

Introduced by: Mayor
Date: Jun. 15, 1982
Vote: Unanimous
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 82-114

AUTHORIZING THE DESTRUCTION OF BOROUGH RECORDS WHICH ARE NO LONGER NEEDED FOR RETENTION IN BOROUGH RECORD'S MANAGEMENT FILES.

WHEREAS, the Borough's Record's Management Division is charged with the responsibility of disposing of records which are no longer needed for Borough business; and

WHEREAS, the retention period for the keeping of Borough records continues to expire in time sequence; and

WHEREAS, the Borough Record's manager has identified additional records or record series which should be and are scheduled for destruction on June 17, 1982;

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

Section 1. That in accordance with the Borough's Record's Management ordinance as contained in Chapter 2.52 of the KPB Code of ordinances, the Assembly approves the destruction of these records:

<u>Department</u>	<u>Series</u>	<u>Record Descrip.</u>	<u>Year</u>	<u>Retention</u>
Finance	RTX 11-3 PTX 8-3	Real & Psnl Prop. Tax Bills, Paid Copy	1981	
Finance	STX 5 & 6	Sales Tax Rtns & Registrations	1981	
Clerk	ELC 6 ELC 8	Registration Ballots & Tally Sheets	1976-80 1980	C+1 C+1
	ELC 9 ELC 10	Elect. Officials Candidates	1980 1973-75	C+1 C+6
Pub. Works	PWK 12-3	Weight Tickets/ Logs	1979-81	
Assessor	RTX 14 RTX 14 PTX 5-1	Deeds Deeds Psnl Prop. Tax Forms	1979 1980 1979-80	
	RTX 14-1	Dead Deeds		

That this resolution should merely set forth the enumerated record series description and year.

Section 2. That this resolution takes effect upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH
ON THIS 15th DAY OF June, 1982.



John C. Davis, Assembly President

ATTEST:



Borough Clerk