

Introduced by: Mayor at request
of Borough Clerk
Date: 1/03/95
Carried over to: 1/17/95
Action: Adopted as Amended
Vote: 6 yes, 1 no

KENAI PENINSULA BOROUGH
RESOLUTION 95-001

**A RESOLUTION 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WHICH ARE OUTDATED AND SCHEDULED FOR DISPOSAL UNDER THE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WHEREAS, additional records have been identified as outdated and no longer of any use in accordance with the regulations and retention periods provided; and

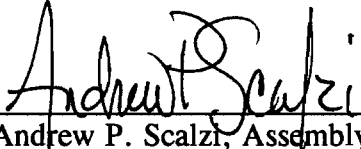
WHEREAS, outdated and useless records waste valuable storage space in Borough facilities;

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 93-133. The completed records transfer/control forms pertaining to these records are incorporated by reference as a part of this resolution.

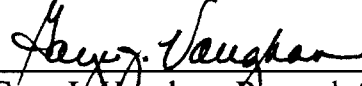
SECTION 2. That the Borough Clerk is authorized to effectuate this resolution which takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 17th DAY OF JANUARY, 1995.



Andrew P. Scalzi, Assembly President

ATTEST:



Gaye J. Vaughan, Borough Clerk

Res 95-001

ATTACHMENT A

DATE: 12/22/94 PAGE: 1

ACCOUNTING DIVISION ADMIN

RETENTION: 3 YEARS

CHECK REGISTER	01/84 - 12/85
CHECK REGISTER, PAYMENT APPROVAL LISTING	01/85 - 12/86
PAYMENT APPROVAL LISTING, WARRANT RUN LISTINGS, INVOICE REG.	01/87 - 12/88
PAYMENT APPROVAL LISTING, WARRENT RUN LISTING, INVOICE REG.	01/86 - 12/87
VENDOR PAYMENT LISTINGS	01/86 - 12/87
1991 - 1099 COPIES	01/91 - 12/91

ACCOUNTING DIVISION ADMIN

RETENTION: 2 YEARS

A/P WARRANT LIST FY90	07/89 - 06/90
A/P WARRANT LIST FY91	07/90 - 06/91
A/P WARRANT LIST FY92	07/91 - 06/92
A/P WARRANT LISTING FY89	07/88 - 06/89

ACCOUNTING DIVISION ADMIN

RETENTION: 2 YEARS

A/P. PAYLIST FY90	07/89 - 06/90
A/P PAYLIST FY91	07/90 - 06/91
A/P PAYLIST FY92	07/91 - 06/92
A/P PAYMENT LISTING FY89	07/88 - 06/89

ACCOUNTING DIVISION ADMIN

RETENTION: 2 YEARS

A/P INVOICE REGISTER FY89
A/P INVOICE REGISTER FY90
A/P INVOICE REGISTER FY91
A/P INVOICE REGISTER FY92

07/88 - 06/89
07/89 - 06/90
07/90 - 06/91
07/91 - 06/92

ACCOUNTING DIVISION ADMIN

RETENTION: 3 YEARS

BANK STATEMENTS & DEPOSIT SLIPS 1/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 10/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 11/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 12/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 2/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 3/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 4/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 5/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 6/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 7/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 8/91	01/91 - 12/91
BANK STATEMENTS & DEPOSIT SLIPS 9/91	01/91 - 12/91

ASSESSING DEPT ADMIN

RETENTION: 3 YEARS

A		01/90 - 12/90
A	PERSONAL PROPERTY	01/90 - 12/90
	APPRAISAL MEMOS	01/90 - 12/90
	APPRAISAL MEMOS CONT'D	01/90 - 12/90
B		01/90 - 12/90
B	PERSONAL PROPERTY	01/90 - 12/90
C		01/90 - 12/90
C	PERSONAL PROPERTY	01/90 - 12/90
	COORESPONDENCE REAL 1991 K	01/91 - 12/91
	COORESPONDENCE REAL 1991 L	01/91 - 12/91
	COORESPONDENCE REAL 1991 N	01/91 - 12/91
	CORRESPONDENCE A-K	01/87 - 12/88
	CORRESPONDENCE PERSONAL PROPERTY 1991 A	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 B	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 C	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 D	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 E	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 F	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 G	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 H	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 I	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 J	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 K	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 L	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 M	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 N	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 O	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 PQ	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 R	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 S	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 T	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 UV	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 W	01/91 - 12/91
	CORRESPONDENCE PERSONAL PROPERTY 1991 XYZ	01/91 - 12/91
	CORRESPONDENCE REAL 1991 A	01/91 - 12/91
	CORRESPONDENCE REAL 1991 B	01/91 - 12/91
	CORRESPONDENCE REAL 1991 C	01/91 - 12/91
	CORRESPONDENCE REAL 1991 D	01/91 - 12/91
	CORRESPONDENCE REAL 1991 E	01/91 - 12/91
	CORRESPONDENCE REAL 1991 F	01/91 - 12/91
	CORRESPONDENCE REAL 1991 G	01/91 - 12/91
	CORRESPONDENCE REAL 1991 H	01/91 - 12/91
	CORRESPONDENCE REAL 1991 I	01/91 - 12/91
	CORRESPONDENCE REAL 1991 J	01/91 - 12/91
	CORRESPONDENCE REAL 1991 M	01/91 - 12/91
	CORRESPONDENCE REAL 1991 O	01/91 - 12/91
	CORRESPONDENCE REAL 1991 P	01/91 - 12/91
	CORRESPONDENCE REAL 1991 Q	01/91 - 12/91
	CORRESPONDENCE REAL 1991 R	01/91 - 12/91
	CORRESPONDENCE REAL 1991 S	01/91 - 12/91
	CORRESPONDENCE REAL 1991 T	01/91 - 12/91
	CORRESPONDENCE REAL 1991 U	01/91 - 12/91
	CORRESPONDENCE REAL 1991 V	01/91 - 12/91
	CORRESPONDENCE REAL 1991 W	01/91 - 12/91
	CORRESPONDENCE REAL 1991 XYZ	01/91 - 12/91
D		01/90 - 12/90

	RETENTION: 3 YEARS
ASSESSING DEPT ADMIN	
D PERSONAL PROPERTY	01/90 - 12/90
E PERSONAL PROPERTY	01/90 - 12/90
F PERSONAL PROPERTY	01/90 - 12/90
G PERSONAL PROPERTY	01/90 - 12/90
H PERSONAL PROPERTY	01/90 - 12/90
I PERSONAL PROPERTY	01/90 - 12/90
I-J PERSONAL PROPERTY	01/90 - 12/90
J PERSONAL PROPERTY	01/90 - 12/90
K PERSONAL PROPERTY	01/90 - 12/90
L PERSONAL PROPERTY	01/90 - 12/90
M PERSONAL PROPERTY	01/90 - 12/90
MEMOS FOR ASSESSING DEPARTMENT 1991	01/91 - 12/91
N PERSONAL PROPERTY	01/90 - 12/90
O PERSONAL PROPERTY	01/90 - 12/90
O-P-Q PERSONAL PROPERTY	01/90 - 12/90
P PERSONAL PROPERTY	01/90 - 12/90
Q PERSONAL PROPERTY	01/90 - 12/90
R PERSONAL PROPERTY	01/90 - 12/90
S PERSONAL PROPERTY	01/90 - 12/90
T PERSONAL PROPERTY	01/90 - 12/90
U PERSONAL PROPERTY	01/90 - 12/90
U-V PERSONAL PROPERTY	01/90 - 12/90
V PERSONAL PROPERTY	01/90 - 12/90
W PERSONAL PROPERTY	01/90 - 12/90
X PERSONAL PROPERTY	01/90 - 12/90
X-Y-Z PERSONAL PROPERTY	01/90 - 12/90
Y PERSONAL PROPERTY	01/90 - 12/90
Z PERSONAL PROPERTY	01/90 - 12/90

ASSESSING DEPT ADMIN

RETENTION: 4 YEARS

ADDRESS CHANGES BOOKS 012 THRU 135	01/89 - 12/89
ADDRESS CHANGES BOOKS 137 THRU END	01/89 - 12/89
ADDRESS CHANGES 012 THRU 133	01/90 - 12/90
ADDRESS CHANGES 1990 BOOKS 135 THRU 231	01/90 - 12/90
CORRESPONDENCE REAL & PP A-G & MEMOS	01/88 - 12/88
CORRESPONDENCE REAL & PP A-H & MEMOS	01/89 - 12/89
CORRESPONDENCE REAL & PP H-P	01/88 - 12/88
CORRESPONDENCE REAL & PP I-P	01/89 - 12/89
CORRESPONDENCE REAL & PP Q THRU Z	01/89 - 12/89
CORRESPONDENCE REAL & PP Q-Z	01/88 - 12/88

