

Introduced by: Mayor
Date: Dec. 3, 1985
Vote: Unanimous
Action: Adopted, as Amended

KENAI PENINSULA BOROUGH

RESOLUTION 85-199

AUTHORIZING THE DISPOSAL OF BOROUGH RECORDS WHICH ARE OUTDATED AND SCHEDULED FOR DISPOSAL UNDER THE BOROUGH'S RECORDS MANAGEMENT SYSTEM.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WHEREAS, additional records have been identified as outdated and no longer of any use in accordance with the regulations and retention periods provided; and

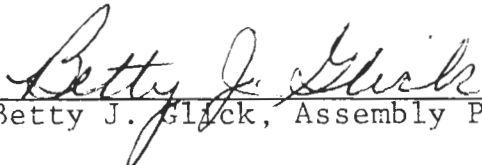
WHEREAS, outdated and useless records waste valuable storage space in Borough facilities;

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 to this resolution are authorized to be disposed of in accordance with the requirements of Resolution 79-126. 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 17th DAY OF December, 1985.


Betty J. Glick, Assembly President

ATTEST:


Borough Clerk



ATTACHMENT A
Res. 85-199

The records identified and set forth below are incorporated as Attachment A to Res. 85-199:

<u>RECORD SERIES</u>	<u>DESCRIPTION</u>	<u>YEAR</u>	<u>RETENTION</u>
<u>FINANCE</u>			
ACC 7-1	INDIVIDUAL WEEKLY TIMESHEETS	78-79	C+1+3
ACC 7-1	INDIVIDUAL WEEKLY TIMESHEETS	79-80	C+1+3
ACC 7-1	INDIVIDUAL WEEKLY TIMESHEETS	75-78	C+1+3
ACC 9-2	CASH RECEIPTS JOURNAL	74-77	C+1+5
ACC 9-2	CASH RECEIPTS	77-78	C+1+5
ACC 9-2	CASH RECEIPTS	78	C+1+5
ACC 9-3	BANK STATEMENTS	78	C+1+5
ACC 9-4	CANCELLED CHECKS	76-78	C+1+5
ACC 10	TYONEK MOBILE HOME PURCHASE	76-78	C+1+5
ACC 10-1	FINANCE DEPT. P.O.'S	77-78	C+1+5
ACC 10-1	PURCHASE ORDERS	78-79	C+1+5
ACC 10-3	A/P CHECK COPIES	76-78	C+1+5
PTX 9	PERS PROP TAX ROLLS	76-78	C+1+5
RTX 12	FINAL FORECLOSURE NOTICE	78	C+6
RTX 20	TAX CASH RECEIPT BOOK	72-78	C+6
STX 5	SALES TAX RETURNS/COLLECT	76-78	C+1+5
<u>CLERK</u>			
ELC 5	PUBLICATIONS	75	C+4
ELC 5-1	PUBLICATION CERT.	78	C+4
ELC 5-1	PUBLICATIONS ELECTION	78	C+4
ELC 5-1	NOTICE OF ELECTION	80	C+4
ELC 5-1	NOTICE OF RUNOFF ELECTION	80	C+4
ELC 6-2	VOTER REGISTRATION LISTS	83	C+1
ELC 8-3	BALLOTS; REGULAR, QUESTIONED	83	C+1
ELC 9-1	LIST OF JUDGES & ALTERNATES	81	C+1
ELC 9-2	ELECTION JUDGE ACCEPTANCES	81	C+1
ELC 9-3	CERTIFICATION OF POSTING NOTICE	81	C+1
ELC 9-6	EXPENSE STATEMENTS	81	C+1
ELC 9-1	LIST OF JUDGES & ALTERNATES	82	C+1
ELC 9-2	ELECTION JUDGE ACCEPTANCES	82	C+1
ELC 9-3	CERTIFICATION OF POSTING NOTICE	82	C+1
ELC 9-6	EXPENSE STATEMENTS	82	C+1
ELC 10	COI FORMS-SCHOOL BOARD	77	C+3+3
ELC 10-2	BORO ASS FINANCIAL STATEMENTS		
ELC 10	COI FORMS ASS COMP	76	C+3+3
ELC 10-2	EMP CONFLICT FILING OR FINANCIAL DISCLOSURE	74-76	C+3+3

ELC 10	COI FORMS COMP, SCHOOL BOARD	76	C+3+3
	MAYOR COI FORM	75	
	MAYOR COI 1976 FILED IN 77		
	PLANNING COMM COI FORMS	75	
	SCHOOL BOARD COI FORMS	75	
	ASSEMBLY COI FORMS	75	C+3+3
ELC 10-3	HANSON VS. KPB CAMPAIGN DISCLOSURE ELECTION	75	C+3+3
ELC 10-2	PLANNING COMM MEMBERS FINANCIAL DISCLOSURES	75	C+3+3
ELC 10	O'REILLY J. VINCENT COI	75	C+3+3
ELC 10-2	GILMAN, DONALD FINANCIAL DISCLOSURE	75	C+3+3
ELC 10-3	CAMPAIGN DISCLOSURE CORRESPONDENCE	75	C+3+3
ELC 10-3	JOHNSON, R. ANDY SENATE DISTRICT K	76	C+3+3
ELC 10	CONFLICT OF INTEREST OR FINANCIAL DISCLOSURE		C+3+3
ELC 10-3	CAMPAIGN DISCLOSURE FORMS		
ELC 10	RESTRICTIONS ON CANDIDATES FOR PUBLIC OFFICE		
ELC 10-1	ASSEMBLY	79	C+3
ELC 10-1	SCHOOL BOARD	78-79	
	NIKISKI FIRE SERVICE	79	
	SO. PENINSULA HOSP.	79	
	BEAR CREEK	79	
	NO. PENINSULA REC. 79		
	ASSEMBLY	78	
	SERVICE AREA BOARDS	78	
	MAYOR	78	
ELC 10-2/3	FINANCIAL & CAMPAIGN DISCLOSURES	78	C+6
<u>ASSESSING</u>			
RTX 12-4	TAX FORECLOSURE LETTERS	77-78	C+6
RTX 7	REAL PROP ASS ROLL 78	C+6	
RTX 7	REAL PROP ASS ROLLS	77	C+6
<u>PUBLIC WORKS</u>			
ADM 5	READING FILES	78	5 years
ADM 5-1	READING FILE	80	5 years
ADM 5-1	READING FILE	80	5 years
ADM 5-1	PUBLIC WORKS, READING FILE	79	5 years
ADM 5-1	READING FILE	80	5 years
<u>DATA PROCESSING</u>			
ADP 4	DP RUN REQUESTS		AR
<u>PERSONNEL</u>			
PER 9-2	APPLICATIONS & RESUMES	81	C+1