type="checkbox"/> Excessive Retention</div></div>	<b>Borough Attorney:</b> <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;"></div> <div style="text-align: center; font-size: small;">(Print Name)</div>
<b>Comments:</b>   	
<b>Signature:</b> _____ <b>Date:</b> _____	
RECORDS MANAGEMENT USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Resolution Number</div><div><input type="checkbox"/> Records Management Software Updated</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Date Approved by Assembly</div><div><input type="checkbox"/> Revised Retention Schedule Distributed</div></div>	<b>Records Manager:</b> <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">Michele Turner</div> <div style="text-align: center; font-size: small;">(Print Name)</div>
<b>Comments:</b> This classification series has become obsolete. This record is stored electronically in the assessment database and a report can be generated on on-demand basis.	
<b>Signature:</b> _____ <b>Date:</b> _____	