ASSESSING DEPT ADMIN

RETENTION: 2 YEARS

SENIOR & 10K EXEMPTION PRINTOUTS 1984 THRU 1988

01/84 - 12/88

ASSESSING DEPT ADMIN

RETENTION: 2 YEARS

DETAIL BY TCA 1990 MAIN & SUPPLEMENT & 1990 ALPHA
DETAIL BY TCA 1990, MAIN & SUPPLEMENT

01/90 - 12/90
01/90 - 12/90

AUDIT DIVISION ADMIN

RETENTION: 7 YEARS

UNKNOWN	04/86 - 04/86
UNKNOWN	05/86 - 05/86
6045	04/85 - 04/85
AIRPORT TESACO	12/80 - 12/80
ALASKA AERONAUTICAL	02/81 - 02/81
ALASKA INDUSTRIAL HARDWARE	12/83 - 12/83
ALASKAN BARGE AND SALVAGE	02/75 - 02/75
ALYESKA SALES AND SERVICE	09/83 - 09/83
ANCHOR RIVER SUPPLY	02/81 - 02/81
B AND C SUPPLY	12/83 - 12/83
BIG K GROCERY	01/82 - 01/82
BING BROWN'S SPORTSMANS SERVICE	02/81 - 02/81
BOB'S MARKET	10/83 - 10/83
BREEZE INN MARKET	09/83 - 09/83
CHERRIER AND CHERRIER	02/75 - 02/75
COOK INLET AVIATION INC.	01/85 - 01/85
D AND A SUPERMARKET	03/83 - 03/83
DAM'S T.V. APPLIANCES	10/83 - 10/83
DAVIS BLOCK COMPANY	03/84 - 03/84
DEBENHAM ELECTRIC	10/83 - 10/83
DOYLE'S FUEL	01/84 - 01/84
ECHO LAKE LOCKERS	10/83 - 10/83
FOUR D INTERIORS	10/83 - 10/83
GOLDEN NUGGET BAKERY	06/85 - 06/85
GULF NAVIGATION	02/75 - 02/75
HARBOR FUEL SERVICE	03/83 - 03/83
JAN'S IMPORTS	11/81 - 11/81
KACHEMAK FOOD II	03/83 - 03/83
KACHEMAK FOODS	09/82 - 09/82
KENAI ARMY AND NAVY	03/83 - 03/83
KENAI LUMBER	12/77 - 12/77
KENNY CARVER DRILLING	02/81 - 02/81
LOG GIFT SHOP	03/80 - 03/80
M AND M BI-LO	03/83 - 03/83
MALSTON'S	08/81 - 08/81
MECHEL'S DEPARTMENT STORE	09/84 - 09/84
MORGAN STEEL	11/83 - 11/83
NATIONAL CAR RENTAL	01/83 - 01/83
NORTH ROAD MOTORS	11/81 - 11/81
PARKERS 4 ROYAL	11/81 - 11/81
PENINSULA AUTO PARTS	01/81 - 01/81
PENINSULA DAIRY QUEEN, INC.	10/81 - 10/81
PETERKIN DISTRIBUTING	01/84 - 01/84
PROCTOR'S GROCERY	03/83 - 03/83
READING FILE	07/81 - 12/87
RIVERSIDE AUTO INC.	10/83 - 10/83
SEWARD TRADING COMPANY	03/83 - 03/83
SHEFFIELD HOUSE	08/81 - 08/81
SOLDOTNA AIR INC.	09/80 - 09/80
SOLDOTNA DRUG INC.	08/81 - 08/81
SOLDOTNA LAUNDRY	04/85 - 04/85
TAX AUDITOR'S INFORMATION FILES # 1	03/76 - 06/76
TAX AUDITOR'S INFORMATION FILES # 2	08/76 - 11/76
TAX AUDITOR'S INFORMATION FILES # 3	12/76 - 12/76
TAX AUDITOR'S INFORMATION FILES # 4 (DAN WHELAN-AUDITOR)	06/77 - 09/78
TED CARSON , ATTORNEY MEMO AND OPINIONS	01/75 - 01/75

AUDIT DIVISION ADMIN

RETENTION: 7 YEARS

TIMESAVER GROCERY	12/83 - 12/83
TRI-STATE OIL	07/80 - 07/80
TWIN CITIES ELECTRIC	02/81 - 02/81
ULMER AND BURGESS	11/83 - 11/83
UNITED BUILDING SUPPLY	08/81 - 08/81
WHITNEY - FIDALGO	01/71 - 01/74
YUKON OFFICE SUPPLY	01/78 - 01/78
10011	05/87 - 05/87
10042	06/87 - 06/87
10216	05/86 - 05/86
10235	02/86 - 02/86
10287	01/86 - 01/86
10309	03/85 - 03/85
10326	10/22 - 10/22
10375	11/87 - 11/87
10463	03/86 - 03/86
10662	10/87 - 10/87
10671	06/87 - 06/87
10743	10/87 - 10/87
10792	11/85 - 11/85
10800	08/87 - 08/87
10915	05/87 - 05/87
10990	09/87 - 09/87
10993	09/87 - 09/87
11056 -59219 VECO (PP ONLY)	01/87 - 12/87
11107	04/87 - 04/87
11108	12/86 - 02/87
11160	02/87 - 02/87
11161	01/87 - 01/87
11195	11/87 - 11/87
11196	04/87 - 04/87
11242	07/86 - 07/86
11308	05/87 - 05/87
11310	03/87 - 03/87
11345	10/87 - 10/87
11375	04/87 - 04/87
11378	09/85 - 09/85
1138	01/86 - 01/86
11393	11/84 - 11/84
11406	04/87 - 04/87
11433	03/87 - 03/87
11481	02/87 - 02/87
11511	07/87 - 07/87
11619	02/87 - 02/87
11639	10/86 - 10/86
11640	10/86 - 10/86
11710	07/86 - 07/86
11815	01/86 - 01/86
11943	09/87 - 09/87
11962	09/85 - 09/85
11962	03/87 - 03/87
11973	01/87 - 01/87
11993	05/87 - 05/87
120	07/85 - 07/85
12002	07/86 - 07/86
12066	09/86 - 09/86

NOTE: Pages 12 though page 16 are sales tax invoices on individual tax payers. Their names have been removed per the Audit Department's request.

AUDIT DIVISION ADMIN

RETENTION: 7 YEARS

12095	02/86 - 02/86
12096	11/86 - 11/86
12126	08/87 - 08/87
12177	12/85 - 12/85
12237	04/87 - 04/87
12259	04/87 - 04/87
12276	09/86 - 09/86
12389	07/87 - 07/87
124	09/87 - 09/87
12400	01/87 - 01/87
12460	08/87 - 08/87
12485	03/87 - 03/87
12503	08/87 - 08/87
1269	04/85 - 04/85
12718	07/87 - 07/87
12822	10/87 - 10/87
12978	11/87 - 11/87
12982	10/87 - 10/87
12983	11/87 - 11/87
1327	11/83 - 11/83
13273	10/87 - 10/87
133	09/85 - 09/85
13628	03/87 - 03/87
13646	09/87 - 09/87
1374	09/85 - 09/85
1397	06/84 - 06/84
14085	06/87 - 06/87
15	08/85 - 08/85
1653	11/85 - 11/85
1711	07/84 - 07/84
1731	10/85 - 10/85
1747	07/84 - 07/84
1909	01/86 - 01/86
1918	05/85 - 05/85
1925	11/85 - 11/85
2043	10/85 - 10/85
2054	09/85 - 09/85
2082	12/85 - 12/85
2140	09/85 - 09/85
2142	01/85 - 01/85
2147	11/84 - 11/84
2156	07/84 - 07/84
2219	08/85 - 08/85
2223	10/84 - 10/84
2298	11/85 - 11/85
2299	01/85 - 01/85
231	06/85 - 06/85
2310	07/86 - 07/86
2350	04/85 - 04/85
2362	01/85 - 01/85
2396	10/84 - 10/84
2485	10/84 - 10/84
2517	03/84 - 03/84
253	08/85 - 08/85
2541	03/87 - 03/87
2643	11/85 - 11/85

AUDIT DIVISION ADMIN

RETENTION: 7 YEARS

2652	06/85 - 06/85
2705	03/84 - 03/84
2722	01/84 - 01/84
2814	08/85 - 08/85
296	04/87 - 04/87
2975	01/86 - 01/86
3036	07/84 - 07/84
3073	11/84 - 11/84
362	04/84 - 04/84
400	06/84 - 06/84
4008	11/85 - 11/85
4102	02/87 - 02/87
4114	03/84 - 03/84
4259	01/85 - 01/85
4261	08/87 - 08/87
4299	08/85 - 08/85
4331	01/85 - 01/85
4410	11/84 - 11/84
4414	09/85 - 09/85
4435	06/85 - 06/85
4464	01/84 - 01/84
4465	08/85 - 08/85
4482	01/85 - 01/85
4550	02/84 - 02/84
4610	11/86 - 11/86
4638	05/87 - 05/87
465	05/85 - 05/85
4651	01/86 - 01/86
4677	02/87 - 02/87
4681	02/85 - 02/85
472	06/87 - 06/87
4752	03/84 - 03/84
476	07/87 - 07/87
4831	11/85 - 11/85
4928	03/84 - 03/84
4952	10/84 - 10/84
5062	11/85 - 11/85
5082	02/84 - 02/84
5103	01/86 - 01/86
5107	09/85 - 09/85
5120	05/87 - 05/87
5183	01/86 - 01/86
5214	03/87 - 03/87
5215	01/87 - 12/87
5259	02/86 - 02/86
527	10/84 - 10/84
528	10/84 - 10/84
5377	12/85 - 12/85
5411	06/84 - 06/84
542	07/84 - 07/84
5420	11/84 - 11/84
543	07/85 - 07/85
5584	02/84 - 02/84
5667	04/85 - 04/85
5735	09/85 - 09/85
5767 (10257 THE PLACE BAR AND MOTEL)	03/87 - 03/87

AUDIT DIVISION ADMIN

RETENTION: 7 YEARS

5783	11/84 - 11/84
5866	07/85 - 07/85
5876	05/85 - 05/85
5881	11/87 - 11/87
5901	01/87 - 12/87
5975	03/84 - 03/84
6097	09/84 - 09/84
6101	01/86 - 01/86
6138	07/85 - 07/85
6165	04/87 - 04/87
6211	03/85 - 03/85
6242	02/84 - 02/84
6285	10/85 - 10/85
6296	08/84 - 08/84
6488	01/86 - 01/86
6500	05/86 - 05/86
6514	07/87 - 07/87
6518	09/85 - 09/85
6540	01/85 - 01/85
6569	10/87 - 10/87
6572	02/86 - 02/86
6611	03/85 - 03/85
6617	07/84 - 07/84
6677	02/84 - 02/84
6687	10/85 - 10/85
67	04/85 - 04/85
6760	06/84 - 06/84
6798	11/85 - 11/85
6861	03/87 - 03/87
6876	10/85 - 10/85
6878	06/85 - 06/85
6892	10/84 - 10/84
6907	10/85 - 10/85
6953	09/85 - 09/85
6978	02/86 - 02/86
6981	03/85 - 03/85
7063	01/86 - 01/86
7083	03/85 - 03/85
7100	07/87 - 07/87
7114	02/86 - 02/86
7115	05/87 - 05/87
7119	05/87 - 05/87
7179	10/85 - 10/85
7205	05/87 - 05/87
7243	05/87 - 05/87
7250	09/87 - 09/87
7294	06/86 - 06/86
7309	05/87 - 05/87
7323	04/87 - 04/87
7325	01/86 - 01/86
7407	06/87 - 06/87
7431	10/86 - 10/86
7578	05/87 - 05/87
7657	10/86 - 10/86
7694	02/86 - 02/86
7721	10/87 - 10/87

AUDIT DIVISION ADMIN

RETENTION: 7 YEARS

7918	08/84 - 08/84
7981	08/87 - 08/87
8023	04/87 - 04/87
8059	09/87 - 09/87
8064	08/87 - 08/87
812	01/86 - 01/86
8138	12/85 - 12/85
8223	11/86 - 11/86
8262	09/85 - 09/85
8301	11/84 - 11/84
8319	03/85 - 03/85
8366	08/87 - 08/87
8377	04/84 - 04/84
8453	08/86 - 08/86
8640	06/86 - 06/86
8670	08/86 - 08/86
8879	10/85 - 10/85
8940	12/85 - 12/85
9277	08/85 - 08/85
935	09/87 - 09/87
9461	06/84 - 06/84
9576	04/87 - 04/87
9658	03/87 - 03/87
9705	10/87 - 10/87
9718	01/84 - 01/84
9761	06/87 - 06/87
987	09/85 - 09/85
9886	07/87 - 07/87
9931	09/86 - 09/86
9970	10/87 - 10/87

