

Introduced by: Mayor
Date: Apr. 3, 1984 4-17
Vote: Unanimous
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 84-55

AUTHORIZING THE DISPOSAL OF BOROUGH RECORDS WHICH ARE OUTDATED AND SCHEDULED FOR DISPOSAL UNDER THE BOROUGH'S RECORDS MANAGEMENT SYSTEM.

WHEREAS, the Records Management Division has continued to implement the program for records management; and

WHEREAS, additional records have been identified as outdated and no longer of any use in accordance with the regulations and retention periods provided; and

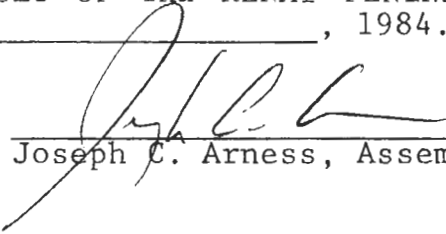
WHEREAS, outdated and useless records waste valuable storage space in Borough facilities;

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

Section 1. That the records identified and set forth in Attachment A, dated February 2, 1984, to this resolution are authorized to be disposed of in accordance with the requirements of Res. 79-126, setting forth the requirements for records management and retention of Borough files upon review and approval of the Data Acquisition Steering Committee. The completed records transfer/control forms pertaining to these records are incorporated by reference as a part of this resolution.

Section 2. That the Mayor is authorized to effectuate this resolution, which takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 17 DAY OF April, 1984.



Joseph C. Arness, Assembly President

ATTEST:



Frances Symmer
Borough Clerk

ATTACHMENT A

Res. 84-55

The records identified and set forth below are incorporated as Attachment A to Res. 84-55:

<u>RECORD SERIES</u>	<u>DESCRIPTION</u>	<u>YEAR</u>	<u>RETENTION</u>
ACC 9	Cash Receipts Journal	7-75/6-77	C+1+5
ACC 9	Bank Statements	76-77	C+1+5
	Deposit Books		
ACC 9-2	Cash Receipts Journal	74-77	C+1+5
ACC 9-2	Cash Receipts	76-77	C+1+5
ACC 10	Accounts Payable	75/76-76/77	C+1+5
ACC 10-3	Accts Pay Voucher/Pymts	1976	C+1+5
FIN 5-2	Long Dist. Records	78-81	C+2
FIN 6	Surplus Property Sale	79-80	C+3
FIN 15	Grant Allocations	71-74	C+5FP
INS 6	Travelers Insurance	73-76	C+3T
INS 6-1	Insurance Benefits	76-77	C+3T
PER 3	Employ Security Div Rpts	75-78	AR
PTX 8-2	Personal/Real Property	79-81	2 years
RTX 11-2	Tax bills/office copy		
PTX 11	Tax Adjust requests	75-76	75-76
RTX 12-4	Tax foreclosure letters	68-76	C+6
	(receipts returned)		
STX 5	Sales tax returns/ collections	76-77	C+1+5
ASB 7-1	Clerk's meeting packet	76-78	C+1+4
ASB 8-1	Ordinances-office copy	78	C+1
ASB 14	Meeting Notice/Publ	75-77	C+1+5
ELC 9-1	Judges acceptance posting notices	80	C+1
ELC 10-1	Nominating petitions	80	C+1
ELC 10	Candidates	76-77	C+6
FIN 5-1	Leases & rentals	1979	C+3
FIN 5-5	Office supplies	1979	C+3
FIN 10	Budget calendar	77-78	C+3+3
FIN 14-1	Tentative openings	1980	C+3
PER 6-1	Job descriptions (dupl)		
INS 10	Colsen, Edward Cheeseman, Allyn/accident suits	77-78	C+3
LEG 4	Pioneer Printing vs. Ketchikan Boro (Ref file)		AR
LEG 12	Sales tax suits/settled	69-70	C+10 STC
LEG 12-1	Sales tax collect rpts	66-76	C+2+5
PTX 5-1	Pers Prop tax form	75-77	C+1+5
PTX 7	Real/Pers Assess Roll	75-76	C+1+5
PTX 14	Special business per property tax audits	74-77	C+6
RTX 7	Real Prop assess roll	75-76	C+1+5
RTX 9-4	Homeowners exemption	79	C+1+2
RTX 14-2	Name & address changes	78-79	C+4
RTX 8	Adds/splits/deletes	79-80	C+1+2