

Introduced by: Mayor
Date: July 21, 1987
Action: Adopted
Vote: Unanimous

KENAI PENINSULA BOROUGH

RESOLUTION 87-55

AUTHORIZING THE DISPOSAL OF BOROUGH RECORDS WHICH ARE OUTDATED AND SCHEDULED FOR DISPOSAL UNDER THE BOROUGH'S RECORDS MANAGEMENT SYSTEM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WHEREAS, additional records have been identified as outdated and no longer of any use in accordance with the regulations and retention periods provided; and

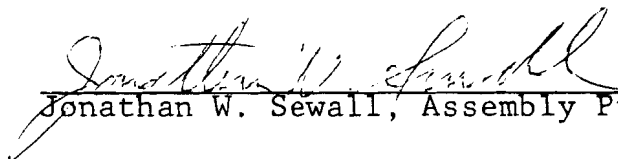
WHEREAS, outdated and useless records waste valuable storage space in Borough facilities;

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 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 21st DAY OF July, 1987.


Jonathan W. Sewall, Assembly President

ATTEST:


Borough Clerk

ATTACHMENT A

RES. 87-55

The records identified and set forth below are incorporated as ATTACHMENT A to Resolution 87-55:

<u>RECORD SERIES</u>	<u>DESCRIPTION</u>	<u>YEAR</u>	<u>RETENTION</u>
<u>ASSESSING</u>			
PTX 4	BLUE BOOK-CARS, TRUCKS & AIRPLANES	71-84	AR
<u>CLERK</u>			
ASB 6	CITIZEN PETITIONS/COMMUNICATIONS	71-73	C+9+STC
ASB 14	MEETING NOTICES/PUBLICATIONS	73-78	C+1+5
ELC 6	VOTER REGISTRATION LISTS	84-85	C+1
ELC 9-1	ELECTION JUDGE ACCEPTANCES	1985	C+1
ELC 10	NOMINATIONS PETITIONS FOR CANDIDATES	81-82	C+3
<u>FINANCE</u>			
ACC 3	CIVIL DEFENSE REPORTS	7/79-2/82	AD
ACC 7-1	WEEKLY TIMECARDS	7/80-6/82	C+1+5
ACC 7-6	BOROUGH TAX PAYMENTS RECORDS	64-75	C+1+10
ACC 9-2	CASH RECEIPTS	1/79-6/79	C+1+5
ACC 10	LAND LOTTERY REFUND CHECKS	1979	C+1+5
ACC 10-5	ACCOUNTS PAYABLE VENDOR FILE	FY77/78-79/80	C+1+5
ADM 3	EFFICIENT STUDY	2/81	AR
ADM 9	KENAI RIVER TASK FORCE	1982	AR
	AK MUN LEAGUE SELF INSURANCE PROGRAM	1982	AR
ASB 4	ASSEMBLY RADIO BROADCASTING	77-81	AR
FIN 5-2	TELEPHONE ACCOUNTING, MONTHLY BILLING	4/82-6/83	C+2+5
FIN 10	BUDGET PREPARATION	76-79	C+3+3
RTX 12-4	RETURNED MAIL & CERT GREEN CARDS	79-80	C+6
STX 6	UNASSIGNED OCCASIONAL SALES RESALE EXEMPTION ACCOUNTS SALES TAX APPLICATIONS	1979	C+1+5
STX 6	SALES TAX EXEMPTIONS	8/28/78	C+1+5