SUBJECT FILING SYSTEM

RETENTION: 5 YEARS

SUBJECT FILING SYSTEM	RETENTION: 5 YEARS
PUBLICATION NOTICES OF MEETINGS	01/87 - 12/88
1/11/89 BEAR CREEK P.H.	01/89 - 01/89
1/17/89 ASSEMBLY MEETING TAPES	01/89 - 01/89
1/19/88 ASSEMBLY MEETING TAPES	01/88 - 01/88
1/3/89 ASSEMBLY MEETING TAPES	01/89 - 01/89
1/5/88 ASSEMBLY MEETING TAPES	01/88 - 01/88
10/10/89 ASSEMBLY MEETING TAPES	10/89 - 10/89
10/10/89 FOX FARM/BOARD OF ADJUSTMENTS	10/89 - 10/89
10/11/88 ASSEMBLY MEETING TAPES	10/88 - 10/88
10/11/89 BOARD OF ADJUSTMENTS BOREALIS MINUTES	10/89 - 10/89
10/18/89 BOARD OF ADJUSTMENTS MINUTES	10/89 - 10/89
10/26/89 ASSEMBLY MEETING TAPES	10/89 - 10/89
11/1/88 ASSEMBLY MEETING TAPES	11/88 - 11/88
11/15/88 ASSEMBLY MEETING TAPES	11/88 - 11/88
11/21/89 ASSEMBLY MEETING TAPES	11/89 - 11/89
11/7/89 ASSEMBLY MEETING TAPES	11/89 - 11/89
12/5/89 ASSEMBLY MEETING TAPES	12/89 - 12/89
12/6/88 ASSEMBLY MEETING TAPES	12/88 - 12/88
2/16/88 ASSEMBLY MEETING TAPES	02/88 - 02/88
2/2/88 ASSEMBLY MEETING TAPES	02/88 - 02/88
2/21/89 ASSEMBLY MEETING TAPES	02/89 - 02/89
3/1/88 ASSEMBLY MEETING TAPES	03/88 - 03/88
3/15/88 ASSEMBLY MEETING TAPES	03/88 - 03/88
3/21/89 ASSEMBLY MEETING TAPES	03/89 - 03/89
3/7/89 ASSEMBLY MEETING TAPES	03/89 - 03/89
4/12/88 ASSEMBLY MEETING TAPES (SPECIAL)	04/88 - 04/88
4/18/89 ASSEMBLY MEETING TAPES	04/89 - 04/89
4/19/88 ASSEMBLY MEETING TAPES	04/88 - 04/88
4/4/89 ASSEMBLY MEETING TAPES	04/89 - 04/89
4/5/88 ASSEMBLY MEETING TAPES	04/88 - 04/88
5/16/89 ASSEMBLY MEETING TAPES	05/89 - 05/89
5/17/88 ASSEMBLY MEETING TAPES (#2 MISSING)	05/88 - 05/88
5/17/89 BOARD OF EQUALIZATION MINUTES	05/89 - 05/89
5/18/88 BOARD OF EQUALIZATION MINUTES	05/88 - 05/88
5/2/89 ASSEMBLY MEETING TAPES	05/89 - 05/89
5/2/89 BOARD OF EQUALIZATION MINUTES	05/89 - 05/89
5/24/89 SPECIAL AND BOARD OF EQUALIZATION MINUTES	05/89 - 05/89
5/3/88 ASSEMBLY MEETING TAPES	05/88 - 05/88
6/20/89 ASSEMBLY MEETING TAPES	06/89 - 06/89
6/20/89 BOARD OF ADJUSTMENTS/BOREALIS	06/89 - 06/89
6/21/88 ASSEMBLY MEETING TAPES	06/88 - 06/88
6/6/89 ASSEMBLY MEETING TAPES	06/89 - 06/89
6/7/88 ASSEMBLY MEETING TAPES	06/88 - 06/88
7/18/89 ASSEMBLY MEETING TAPES	07/89 - 07/89
7/19/88 ASSEMBLY MEETING TAPES	07/88 - 07/88
8/1/89 ASSEMBLY MEETING TAPES	08/89 - 08/89
8/15/89 ASSEMBLY MEETING TAPES	08/89 - 08/89
8/16/88 ASSEMBLY MEETING TAPES	08/88 - 08/88
8/2/88 ASSEMBLY MEETING TAPES	08/88 - 08/88
9/19/89 ASSEMBLY MEETING TAPES	09/89 - 09/89
9/20/88 ASSEMBLY MEETING TAPES	09/88 - 09/88
9/5/89 ASSEMBLY MEETING TAPES	09/89 - 09/89
9/6/88 ASSEMBLY MEETING TAPES	09/88 - 09/88

ATTACHMENT A

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SUBJECT FILING SYSTEM

RETENTION: 5 YEARS

OATHS OF OFFICE ASSEMBLY/MAYOR

01/75 - 12/78

SUBJECT FILING SYSTEM

RETENTION: 5 YEARS

KENAI RIVER BRIDGE SUBDIVISION SERVICE AREA
REAPPORTIONMENT PETITION 11/77
1986 MEETING NOTICES AND PUBLISHERS AFFIDAVITS

05/80 - 07/82
01/77 - 12/77
01/86 - 12/86

SUBJECT FILING SYSTEM

RETENTION: YEARS

EMERGENCY ELECTRIC POWER FOR SCHOOLS	01/77 - 01/77
ORDINANCE 81-138 ENACTING REVISED COMP ZONING CODE FOR	01/81 - 01/81
ORDINANCE 81-2 DELEGATING MUNICIPAL PLANNING POWERS TO	01/81 - 01/81
ORDINANCE 81-71 AMENDING CHAPTER 10 TO PROVIDE INFORMATION	01/81 - 01/81

SUBJECT FILING SYSTEM

RETENTION: 5 YEARS

ADVISORY PETITIONS/WEST POPPY LANE ROAD CONDITIONS	01/88 - 01/88
ANCHOR POINT FIRE SERVICE AREA	01/82 - 01/83
ANCHOR POINT ROADS AND TRAILS	01/78 - 01/78
APPORTIONMENT-ASSEMBLY	01/86 - 01/86
APPORTIONMENT-ASSEMBLY: PETITION CRA ORDER	01/86 - 01/86
APPORTIONMENT-STATE	01/86 - 01/86
ASSESSING PUBLICATIONS	01/87 - 01/87
BEAR CREEK FIRE SERVICE AREA	01/76 - 01/76
CAMELOT BY THE SEA ROAD SER.	01/80 - 01/80
CAPITAL IMPROVEMENTS	01/89 - 01/89
CHINULNA POINT ROAD SER	01/80 - 01/80
CITIZENS PETITION REAPPORTIONMENT	01/87 - 01/87
DRAFT - SER. AREA ORD (RELATING TO SER. AREA BOARDS	01/78 - 01/78
EAST END ROAD IMPROVEMENT PETITION	01/89 - 01/89
EMERGENCY MEDICAL & AMBULANCE (CENTRAL)	01/81 - 01/81
FIREWORKS	01/86 - 01/86
GOLD AND SILVER REDRESS (FRANCIS)	01/81 - 01/81
HALIBOUTY ROAD (HENDERSON)	01/83 - 01/83
HARBOR AND PORT AUTHORITY DEV.	01/78 - 01/78
HOMER SCHOOL SITE LOCATION	01/79 - 01/79
HYDROLOGY GEOLOGY STUDY PETITION	01/89 - 01/89
KALIFONSKY FIRE SERVICE AREA	01/86 - 01/86
KALIFORNASKY FSA BOUNDARY CHANGE	01/86 - 01/86
KEYSTONE ESTATES ROAD SER.	01/81 - 01/81
MAINTENANCE REVIEW COMMITTEE	01/89 - 01/89
MARINER'S WATCH ROAD SER. AREA	01/80 - 01/80
MISC. PETITIONS RECEIVED	01/84 - 01/84
NIKISKI COMMUNITY COUNCIL/BYLAWS	01/89 - 01/89
NIKISKI INCORP. PETITION	01/84 - 01/84
NKFSA BOARD ,MEMBERS/RESCUE VEHICLE	01/74 - 01/74
NORTH KENAI FIRE SERVICE AREA	01/69 - 01/69
NORTH PENINSULA RECREATION SERVICE	01/74 - 01/74
NPRSA REQUEST NOT TO ALTER BUDGET	01/79 - 01/79
PETITION AGAINST ABORTION	01/89 - 01/89
PETITION REQUEST	01/78 - 01/78
PETITIONS FOR FIREWORKS INITIATIVE	01/86 - 01/86
PETITIONS RECEIVED	01/86 - 01/86
PROTEST OF THE PRO ABORTION POLICY (PASTORS)	01/87 - 01/87
PUBLISHERS AFFIDAVIT	01/85 - 01/85
PULL TAB NON TAXATION PETITION	01/89 - 01/89
RECALL PETITION REQUEST/SCHOOL BOARDS	01/86 - 01/86
REQUEST FOR RECALL OF JONATHAN SEWALL BY LOUIS MARCH, JR	01/87 - 01/87
REQUIRE UNENCUMBERED FUNDS REMAINING AT END OF FY TO REDUCE	01/79 - 01/79
RESOLUTION 79-2 LANDS	01/79 - 01/79
RIDGEWAY FIRE SERVICE AREA	01/80 - 01/80
ROAD IMPROVEMENTS	01/86 - 01/86
ROAD SER. AREA PETITION CORRESPONDENCE	01/81 - 01/81
SENIOR CITIZENS PETITION	01/86 - 01/86
SIPPLEMENTAL FIREWORKS	01/86 - 01/86
STERLING FIRE SERVICE AREA	01/79 - 01/79
STERLING FIRE SERVICE AREA	01/86 - 01/86
STERLING SPECIAL WASTE	01/78 - 01/78
STERLING SPECIAL WASTE SITE	01/78 - 01/78
TAX BILLINGS SHALL NOT BE INCREASED W/OUT VOTER APPROVAL	01/82 - 01/82
TUSTUMENA FIRE SERVICE AREA	01/79 - 01/79
WATER RESOURCE DEVELOPMENT	01/78 - 01/78

ATTACHMENT A

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SUBJECT FILING SYSTEM

RETENTION: 3 YEARS

ATTACHMENT A

DATE: 12/22/94 PAGE: 23

SUBJECT FILING SYSTEM

RETENTION: 3 YEARS

C91-09, COMPUTER PURCHASE FOR CLERK'S OFFICE

01/91 - 12/91

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

CERTIFICATION OF EXECUTION PAYMENT, HOSPITAL BONDS	01/80 - 12/80
EDA PLANNING ASSISTANCE GRANT #07-05-15010-07	03/71 - 08/72
EDA RUSSIAN VILLAGE ROAD PROJECT 1/72 TO 8/72	01/72 - 08/72
GRANT #07-05-15010-01 FINAN. STMT 8-31-73	08/73 - 08/73
GRANT #07-05-15010-02 FINAN. STMT 8-31-74	08/74 - 08/74

