

Kenai Peninsula Borough  
Office of the Borough Clerk  
Records Management Division

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**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Johni Blankenship, Borough Clerk (JB)

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

**DATE:** March 2, 2021

**RE:** Annual Records Report to Assembly

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Pursuant to KPB 2.52.030(G), this serves to provide the assembly with our annual report from the Records Management Division.

In 2020 there were a total of 4,159 files (222 boxes) that were removed from active departmental files and archived at the records center. A detailed description by records series is attached for your reference.

Annual destruction of obsolete physical records was not conducted in 2020 due to the ongoing implementation of the new records management software.

Records that were transferred from paper to an electronic or microfilm media type were destroyed and shredded in 2020. Those items are recapped below.

Paper records transferred to electronic/microfilm:

|                                                 |           |            |
|-------------------------------------------------|-----------|------------|
| Assessing                                       | 69 Boxes  |            |
| Finance                                         | 170 Boxes |            |
| Mayor                                           | 3 Boxes   |            |
| Maintenance                                     | 1 Box     |            |
| Office of Emergency Mgmt.                       | 6 Boxes   |            |
| Human Resources                                 | 12 Boxes  |            |
| Information Technology                          | 1 Box     |            |
| Service Areas                                   | 7 Boxes   |            |
| School District                                 | 5 Boxes   |            |
| Other (i.e. River Center, Dispatch, etc.)       | 12 Boxes  |            |
| Total Boxes transferred to electronic/microfilm | 286 Boxes | 2,423 lbs. |

Other Paper Records Shredded:

|                                                    |                  |                                |
|----------------------------------------------------|------------------|--------------------------------|
| Transitory/Intermediary (not subject to retention) | 88 Boxes         | (plus 2 shred bins) 2,200 lbs. |
| <b>TOTAL PAPER RECORDS SHREDDED 2020</b>           | <b>374 Boxes</b> | <b>4,623 lbs.</b>              |

# PHYSICAL RECORDS ARCHIVED AT THE RECORDS CENTER

January 1, 2020 thru December 31, 2020

| CLASSIFICATION                   | CLASSIFICATION TITLE                                  | 2020<br>FILES | DEPT.<br>TOTAL<br>FILES | DEPT.<br>TOTAL<br>BOXES |
|----------------------------------|-------------------------------------------------------|---------------|-------------------------|-------------------------|
| ASG.ADM.03                       | Notices of Assessment                                 | 62            |                         |                         |
| ASG.ADM.06                       | Real & Personal Propoerty Correspondence              | 88            |                         |                         |
| ASG.ADM.12                       | Property Owner Address Changes                        | 74            |                         |                         |
| ASG.ADM.17                       | Personal Property Statements                          | 198           |                         |                         |
| ASG.ADM.35                       | Board of Equalization                                 | 309           |                         |                         |
| ASG.ADM.37                       | Special Assessment Districts - Approved               | 1             |                         |                         |
| ASG.ADM.38                       | Special Assessment Districts - Failed                 | 1             |                         |                         |
| TOTAL FILES ARCHIVED - ASSESSING |                                                       |               | 733                     | 35                      |
| CLK.ADM.01                       | Meeting Minutes                                       | 5             |                         |                         |
| CLK.ADM.03                       | Meeting Packets                                       | 93            |                         |                         |
| CLK.ADM.04                       | Assembly/Mayor Administration                         | 2             |                         |                         |
| CLK.ADM.05                       | Boards/Commissions/SABs/Committees                    | 6             |                         |                         |
| CLK.ADM.08                       | Public Records Requests - NonConfidential             | 2             |                         |                         |
| CLK.ADM.12                       | Legislative Priorities                                | 6             |                         |                         |
| CLK.ADM.13                       | Budget                                                | 6             |                         |                         |
| CLK.ADM.18                       | Revenue & Taxation Programs                           | 7             |                         |                         |
| CLK.ADM.19                       | Financial Audits                                      | 1             |                         |                         |
| CLK.ADM.20                       | Assessment Districts (USAD & RIAD)                    | 3             |                         |                         |
| CLK.ADM.23                       | Disaster / Emergency Planning                         | 1             |                         |                         |
| CLK.ADM.26                       | Vacations & Easements, Street Names                   | 3             |                         |                         |
| CLK.ADM.28                       | Comprehensive Plan / Land Use                         | 4             |                         |                         |
| CLK.ADM.39                       | Resolutions & Ordinances                              | 278           |                         |                         |
| CLK.ADM.40                       | Contracts                                             | 18            |                         |                         |
| CLK.ADM.53                       | Borough Code & Updates                                | 8             |                         |                         |
| CLK.ADM.55                       | Settlements                                           | 3             |                         |                         |
| CLK.ELE.29                       | Elections - Undeliverable Mail                        | 1             |                         |                         |
| CLK.ELE.30                       | Elections - Undeliverable Mail                        | 2             |                         |                         |
| CLK.ELE.33                       | Elections - Voted Ballots                             | 22            |                         |                         |
| CLK.ELE.36                       | Elections - Registers                                 | 8             |                         |                         |
| CLK.REC.06                       | Records - Destruction of Obsolete Records             | 2             |                         |                         |
| TOTAL ARCHIVED - CLERK'S OFFICE  |                                                       |               | 481                     | 57                      |
| FIN.CSH.07                       | Cash Receipt Book                                     | 23            |                         |                         |
| FIN.CSH.08                       | Back Office Book                                      | 36            |                         |                         |
| FIN.CSH.10                       | Misc. Money Receipt Book                              | 12            |                         |                         |
| FIN.CSH.17                       | Tax Bills - Real & Personal Property Over the Counter | 215           |                         |                         |
| FIN.CSH.25                       | Judgment - Adjustment & Payments                      | 583           |                         |                         |
| FIN.CSH.26                       | Special Assessment Districts                          | 123           |                         |                         |
| FIN.DEL.02                       | Tax Files - Collection Agency                         | 7             |                         |                         |
| FIN.DEL.04                       | Real Property Tax Foreclosure - Paid Files            | 2             |                         |                         |
| FIN.DEL.05                       | Repurchase of Tax Foreclosed Real Property            | 114           |                         |                         |
| FIN.DEL.07                       | Personal Property / Sales Tax Judgment                | 24            |                         |                         |
| FIN.DEL.08                       | Sales Tax files - Closed Accounts                     | 7             |                         |                         |

