

Introduced by: Johnson
Date: August 5, 1986
Hearing: Dec. 16, 1986
Vote: 13 Yes, 2 No
Action: Enacted

KENAI PENINSULA BOROUGH

ORDINANCE 86-71

STATING THE PRINCIPAL PURPOSES OF KENAI PENINSULA BOROUGH COMPUTERIZED RECORDS; SETTING FORTH CRITERIA FOR CLASSIFICATION OF SUCH RECORDS, ACCORDING TO ACCESS AND PROCESSING REQUIREMENTS; AND PROVIDING FOR THE DISPOSITION OF SUCH CLASSIFIED RECORDS.

WHEREAS, computerized storage of records serves several purposes; and

WHEREAS, the worth of the information derived from computerized records tends to decrease over a period of time; and

WHEREAS, the costs associated with processing of computerized records tends to increase as the quantity of records stored increases; and

WHEREAS, such costs can be reduced or deferred through appropriate, computerized records management policies;

NOW THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That KPB Code of Ordinances, Title 2, Chapter 2.52 is amended by adding a new section as follows:

2.52.070 Storage of computerized records. A. Computerized records shall be classified as to their principal purpose, access and processing requirements.

B. Computerized records shall be disposed of and stored in a manner appropriate to such classification.

C. The data processing steering committee shall have the authority to determine the most appropriate classification, disposition and storage for computerized records, according to the purposes and criteria contained herein.

D. The principal purposes of computerized storage of borough records are: reducing administrative costs to the public; provision of information to the public; and administrative convenience.

E. Computerized records, according to access and processing requirements shall be classified as: active, provided that no less than three quarters (3/4) of such records are routinely accessed for processing during each fiscal year, or if the records have financial value representing funds which are likely to be

expended and/or collected within three (3) years or the life of any related contract, whichever is greater; or inactive failing the foregoing criteria.

F. Computerized records classified as active shall be retained within the borough computer system(s), on a randomly accessible medium for a period not less than that period during which they meet the criteria for an active classification.

G. Computerized records classified as inactive, and serving the purpose of provision of information to the public shall be retained within the borough computer system(s), on a randomly accessible medium, as long as sufficient computer resources are available and such records continue to serve their principal purpose.

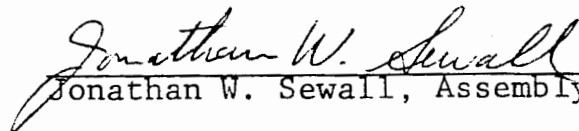
H. Computerized records classified as inactive, and serving the purpose of administrative convenience shall be retained within the borough computer system(s), on a randomly accessible medium, as long as sufficient computer resources are available.

I. All other computerized records shall be transferred to magnetic tape and placed under the control of the Borough Clerk for long term storage.

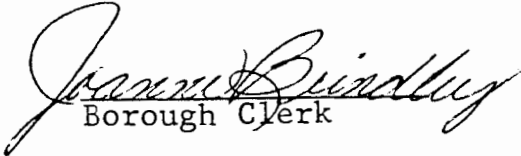
J. Data Processing Steering Committee is defined as department heads, a member of the school district administration to be appointed by the superintendent, the Mayor or his designee and a member of the assembly appointed by the assembly president.

Section 2. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON
THIS 20th DAY OF January, 1987.


Jonathan W. Sewall, Assembly President

ATTEST:


Borough Clerk