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

BEN LINK GREAT WEST LIFE LIMITED USE AGRMT	01/87 - 01/87
BLUE CROSS INSURANCE	02/80 - 02/80
BLUE GROSS INSURANCE	02/80 - 02/80
ESIS INC CIGNA CLAIMS SVC AGREEMENT	01/88 - 01/88
INSURANCE AK MUNICIPAL LEAGUE JOINT INSURANCE ASSOCIATION	01/88 - 01/88
KANSAS CITY LIFE INSURANCE	09/80 - 09/80
TRAVELERS INSURANCE	01/72 - 01/72
TRAVELERS INSURANCE COMPANY GROUP ANNUITY CONTRACT	07/72 - 04/75
WALTERS AND OLSON COROON 7 BLACK INSURANCE BROKERAGE	01/86 - 01/86

SUBJECT FILING SYSTEM

RETENTION: 3 YEARS

CAPITAL OFFICE SYSTEMS FURNITURE FOR LEGAL FINANCE AND
MOTZNIK COMPUTER SERVICES EXCHANGE OF COMPUTER SVCS

08/88 - 08/88

01/86 - 01/86

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

STERLING HIGHWAY/SOA TRUCK MOVEMENT DURING SCHOOL HOURS/
STERLING SCHOOL PLAYGROUND PERMIT FROM STERLING COMMUNITY

01/85 - 12/85
03/70 - 03/70

ATTACHMENT A

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SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

LETTER OF OBJECTION SEWARD OFF SITE WATER IMPROVEMENT

01/86 - 01/86

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

NOTIFICATION OF LIENHOLDERS--ALASKA USA FEDERAL CREDIT	01/84 - 01/84
NOTIFICATION OF LIENHOLDERS--FARNERS HOME ADMINISTRATION	01/84 - 01/84
NOTIFICATION OF LIENHOLDERS--FRONTIER ALASKA STATE CREDIT	01/84 - 01/84
PARCELS 040-044	01/84 - 01/84
PARCELS 045-049	01/84 - 01/84
PARCELS 050-059	01/84 - 01/84
PARCELS 060-099	01/84 - 01/84
PARCELS 200-===	01/84 - 01/84
REAL PROPERTY ASSESSMENT ROLLS CERTIFICATIONS	01/65 - 12/79
REAL PROPERTY FORECLOSURE LIST FOR 1983 TAXES, CLERKS COPY	01/83 - 01/83

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

AGREEMENT OF OCTOBER 8 1984 BETWEEN ALASKA MAPPING SYSTEMS 10/84 - 10/84
ALASKA STATE HOSPITAL ASSOCIATION AND LONG TERM CARE 01/79 - 01/79
CENTRAL PENINSULA HOSPITAL/LUTHERAN HOSPITALS LEASE, BYLAWS, 04/70 - 08/82
CERTIFICATE OF NEED FOR CENTRAL PENINSUALA HOSPITAL 02/85 - 02/85

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

ALASKA MAPPING SYSTEMS AGREEMENT EMERGENCY ACCESS MANUALS 02/86 - 02/86
MUTUAL AID AGREEMENT STATE OF AK DEPT OF NATURAL RESOURCES 01/87 - 01/87

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

COSTAL MANAGEMENT PROGRAM KPB AMENDMENT NO 1	06/88 - 06/88
HOMER COMPREHENSIVE DEVELOPMENT PLAN 1978	01/78 - 01/78
KPB COASTAL MANAGEMENT BOUNDARY OTT WATER ENGINEERS	10/87 - 10/87
KPB COASTAL MANAGEMENT PROJECT AGREEMENT	01/87 - 01/87
KPB COMPREHENSIVE PLAN GOALS AND OBJECTIVES (EXTRA COPIES	01/73 - 01/74
KPB COMPREHENSIVE WATER AND SEWER STUDY 1970	01/70 - 01/70
OCS COASTAL MANAGEMENT GRANT PROGRAM PROJECT JULY-DECEMBER	07/77 - 12/77

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

SUBJECT FILING SYSTEM	RETENTION: 1 YEARS
BEAR CREEK FIRE SA BOND CERTIFICATION \$1300,000 7-12-77	07/77 - 07/77
BONDS -2,075,000 GERERAL OBLIGATION REFUNDING	01/74 - 01/74
CANVASS 10-3-78	10/78 - 10/78
CANVASSING BOARD RESULTS-CERTIFICATIONS	01/64 - 01/77
CERTIFICATION OF ELECTION 10-7-75	10/75 - 10/75
CERTIFICATION FINAL RUN-OFF ELECTION 10-28-75	10/75 - 10/75
CERTIFICATION RUN-OFF ELECTION 10-26-76	10/76 - 10/76
CERTIFICATIONS JULY 30,1974 NORTH PENINSULA RECREATION	07/74 - 07/74
CERTIFICATIONS OF ELECTION 10-7-69 REGULAR ELECTION	10/69 - 10/69
FEB. 25 1975 BOND CERTIFICATION KCHS 'E' HOMER, SOLDOTNA	02/75 - 02/75
FEB.25,1975 G.O. BOND 3,500,000 , \$1,974,000	02/75 - 02/75
FINAL RESULTS CERTIFICATION OF ELECTION 1-25-77	01/77 - 01/77
FINAL RESULTS-REGULAR ELECTION 10-5-76 CANVASSING BOARD	10/76 - 10/76
G.O. BONDS REFUNDING 7-29-74 SECOND SERIES	07/74 - 07/74
G.O. BONDS REFUNDING 8655,000 CERTIFICATIONS 1974	01/74 - 01/74
G.O. REFUNDING BONDS NORTH RENINSULA RECREATION \$750.000	02/75 - 02/75
G.O. REFUNDING BONDS 5,340,000 9-16-75	09/75 - 09/75
G.O. SCHOOL BONDS , \$26,000,000	10/77 - 10/77
GO SCHOOL BONDS \$25,970.00 2-1-78	02/78 - 02/78
JULY 7 1974 SOUTH PENINSULA HOSPITAL	07/74 - 07/74
OCT. 1,1974 REGULAR	10/74 - 10/74
OCT. 7, 1975 BOND CERTIFICATION SEWARD HIGH SCHOOL	10/75 - 10/75
RESULTS/CERTIFICATIONS 10/1&10/22 1985 THRU CANVASS BOARD	10/85 - 10/85
RUN-OFF CERTIFICATION OF RESULTS 10-3-79	10/79 - 10/79
04-8-69 CENTRAL PENINSULA HOSPITAL ELECTION CERTIFICATION	04/69 - 04/69
10-1-68 ELECTION CERTIFICATION	10/68 - 10/68
10-2-73 ELECTION CERTIFICATION	10/73 - 10/73
10-22-74 RUN-OFF	10/74 - 10/74
10-3-67 ELECTION CERTIFICATION	10/67 - 10/67
10-3-72 ELECTION CERTIFICATION	10/72 - 10/72
10-4-66 ELECTION CERTIFICATION	10/66 - 10/66
10-5-65 ELECTION CERTIFICATION	10/65 - 10/65
10-5-71 ELECTION CERTIFICATION	10/71 - 10/71
10-6-64 ELECTION CERTIFICATION	10/64 - 10/64
10-6-70 ELECTION CERTIFICATION	10/70 - 10/70
10-6-70 RECOUNT CERTIFICATION	10/70 - 10/70
10/73 RUN-OFF ELECTION CERTIFICATION	10/73 - 10/73
4-8-69 SOUTH PENINSULA HOSPITAL CERTIFICATION	04/69 - 04/69
7-22-69 FORMATION NORTH KENAI FIRE ELECTION	07/69 - 07/69

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

BALLOT PREPARATION
VOTER REGISTRATION LISTS (POLLING PLACE)

01/86 - 01/86
10/88 - 10/88

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

ABSENTEE BALLOT REGISTRATION LIST	07/86 - 07/86
ABSENTEE BALLOT REQUEST FORMS	10/89 - 10/89
ABSENTEE BALLOT REQUESTS	10/89 - 10/89
ABSENTEE BALLOTS	10/89 - 10/89
ABSENTEE BALLOTS 10/89	10/89 - 10/89
BALLOT DISPOSITION	10/89 - 10/89
BALLOT DISPOSITION 10/89	10/89 - 10/89
BALLOTS QUESTIONED	10/89 - 10/89
BALLOTS QUESTIONED 10/89	10/89 - 10/89
FINAL CANVASS OF RESULTS	01/81 - 01/81
FINAL CANVASS OF RESULTS	01/82 - 01/82
NON PROCESSABLE BALLOT REQUESTS	10/89 - 10/89
NON PROCESSABLE BALLOT REQUESTS 10/89	10/89 - 10/89

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

ABSENTEE AND QUESTIONED CERTIFICATIONS	01/81 - 01/81
ABSENTEE AND QUESTIONED CERTIFICATIONS	01/82 - 01/82
CANVASSING BOARD RESULTS/CERTIF 1985	01/85 - 01/85
CERT. ET AL, NIKISKI FIRE SA ELECT FOR 3RD STATION, 2-10-81	02/81 - 02/81
CERTIFICATION BY CANVASS BOARD	01/84 - 01/84
CERTIFICATION BY CANVASS BOARD 10-2-79	10/79 - 10/79
CERTIFICATION BY CANVASS BOARD 10-23-79	10/79 - 10/79
CERTIFICATION BY CANVASS BOARD 10-3-78	10/78 - 10/78
CERTIFICATION BY CANVASS BOARD 10-7-80 ELECT	10/80 - 10/80
CERTIFICATION BY CANVASS BOARD 10/89	10/89 - 10/89
CERTIFICATION BY: CANVASS BOARD	10/89 - 10/89
CERTIFICATION OF POSTING NOTICES	10/89 - 10/89
CERTIFICATION OF POSTING NOTICES 10/89	10/89 - 10/89
ELECTION JUDGE EXPENSE STATEMENTS 10-89	10/89 - 10/89
ELECTION JUDGES EXPENSE STATEMENTS	10/89 - 10/89
ELECTION JUDGES EXPENSE STATEMENTS 10/89	10/89 - 10/89
JUDGES ACCEPTANCE 1989	10/89 - 10/89
POLLING PLACES	01/86 - 01/86
PRECINCT CERTIFICATIONS	01/81 - 01/81
PRECINCT CERTIFICATIONS	01/82 - 01/82
RECOUNT CERTIFICATION FOR ELECTION HELD 10-6-87	10/87 - 10/87
RESULTS & CERTIFICATIONS FOR ELECTION HELD 10-6-87	10/87 - 10/87