# PHYSICAL RECORDS ARCHIVED AT THE RECORDS CENTER

January 1, 2020 thru December 31, 2020

| CLASSIFICATION                                              | CLASSIFICATION TITLE                          | 2020 FILES | DEPT. TOTAL FILES | DEPT. TOTAL BOXES |
|-------------------------------------------------------------|-----------------------------------------------|------------|-------------------|-------------------|
| FIN.DEL.09                                                  | Property Tax Files - Closed Accounts          | 2          |                   |                   |
| FIN.DEL.13                                                  | Sales Tax & Personal Property - Unenforceable | 80         |                   |                   |
| FIN.DEL.18                                                  | Bankruptcy Administration                     | 10         |                   |                   |
| FIN.PAY.04                                                  | Employment Security Division - Reports        | 1          |                   |                   |
| FIN.PAY.05                                                  | Payroll Reports                               | 4          |                   |                   |
| FIN.PAY.08                                                  | PERS Contribution Report                      | 4          |                   |                   |
| FIN.PAY.11                                                  | Payroll Final Processing Documents            | 59         |                   |                   |
| TOTAL FILES ARCHIVED - FINANCE                              |                                               |            | 1306              | 29                |
| LGL.ADM.02                                                  | Legal Opinions, Interpretations, Settlements  | 16         |                   |                   |
| LGL.ADM.03                                                  | Court Litigation Case Files                   | 15         |                   |                   |
| TOTAL FILES ARCHIVED - LEGAL                                |                                               |            | 31                | 6                 |
| PER.ADM.01                                                  | Employee Files / Personnel Files              | 133        |                   |                   |
| PER.ADM.02                                                  | Employee Medical Records                      | 130        |                   |                   |
| PER.ADM.09                                                  | Recruitment and Selection                     | 65         |                   |                   |
| TOTAL FILES ARCHIVED - HUMAN RESOURCES                      |                                               |            | 328               | 15                |
| PLN.ADM.17                                                  | Commission and Committee Records              | 25         |                   |                   |
| PLN.ADM.18                                                  | Subdivision / Platting Files                  | 216        |                   |                   |
| PLN.ADM.20                                                  | Land Use Regulation / LOZ / Permits           | 171        |                   |                   |
| TOTAL FILES ARCHIVED - PLANNING                             |                                               |            | 412               | 45                |
| RDS.IMP.01                                                  | Road Improvement Project Files                | 138        |                   |                   |
| RDS.MTN.01                                                  | Road Maintenance Project Files                | 38         |                   |                   |
| RDS.MTN.03                                                  | Road Service Area Board Records               | 1          |                   |                   |
| RDS.IMP.06                                                  | Road System Standards / Admittance            | 6          |                   |                   |
| TOTAL FILES ARCHIVED - ROADS                                |                                               |            | 183               | 53                |
| <b>2020 PHYSICAL RECORDS ARCHIVED AT THE RECORDS CENTER</b> |                                               |            | <b>3474</b>       | <b>240</b>        |