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

SUBJECT FILING SYSTEM	RETENTION: 1 YEARS
ANCHOR POINT FIRE, SEATS A AND B	10/89 - 10/89
ANCHOR POINT FIRE, SEATS A AND B 10/89	10/89 - 10/89
APOC FILINGS GROUPS 1986	01/86 - 01/86
APOC FILINGS HOUSE REP 1986	01/86 - 01/87
APOC FILINGS SENATE 1986	01/86 - 01/86
ASSEMBLY VACANCY- DIST 4, SEAT C (PETITIONS/DECLARATIONS)	01/87 - 01/87
BEAR CREEK FSA , SEATS A AND B 10/89	10/89 - 10/89
BEAR CREEK FSA. SEATS A AND B	10/89 - 10/89
CAMPAIGN DISCLOSURE	12/88 - 02/89
CAMPAIGN DISCLOSURE 12/88-2/89	12/88 - 02/89
CANDIDATE CAMPAIGN EXEMTION	08/89 - 10/89
CNADIDATE CAMPAIGN EXEMTION 8/89-10/89	08/89 - 10/89
CONFLICT OF INTEREST MAYOR AND ASSEMBLY 1983	01/83 - 01/83
CONFLICT OF INTEREST MAYOR AND ASSEMBLY 1984	01/84 - 01/84
CONFLICT OF INTEREST MAYOR AND ASSEMBLY 1985	01/85 - 01/85
CONFLICT OF INTEREST PLANNING COMM. 1983	01/83 - 01/83
CONFLICT OF INTEREST PLANNING COMM. 1984	01/84 - 01/84
CONFLICT OF INTEREST PLANNING COMM. 1985	01/85 - 01/85
CONFLICT OF INTEREST SCHOOL BOARD 1983	01/83 - 01/83
CONFLICT OF INTEREST SCHOOL BOARD 1984	01/84 - 01/84
CONFLICT OF INTEREST SCHOOL BOARD 1985	01/85 - 01/85
CONTRAL ROAD MAIN. SA, SEATS C AND D 10/89	10/89 - 10/89
CONTRAL ROAD MAIN.SA,SEATS C AND D	10/89 - 10/89
DECLARATIONS ANCHOR PT FSA-NONE FILED 1987	01/87 - 01/87
DECLARATIONS BEAR CREEK NONE FILED 1987	01/87 - 01/87
DECLARATIONS BOROUGH MAYOR-CARLSON,ANGLETON, SCALF,	01/87 - 01/87
DECLARATIONS CENTL EMS FITZGERALD, OLSON, HEPNER 1987	01/87 - 01/87
DECLARATIONS CENTRAL ROAD POSEY,POPE 1987	01/87 - 01/87
DECLARATIONS DIST. 1 - SKOGSTAD ,MARCH 1987	01/87 - 01/87
DECLARATIONS DIST. 2 -CORR,MOOCK, MOORE, MULLEN,NATH,SIVLEY	01/87 - 01/87
DECLARATIONS DIST. 4 -CRAWFORD,PHILLIPS-WRITE IN POINDEXTER	01/87 - 01/87
DECLARATIONS DIST, 3- BROWN, JOHNSON, HODGINS, SUPERMAN 1987	01/87 - 01/87
DECLARATIONS EAST ROAD NONE FILED 1987	01/87 - 01/87
DECLARATIONS FOR DIST. 3 ,SEAT C APPOINTMENT-REHM,BROWM,	01/87 - 01/87
DECLARATIONS KALIFORNISKY FSA-DONALD,WILLIS, WHELAN-STEFFEY-	01/87 - 01/87
DECLARATIONS NIKISKI FSA-TRAXINGER, WILLIAMS, BROWNING 1987	01/87 - 01/87
DECLARATIONS NORTH PENINS REC-RECTOR, LANDERHOLM 1987	01/87 - 01/87
DECLARATIONS NORTH ROAD-GOFF, MCGAHAN 1987	01/87 - 01/87
DECLARATIONS RIDGEWAY/STERLING-BROWN,CHUMLEY,SCHRADER 1987	01/87 - 01/87
DECLARATIONS SCHOOL BOARD (DIMMICK , FAIRCHILD, MASSIE,	01/87 - 01/87
DECLARATIONS SOUTH HOSP-MYHILL, PARKS,GANNAWAY 1987	01/87 - 01/87
DECLARATIONS SOUTH ROAD-BEAR, DIMMICK 1987	01/87 - 01/87
DISTRICT # 1 ASSEMBLY SEAT B	10/89 - 10/89
DISTRICT # 2 ASSEMBLY SEATS C AND D	10/89 - 10/89
DISTRICT #3, ASSEMBLY SEATS A AND B	10/89 - 10/89
DISTRICT 1 ASSEMBLY SEAT B 10/89	10/89 - 10/89
DISTRICT 2 ASSEMBLY SEATS C AND D 10/89	10/89 - 10/89
DISTRICT 3 ASSEMBLY SEATS A AND D 10/89	10/89 - 10/89
DPMSA. SEATS C AND D	10/89 - 10/89
DPMSA, SEATS C AND D 10/89	10/89 - 10/89
EAST ROAD SA, SEATS C,D, B 10/89	10/89 - 10/89
EAST ROAD SA, SEATS C,D,B	10/89 - 10/89
ELECTION PUBLICATIONS OCT. 6 1970 AND CERTIFICATIONS TO	10/70 - 10/70
G.O. BONDS \$3,000,000 OCT. 70	01/70 - 01/70
G.O. BONDS SOUTH PENINSULA HOSPITAL 1,500,000 73-74	01/73 - 01/74
JAN.30,1968 BOND ELECTION CERTIFICATION	01/68 - 01/68

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

SUBJECT FILING SYSTEM	RETENTION: 1 YEARS
JULY 21, 1970 BOND ELECTION & NORTH KENAI FIRE (BOND 3,500,00	07/70 - 07/70
JULY 8, 1969 BOND ELECTION \$3,000,000	07/69 - 07/69
JUNE 5, 1973 BOND PROP. 1,500,00 SOUTH PENINSULA HOSPITAL	06/73 - 06/73
KALIFORNSKY FSA, SEATS C AND E	10/89 - 10/89
KALIFORNSKY FSA, SEATS C AND E 10/89	10/89 - 10/89
KPB SCHOOL BOARD, 2 AT LARGE	10/89 - 10/89
KPB SCHOOL BOARD, 2 AT LARGE 10/89	10/89 - 10/89
NIKISKI FSA, SEATS A, B, C 10/89	10/89 - 10/89
NIKISKI FSA, SEATS A, B, C	10/89 - 10/89
NORTH PENINSULA RECR, SEATS A AND B, E	10/89 - 10/89
NORTH PENINSULA RECR, SEATS A, B, E 10/89	10/89 - 10/89
NORTH ROAD SA, SEATS C AND D	10/89 - 10/89
NORTH ROAD SA, SEATS C AND D 10/89	10/89 - 10/89
OCT. 6, 1970 BOND ELECTION 3,500,000	10/70 - 10/70
OCT. 6 1970 NORTH KENAI FIRE BOND ELECTION \$150,000	10/70 - 10/70
RIDGEWAY-STERLING FSA, SEATS A AND B	10/89 - 10/89
RIDGEWAY-STERLING FSA, SEATS A AND B 10/89	10/89 - 10/89
SOUTH PENINSULA HOSPITAL SA, SEATS G, H, I	10/89 - 10/89
SOUTH PENINSULA HOSPITAL SA, SEATS G, H, I 10/89	10/89 - 10/89
SOUTH ROAD SA, SEATS C, D, A, E	10/89 - 10/89
SOUTH ROAD SA, SEATS C, D, A, E 10/89	10/89 - 10/89
1964 SCHOOL BOND INDEBTNESS	01/64 - 01/64

SUBJECT FILING SYSTEM

RETENTION: 3 YEARS

CITICORP NORTH AMERICA LEASE AGREEMENT GIS LEASE 06/88 - 06/88
C91-20, AWARING CONTRACT FOR PURCHASE OF VEHICLES 01/91 - 12/91
C91-36, VEHICLE MAINTENANCE 01/91 - 12/91

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION:	6 YEARS
AC86-02 CHUITNA AREA PLAN	01/86	- 12/87
AC88-03 METCO INC.	01/88	- 07/88
AGREEMENT BETWEEN BEAR CREEK FIRE S A AND BEAR CREEK	01/80	- 01/80
AIR TEK NIKISKI PEDESTRIAN SAFETY PHASE I ENTRANCE LIGHTING	01/88	- 01/88
ALASKA BANK OF COMMERCE BANKING SVS	04/79	- 04/79
ALASKA COMPUTER ENVIRONMENT UPS AND BATTERY INS	08/84	- 08/84
ALASKA DISASTER OFFICE ACTING AS ALTERNATE STATE EMERGENCY	01/73	- 12/77
ALASKA FENCE	08/77	- 08/77
ALASKA LAND SURVEYS	06/81	- 06/81
ALASKA PUBLIC OFFICES CMSN	06/83	- 06/83
ALASKA STATEBANK KPB MICROFILM COMPUTER TAPES	06/88	- 06/88
ANCHOR POINT ADDITION	09/78	- 09/78
ANCHOR POINT ADDN ANDERSON CONSTRUCTION	04/82	- 04/82
ANCHOR POINT CONSTRUCTION FILES	01/71	- 12/76
ANCHOR POINT FIRE AND EMERGENCY SERVICE AREA COMMUNICATIONS	01/88	- 01/88
ANCHOR POINT FIRE HOMER VOLUNTEER FIRE MUTUAL AID AGREEMENT	01/87	- 01/87
ANCHOR POINT FIRE STATION SCHEMATIC WILLIAM A KLUGE	01/86	- 01/86
ANCHOR POINT FIRE STATION G AND S CONSTRUCTION	01/87	- 01/87
ANCHOR POINT FIRE STATION JOB S BILL	01/88	- 01/88
ANCHOR POINT FIRE STATION SITE WORK	01/86	- 01/86
ANCHOR POINT FIRE STATION WINCE CORTHELL BRYSON ENGINEERES	01/86	- 01/86
ANCHOR POINT WATER TREATMENT FACILITY	07/77	- 07/77
ANCHOR RIVER RD BRANCH AND SHARP JV	04/83	- 04/83
ANCHOR RIVER ROAD / BRANCH & SHARP J/V	04/83	- 04/83
ANCHORAGE URBAN OBSERVATORY OCS	01/73	- 12/77
ARCADIA ASSOCIATES RECORDS MANAGEMENT PROGRAM	01/73	- 12/77
ASBESTOS DISP BORO WASTE SITE CENTRAL ENVIRONEMNTAL INC	01/86	- 01/86
ASBESTOS DISP CITY OF KENAI ARCO	01/86	- 01/86
ASBESTOS DISPOSAL AGREEMENT	05/88	- 05/88
ASBESTOS DISPOSAL KENAI WASTE SITE TESORO ALASKA PETROLEUM	01/86	- 01/86
BEAR CREEK	10/79	- 10/79
BEAR CREEK FIRE SERVICE AREA SALES CONTRACT	01/80	- 01/80
BEAR CREEK SEWARD MUTUAL AIDA GREEMENT	01/82	- 01/82
BEAR CREEK STATION PARKING GARAGE SWENSON CONSTRUCTION	01/88	- 01/88
BOB BARTLETT SCHOOL ADDITION	03/76	- 03/76
BOND ISSUE CONSTRUCTION PROJECT ASST MOOLIN	06/82	- 06/82
BOROUGH BUILDING CONSTRUCTION	01/70	- 12/75
BROWN'S LAKE ROAD / C. I. C. INC.	04/85	- 04/85
BROWN'S LAKE ROAD / TED FORSI & ASSOCIATES	09/84	- 09/84
BROWN'S LAKE ROAD / TRANSALASKA ENGINEERS	04/85	- 04/85
BROWNS LAKE ROAD C I C INC	04/85	- 04/85
BROWNS LAKE ROAD TED FORSI AND ASSOC	09/84	- 09/84
BROWNS LAKE ROAD TRANSALASKA ENGR	04/85	- 04/85
C R BLADWIN ATTORNEY REVIEW OF ADMINISTRATIVE LEAVE	05/85	- 05/85
CAPITAL IMPROVEMENTS	08/79	- 08/79
CCC ARCHITECTS AK COMP PLAN CITY OF KENAI AND SOLDOTNA	04/85	- 04/85
CENTRAL KENAI PENINSULA BOROUGH ROAD MAINTENANCE SERVICE	01/82	- 01/84
CENTRAL PENINSULA EMERGENCY MEDICAL CONTRACT AND AGREEMENTS	01/82	- 01/82
CENTRAL PENINSULA HIGH SCHOOL RESTRIC OF WATERWELL	01/88	- 01/88
CENTRAL PENINSULA HOSPITAL / WAREHOUSE	01/78	- 01/78
CENTRAL PENINSULA HOSPITAL ADDITION PHASE I	04/79	- 02/82
CENTRAL PENINSULA HOSPITAL CHEMISTRY DEPENDENCY UNIT CTA	01/84	- 01/84
CENTRAL PENINSULA HOSPITAL FIRE SYSTEM	01/77	- 01/77
CENTRAL PENINSULA HOSPITAL PARKING LOT ROSS SERVICES	01/87	- 01/87
CENTRAL PENINSULA HOSPITAL SIGN RELOCAT TUSTUMENA MASON	01/87	- 01/87
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT	11/84	- 11/84

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

CENTRAL ROAD MAINTENANCE SERVICE CONTRACT	01/84 - 12/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46002	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46003	11/84 - 11/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46004	12/84 - 12/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46006	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46007	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46008	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46009	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46010	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46016	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46017	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46018	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46019	06/84 - 06/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46020	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46021	06/84 - 06/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46022	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46024	06/84 - 06/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46026	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46027	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46028	04/84 - 04/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46029	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46032	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46033	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46034	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46035	05/84 - 05/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46036	11/84 - 11/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46037	10/84 - 10/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46038	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46040	10/84 - 10/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46046	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46046	11/84 - 11/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46047	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46047	11/84 - 11/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46048	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46049	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46050	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46053	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46054	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46056	12/84 - 12/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46058	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46059	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46060	05/84 - 05/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46062	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46064	06/84 - 06/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46065	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46066	12/84 - 12/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46070	12/84 - 12/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46071	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46072	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46075	08/84 - 08/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46076	12/84 - 12/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46079	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46080	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46088	06/84 - 06/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46090	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46093	10/84 - 10/84

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46096	10/84 - 10/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46097	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46099	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46106	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46107	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46108	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46110	06/84 - 06/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46113	05/84 - 05/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46121	06/84 - 06/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46122	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46123	07/84 - 07/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46125	09/84 - 09/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46127	10/84 - 10/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46127	11/84 - 11/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46129	11/84 - 11/84
CENTRAL ROAD MAINTENANCE SERVICE CONTRACT 46130	11/84 - 11/84
CENTRAL ROAD MAINTENANCE SERVICE 46013	07/84 - 07/84
CIECHANSKI DR MICHAEL A CORNACHIONE P E	06/85 - 06/85
CIECHANSKI DRIVE / MICHAEL A. CORNACHIONE, P.E.	06/85 - 06/85
CIECHANSKI ROAD / DOWNING-RICE ASSOCIATES	06/85 - 06/85
CIECHANSKI ROAD DOWNING RICE ASSOC	06/85 - 06/85
CIRI TYONEK GRAVEL EMERGENCY MANAGEMENT	01/86 - 01/86
CITY OF HOMER HOMER WETLANDS MAPPING PHASE III	02/88 - 02/88
CITY OF HOMER LID ROADS	07/88 - 07/88
CITY OF SOLDOTNA AGMT KNIGHT DR UPGRADE	10/84 - 10/84
CLASSROOM RELOCATION	07/76 - 07/76
CLASSROOM RELOCATION	08/76 - 08/76
CLASSROOM RELOCATION	09/76 - 09/76
CLASSROOM RELOCATION	07/78 - 07/78
CLASSROOM RELOCATIONS	08/76 - 08/76
COASTAL MGMT RESOURCE ANALYSTS	08/85 - 08/85
COOPER LANDING	08/77 - 08/77
COOPER LANDING ADDN EHTAN KNAPP	05/82 - 05/82
COOPER LANDING RELIGHTING	01/81 - 01/81
COOPER LANDING SEPTIC	09/80 - 09/80
COOPER LANDING SITE WORK	08/77 - 08/77
COOPER LANDING TRIAD ELECTRIC	07/81 - 07/81
COOPERATIVE FIRE CONTROL AGREEMENT	01/85 - 12/85
COOPERATIVE FIRE CONTROL AGREEMENT BETWEEN THE ANDHOR POINT	01/85 - 01/85
CORDOVA CONSTRUCTION / PORT GRAHAM TEACHERAGE	01/77 - 12/79
CPMSA PROVIDENCE HOSPITAL SHARES RESOURCES AGREEMENT	01/85 - 01/85
CTA ARCHITECTS ENGINEERS CONSTRUCTION	01/73 - 12/77
DEPARTMENT OF NATURAL RESOURCES & STANLEY S. MCLANE	01/73 - 12/77
DESIGN AND CONSTRUCTION OF NEW NIKISKI HIGH SCHOOL	07/87 - 07/87
DESIGN AND CONSTRUCTION OF NEW CENTRAL PENINSULA HIGH SCHOOL	07/87 - 07/87
DESIGN AND CONSTRUCTION OF NEW KENAI ELEMENTARY SCHOOL HOPE	06/87 - 06/87
DEWAYNE CRAIG LANDSCAPE MAINTENANCE	06/80 - 06/80
DONATION RIDGEWAY STERLING DE VITO	01/87 - 01/87
DONATION RIDGEWAY STERLING STEVEN AND LEALOS	01/86 - 01/86
EASEMENT LUTHER AND MARY CHRISTOPHER KPB	01/83 - 01/83
EASEMENT N30, S1/2S1/2, SECT 2, T5N, R5N, R8W, S M	01/86 - 01/86
EAST HOMER ELEMENTARY ADDITION	01/75 - 12/77
EAST HOMER ELEMENTARY SCHOOL	08/79 - 08/79
EAST HOMER ELEMENTARY SITE DEVELOPMENT	05/79 - 05/79
EAST ROAD SERVICE AREA MAINTENANCE CONTRACT	01/84 - 12/85
EMERGENCY MEDICAL SERVICES KPB DANN AND ASSOCIATES	01/85 - 01/85

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
EMPLOYES CONTRACTS JOB DESCRIPTIONS	07/81 - 06/86
ENGLISH BAY	09/78 - 09/78
ENGLISH BAY & PORT GRAHAM FUEL STORAGE	07/80 - 07/80
ENGLISH BAY & PORT GRAHAM FUEL STORAGE	09/80 - 09/80
ENGLISH BAY HEAT LOSS STUDY	03/79 - 03/79
ENGLISH BAY SCHOOL	11/77 - 11/77
ENGLISH BAY SCHOOL CONSTRUCTION	01/71 - 12/77
ENGLISH BAY TEACHER RESIDENCE / L & D ENTERPRISES	01/77 - 12/79
EXIT CLACIER RD RESURRECTION STEPHAN AND SONS	09/83 - 09/83
EXIT GLACIER ROAD (RESURRECTION) / STEPHAN & SONS	09/83 - 09/83
FEDERAL EXPRESS DROP BOX	05/87 - 05/87
FEUDING LANE	05/81 - 05/81
FIRST NATIONAL BANK OF ANCHORAGE BANKING SERVICES	01/85 - 01/88
FOSTER CONSTRUCTION NIKOLAEVSK LEACH FIELD	09/79 - 09/79
FOUR D INTERIORS CARPET REPLACEMENT	08/81 - 08/81
FRONTIER TRAINING CENTER JANITORIAL SERVICE	06/87 - 06/87
GARNETT AND KASHI LEGAL SERVICES	10/82 - 10/82
GARY HENNIGH ASSOCIATES CUITNA RESOURCE DEVELOPMENT PLAN	02/87 - 02/87
GENERATOR FACILITIES	01/77 - 12/77
GLACIER STATE TELEPHONE SPORTS LAKE ROAD UTILITY RELOCATION	05/85 - 05/85
GLAICER STATE TELEPHONE COMPANY 911 EMERGENCY COMMUNICATIONS	10/82 - 10/82
GRANT AWARD STATE OF ALASKA DEPT PUBLIC SAFETY FIRE	07/88 - 07/88
GRAY CLIFF SUBD JOINT VENTURE PLAN	04/82 - 04/82
GRAY CLIFF SUBD SURVEY WORK	04/82 - 04/82
GREER DRIVE / HERNDON & HERNDON	01/79 - 12/79
GREER RD PHII AND UTIL RELOC AGMT LSRT	08/84 - 08/84
GREER ROAD PHASE II / UTILITY RELOCATION AGREEMENT / LSRT	08/84 - 08/84
HOLT ROAD	09/82 - 09/82
HOMER BALER PARKING LOT CHAS MORTIMER C E	01/87 - 01/87
HOMER BALER PARKING LOT RECONSTR HERNDON	01/87 - 01/87
HOMER ELEMENTARY	06/80 - 06/80
HOMER ELEMENTARY PARK LT	06/80 - 06/80
HOMER ELEMENTARY PLAYGROUND SITE IMPROVEMENT	08/80 - 08/80
HOMER ELEMENTARY PLAYGROUND SITE IMPROVEMENTS	07/80 - 07/80
HOMER ELEMENTARY SITE WORK	01/73 - 12/74
HOMER HIGH SCHOOL	04/70 - 04/70
HOMER HIGH SCHOOL	04/76 - 04/76
HOMER HIGH SCHOOL ADDITION PHASE I	04/79 - 04/79
HOMER HIGH SCHOOL GREENHOUSE	07/81 - 07/81
HOMER HIGH SCHOOL SITE WORK	01/73 - 12/77
HOMER LANDFILL ACCESS ROAD	05/79 - 05/79
HOMER LANDFILL OPERATION YENNEY'S COMPANY	06/79 - 06/79
HOMER MIDDLE SCHOOL	07/81 - 07/81
HOMER MIDDLE SCHOOL ADDITION	01/68 - 12/75
HOMER MIDDLE SCHOOL ADDITION	10/79 - 10/79
HOMER SCHOOL SITE IMPROVEMENT	08/80 - 08/80
HOPE HOME CRAFTERS / SCHOOL FOUNDATION	01/78 - 12/79
HOPE LANDFILL DOWLING RICE ALASKA TESTLABS	01/80 - 01/80
HOPE LANDFILL SNOW REMOVAL NEWCOMB AND MOORE	01/86 - 01/86
HOPE SCHOOL ACCOUSTICAL CEILING	12/88 - 12/88
HOPE SCHOOL G AND S CONSTRUCTION	05/86 - 05/86
HUDSON ENTERPRISES / KPB WAREHOUSE	01/77 - 12/79
INDIAN HEALTH SERVICE ENGLISH BAY	09/77 - 09/77
INSTRUCTION TO BIDDERS ON MAJOR CAPITAL PROJECTS	02/83 - 02/83
INTERGONVERNMETNAL COOPERATIVE AGREEMENT BETWEEN SOLDOTNA	01/82 - 01/82
JOINT USAGE AGREEMENT BETWEEN THE NORTH PENINSULA KENAI	01/79 - 01/79

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
JULY 4TH CREEK SURVEY	01/73 - 12/77
K AND T SERVICES SUBDIVISION ACTIVITY	06/79 - 06/79
KENAI & SOLDOTNA JUNIOR HIGH SCHOOL	10/79 - 10/79
KENAI CENTRAL HIGH SCHOOL GENERATOR SHOP V ROOF	07/81 - 07/81
KENAI CENTRAL HIGH SCHOOL GYM LIGHT	08/80 - 08/80
KENAI CENTRAL HIGH SCHOOL GYM LIGHTING	08/81 - 08/81
KENAI CENTRAL HIGH SCHOOL HOCKEY RINK	10/78 - 10/78
KENAI CENTRAL HIGH SCHOOL PERFORMING ARTS AUDITORIUM FINAL	03/86 - 03/86
KENAI CENTRAL HIGH SCHOOL PRACTICE FIELD	06/80 - 06/80
KENAI CENTRAL HIGH SCHOOL SHOP ADDITION	08/67 - 08/67
KENAI CENTRAL HIGH SCHOOL SPRINKLER	08/79 - 08/79
KENAI CENTRAL HIGH SCHOOL TRACK	08/79 - 08/79
KENAI CENTRAL HIGH SCHOOL, NORTH KENAI	07/79 - 07/79
KENAI CHAMBER OF COMMERCE FIREWOOD PERMITS	10/86 - 10/86
KENAI ELEMENTARY / NINILCHIK GYM	04/79 - 04/79
KENAI ELEMENTARY ROOF DRAINS	08/78 - 08/78
KENAI ELEMENTARY SCHOOL COMPLEX	04/68 - 04/68
KENAI JUNIOR HIGH SCHOOL	06/69 - 06/69
KENAI JUNIOR HIGH SCHOOL	08/79 - 08/79
KENAI LANDFILL OPERATION	06/79 - 06/79
KENAI PENINSULA BOROUGH SCHOOL DISTRICT AND KENAI PENINSULA	02/82 - 02/82
KENAI RIVER BRIDGE SUB SA SNOW REMOVAL	01/82 - 01/82
KINGSLEY LOOP / SPECIALTIES EXCAVATING	01/79 - 12/79
KINGSLEY LOOP ROAD SPECIALTY EXCAVATING	08/79 - 08/79
KNIGHT DRIVE UPGRADE / CITY OF SOLDOTNA AGREEMENT	10/84 - 10/84
KP HOCKEY ASSN RINK MAINTENANCE	01/87 - 01/87
KP HOCKEY ASSOCIATION ICE MAINTENANCE	01/79 - 12/79
KPB ADMINISTRATION BUILDING CARPET REPLACEMENT	08/88 - 08/88
KPB ALASCOM REDGEWAY STEELING FIRE SERVICE AREA LEASE	01/86 - 01/86
KPB BELUGA SCHOOL DON HOPKINS	01/88 - 01/88
KPB BOROUGH BUILDING	01/68 - 12/73
KPB BOROUGH BUILDING GROUND FLOOR	12/79 - 12/79
KPB BOROUGH BUILDING REMODEL	01/68 - 12/73
KPB BOROUGH BUILDING UPGRADE INTER STATE ELECTRICAL COMPANY	06/87 - 06/87
KPB BUILDING VENTILATION / CREWS, MACINNES & HOFFMAN	01/78 - 12/80
KPB CITY OF HOMER EMERGENCY SNOW REMOVAL RIDGE AREA	03/88 - 03/88
KPB COMPREHENSIVE PLAN	01/73 - 12/77
KPB ELECTRIC UPGRADE INTERSTATE ELECT	06/87 - 06/87
KPB GENERAL PUBLIC EASEMENT E1/2 S12, T4N,R11W,S M	01/85 - 01/85
KPB KATHRYN L CARSSOW KASILOF RIVER AND SEWARD WATER FRONT	05/88 - 05/88
KPB KPBSD 40 YARD MOBILE TRANSIT BOXES AT SCHOOL SITES	12/86 - 12/86
KPB MAINTENANCE BUILDING	09/68 - 09/68
KPB MICHAEL A CORNACHIONE P E SKYLINE DRIVE	05/85 - 05/85
KPBSD NO PENINSULA RECREATION S A COOPERATIVE USE OF	01/88 - 01/88
KRAMER CHIN AND MAYO COASTAL MGMT PROJECT	01/85 - 01/85
LAMPLIGHT ROAD	08/82 - 08/82
LAMPLIGHT ROAD PHASE I / QUALITY ASPHALT	08/84 - 08/84
LAMPLIGHT ROAD PHASE II / COOK INLET CONSTRUCTION	08/85 - 08/85
LAMPLIGHT ROAD PHASE II / WINCE, CORTHELL, BRYSON	08/85 - 08/85
LAMPLIGHT ROAD PHI QUALITY ASPHALT	08/84 - 08/84
LAMPLIGHT ROAD PHIL COOK INLET CONSTRUCTION	08/85 - 08/85
LAMPLIGHT ROAD PHIL WINCE CORTHELL BRYSON	08/85 - 08/85
LANDSCAPE MAINTENANCE	01/81 - 12/81
LANDSCAPE MAINTENANCE / SCHOOLS	01/82 - 12/82
LANDSCAPE MAINTENANCE BID SPECS	02/88 - 02/88
LEASE DATA PROCESSING EQUIPMENT AND LOAN AGREEMENT	01/77 - 01/77

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
LONGMERE LAKE ROAD	04/81 - 04/81
LOU MORGAN ROAD	07/78 - 07/78
LOU MORGAN ROAD DOYLE'S EXCAVATING	04/80 - 04/80
LOU SLEDGE FIRE PROOFING	01/77 - 12/77
LUTHERAN HOMES SOCIETY CENTRAL PENINSULA HOSPITAL OPERATING	01/88 - 01/88
MACKAY LAKE ROAD	06/82 - 06/82
MACKAY LAKE ROAD PROJECT HERMON BROTHERS CONSTRUCTION	07/83 - 08/83
MAINTENANCE BUILDING	09/68 - 09/68
MARY FORD VISITORS GUIDE	01/83 - 01/83
MATERIALS TESTING 1985 SCHOOLS	07/86 - 07/86
MCDOWELL GROUP IMPACT OF VISITORS ON PENINSULA	03/85 - 03/85
MOOSE POINT SUBD MISC SURVEYORS	07/83 - 07/83
MOOSE POINT SUBDIVISION GRAVEL EXTRACTION	01/82 - 12/84
MT. MCKINLEY FENCE	08/77 - 08/77
MULLIKIN SURVEYS CONTOUR TOPO MAPS	05/82 - 05/82
MURRAY BRADLEY INC ECONOMIC DEV BROCHURES	06/81 - 06/81
MURWOOD DRIVE	06/81 - 06/81
NBOFA BANKING SERVICES	08/84 - 08/84
NEW CENTRAL PENINSULA HIGH SCHOOL CONSTRUCTION	10/85 - 08/87
NIKISKI ELEMENARY SCHOOL EFNSEARCH AK CONSTRUCDTION	01/85 - 01/85
NIKISKI BOILER EXPANSION BURNS CLARKE AND VOGAN	01/86 - 01/86
NIKISKI BOILER REPLACEMENT KIMCO INC	01/86 - 01/86
NIKISKI FIRE APPARATUS ROOM	07/79 - 07/79
NIKISKI FIRE RENOVATIONS NORTHWAY INC	01/86 - 01/86
NIKISKI FIRE S A DEPT OF NATURAL RESOURCES DIVISION OF	01/85 - 01/85
NIKISKI FIRE STATION ENGRNG TAURIAINEN	06/81 - 06/81
NIKISKI FIRE STATION 1 AIR TEK	01/85 - 01/85
NIKISKI FIRE STATION 2 APPARATUS ROOM	05/80 - 05/80
NIKISKI FIRE STATION 2 CHAIR LIFT ADDITION	01/88 - 01/88
NIKISKI FIRE STATIONS 1 AND 2 JOBS BILL PROJECT AK PETROLEUM	01/88 - 01/88
NIKISKI FIRESTATION 1 AND 2 GINTOLI ARCH	01/86 - 01/86
NIKISKI HI SCHOOL MAYNARD AND PARCH ARCHT 7-25-85	07/85 - 07/85
NIKISKI HIGH SCHOOL MAYNARD AND PARTCHN ARCT	01/86 - 01/86
NIKISKI POOL RENTAL NIKISKI SHARKS SWIM CLUB	01/88 - 01/88
NIKISKI SERVICE AREA RADIO TOWER	12/76 - 12/76
NIKOLAEVSK ADDN AHTNA KNAPP NONSTRUCTION	05/81 - 05/81
NIKOLAEVSK KINDERGARTEN RENOVATION	08/77 - 08/77
NIKOLAEVSK LEACH FIELD	06/80 - 06/80
NIKOLAEVSK SCHOOL	08/76 - 08/76
NIKOLAEVSK SITE DEVELOPMENT	08/78 - 08/78
NINILCHIK	10/78 - 10/78
NINILCHIK DRAINAGE	09/80 - 09/80
NINILCHIK SCHOOL ADDN YENNEY AND ASSOCIATES	07/82 - 07/82
NINILCHIK SCHOOL RENOVATION WARRACK	06/81 - 06/81
NO ANCHOR RVR RD AND UTILITY RELOC GEOSCHWADER	08/84 - 08/84
NO PENINSULA REC S A WILLIAM D FURLONG AGREEMENT	01/87 - 01/87
NORTH ANCHOR RIVER ROAD & UTILITY RELOCATION	08/84 - 08/84
NORTH KENAI PORTABLE CLASSROOM RELOCATION	07/79 - 07/79
NORTH KENAI RECREATION EQUIPMENT INSTALLATION	10/81 - 10/81
NORTH KENAI SCHOOL	12/79 - 12/79
NORTH PACIFIC AERIAL SURVEYS BASE MAPS	04/81 - 04/81
NORTH PENINSULA PARK PLAYFIELD DEVELOPMENT	01/88 - 01/88
NORTH PENINSULA RECREATION S A KPB SCHOOL DISTRICT JOINT	01/88 - 01/88
NORTH PENINSULA RECREATION SERVICE AREA	07/81 - 07/81
NORTH PENINSULA RECREATION SERVICE AREA POOL FIBERGLASS	05/80 - 05/80
NORTH PENINSULA RECREATION SERVICE AREA POOL GROUNDS	11/78 - 11/78

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
NORTH PENINSULA RECREATION SERVICE AREA SWIMMING POOL	01/76 - 01/76
NORTH PENINSULA RECREATION SERVICE AREA SWIMMING POOL	04/79 - 04/79
NORTH PENINSULA RECREATION SWIMMING POOL BUILDING	06/78 - 06/78
NORTH ROAD SERVICE AREA MAINTENANCE CONTRACT	01/84 - 12/84
NPRSA NIKISKI POOL REPAIRS KIMCO INC	01/84 - 01/84
NPRSA SETTLEMENT JACK E BROWN	01/87 - 01/87
OCS IMPACT SEWARD AREA	01/77 - 12/77
OLD HOMER LANDFILL RECLAMATION	10/79 - 10/79
OLD HOMER LANDFILL RECLAMATION	07/80 - 07/80
OLD MCLAY ROAD	01/73 - 12/77
OTT WATER ENGINEERS KPB \$60,000. EDD GRANT	01/87 - 01/87
P AND R LAND SURVEYING ROGERS TICE SPLIT	09/83 - 09/83
PAUL BANKS ELEMENTARY CABINETS	01/82 - 12/82
PAULA KEOHANE INDEX INDUSTRIAL SUITABLE PROP	12/84 - 12/84
PENINSULA FENCE	07/81 - 07/81
PENINSULA FENCE COMPANY	04/79 - 04/79
PENINSULA FENCE COMPANY	05/80 - 05/80
PETROLANE ALASKA GAS ENGLISH BAY & PORT GRAHAM	07/80 - 07/80
PHIL NASH DELINQUENT PERSONAL PROPERTY ACCOUNTS	01/88 - 01/88
PLANUS INC UNINTERRUPTIBLE POWER SOURCE	07/86 - 07/86
POOL AVENUE	09/84 - 09/84
POOL AVENUE MCLANE ASSOCIATES	09/84 - 09/84
POOL SIDE AVE AND NIKISKI POOL PAVING A AND G	08/84 - 08/84
POOL SIDE AVENUE & NIKISKI POOL PAVING	08/84 - 08/84
PORT GRAHAM	08/80 - 08/80
PORT GRAHAM SHOP ADDITION	08/81 - 08/81
PORTABLE CLASSROOM RELOCATION	05/81 - 05/81
PRICHARD AND ABBOTT VALUATION CONSULTANTS	10/84 - 10/84
PRITCHARD AND ABBOTT APPRAISAL SVCS PETROLEUM RELATED	01/88 - 01/88
PROFESSIONAL SERVICES JOB DISCRIP REWRITE	06/82 - 06/82
PURCHASING AND PROCUREMENT ORDINANCE	07/87 - 07/87
R AND M CONSULTANTS SPECIAL WASTE SITE SELECTION STUDY	01/85 - 01/85
RABBIT RUN EXTENSION	10/79 - 10/79
REDOUBT ELEMENTARY	04/79 - 04/79
REDOUBT ELEMENTARY	08/79 - 08/79
RESOURCE ANALYSTS COASTAL MANAGEMENT PROGRAM	08/85 - 08/85
RESOURCE ANALYSTS COASTAL MGMT PROGRAM STATE OF ALASKA	01/82 - 08/85
RESURRECTION BRIDGE	10/81 - 10/81
RIDGEWAY STERLING FIRE STATION PAVING PROJECT	01/88 - 01/88
ROAD MAINTENANCE SERVICE AREA CONTRACTS	01/86 - 12/88
ROBINSON LOOP / SWANSON RIVER ROAD	09/83 - 09/83
ROBINSON LOOP RD PHASE II CLEARING AND HANSE	06/85 - 06/85
ROBINSON LOOP ROAD	07/84 - 07/84
ROBINSON LOOP ROAD PHASE II	06/85 - 06/85
ROBINSON LOOP ROAD QUALITY ASPHALT PAVING	07/84 - 07/84
ROBINSON LOOP SWANSON RIVER ROAD W J NELSON	09/83 - 09/83
ROW AGREEMENT CENTRAL PENINSULA HOSPITAL CITY OF SOLDOTNA	01/87 - 01/87
SCHOOL CLASSROOM RELOCATION	07/77 - 07/78
SCHOOL CONSTRUCTION	01/68 - 12/75
SCHOOL IMPROVEMENTS / CTA ARCHITECTS / COST ESTIMATES	01/77 - 12/78
SCHOOL IMPROVEMENTS / WILLIAM KIM, ARCHITECT	01/78 - 12/78
SEARS ELEMENTARY	08/79 - 08/79
SELDOVIA	02/72 - 02/72
SELDOVIA DARK ROOM / FIREWALL	11/79 - 11/79
SELDOVIA LANDFILL	07/79 - 07/79
SELDOVIA LANDFILL ACCESS ROAD IMPROVEMENT	07/80 - 07/80

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
SELDOVIA LANDFILL CONSTRUCTION HENNING N JOHNSON	01/86 - 01/86
SELDOVIA LANDFILL DEVELOPMENT	06/79 - 06/79
SELDOVIA LANDFILL ROAD	06/79 - 06/79
SELDOVIA SCHOOL COMPLEX	03/70 - 03/70
SELDOVIA SCHOOL COMPLEX	07/71 - 07/71
SELDOVIA SCHOOL LANDSCAPING	01/82 - 12/82
SELDOVIA SITE IMPROVEMENT	08/79 - 08/79
SELDOVIA SWIMMING POOL	01/79 - 01/79
SELDOVIA SWIMMING POOL REPLACEMENT	01/82 - 12/82
SEWARD BASE MAP PROJECTION	01/73 - 12/77
SEWARD ELEMENTARY	09/67 - 09/67
SEWARD ELEMENTARY	08/77 - 08/77
SEWARD ELEMENTARY	08/78 - 08/78
SEWARD ELEMENTARY GYM FLOOR	07/81 - 07/81
SEWARD ELEMENTARY LIGHTING	10/80 - 10/80
SEWARD ELEMENTARY SCHOOLPROJECT MANAGEMENT	11/88 - 11/88
SEWARD HIGH SCHOOL	01/79 - 01/79
SEWARD HIGH SCHOOL POOL SANDBLASTING & PAINTING	04/82 - 04/82
SEWARD HIGH SCHOOL STORAGE ADDITION	04/82 - 04/82
SEWARD HIGH SCHOOL THEATER LIGHT	02/79 - 02/79
SEWARD HIGH SCHOOL TRACK & FIELD	08/79 - 08/79
SEWARD LANDFILL	12/80 - 12/80
SEWARD LANDFILL OPERATION	06/79 - 06/79
SEWARD LANDFILL RIVER TRAINING STRUCTURE	02/80 - 02/80
SEWARD SCHOOL SITE DEVELOPMENT	08/78 - 08/78
SEWARD SITE DEVELOPMENT	07/78 - 07/78
SHEET METAL VENTILATION	03/78 - 03/78
SKYLINE DRIVE / COOK INLET CONSTRUCTION	01/77 - 12/79
SNOW REMOVAL	01/76 - 12/78
SNOW REMOVAL	10/79 - 10/79
SNOW REMOVAL	01/83 - 12/84
SNOWSHOE GUN CLUB LEASE	01/86 - 01/86
SOFTWARE LICENSE AGREEMENT	06/84 - 06/84
SOIL AND WATER CONSERVATION DISTRICTS AG LAND	02/84 - 02/84
SOLDOTNA ELEMENTARY ADDITION	01/75 - 12/75
SOLDOTNA ELEMENTARY MULTI-PURPOSE ROOM	08/67 - 08/67
SOLDOTNA HIGH SCHOOL	01/78 - 12/78
SOLDOTNA HIGH SCHOOL	07/80 - 07/80
SOLDOTNA HIGH SCHOOL	08/80 - 08/80
SOLDOTNA HIGH SCHOOL BACKBOARD WINCHES	03/82 - 03/82
SOLDOTNA HIGH SCHOOL CANOPY ADDITION	08/86 - 08/86
SOLDOTNA HIGH SCHOOL FENCING PROJECT	01/86 - 01/86
SOLDOTNA HIGH SCHOOL SHED SPOONER	06/82 - 06/82
SOLDOTNA JR HI ADDITION NC CANN CONSTRUCT 5-6-85	05/85 - 05/85
SOLDOTNA JUNIOR HIGH SCHOOL	04/69 - 04/69
SOLDOTNA JUNIOR HIGH SCHOOL	05/77 - 05/77
SOLDOTNA JUNIOR HIGH SCHOOL	07/80 - 07/80
SOLDOTNA SCHOOL MAINTENANCE	06/80 - 06/80
SOLDOTNA SCHOOL MAINTENANCE MANUAL	01/80 - 01/80
SOLDOTNA VOLUNTEER FIRE DEPT CITY OF KENAI AND NIKISKI FIRE	01/81 - 01/81
SOLID WASTE EVALUATION	07/79 - 07/79
SOUTH PENINSULA HOSPITAL	01/78 - 01/78
SOUTH PENINSULA HOSPITAL ADDITION AND REMODEL MORTENSON NEAL	01/83 - 01/83
SOUTH ROAD SERVICE AREA MAINTENANCE CONTRACT	07/84 - 12/84
SPEC WASTE SITE RELCATION R AND M CONSULTANTS	01/82 - 01/82
STATE MECHANICAL VENTILATION	08/77 - 08/77

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
STATE OF AK KPB ECONOMIC EDVELOPMENT GRANT	12/87 - 12/87
STATE OF ALASKA GRANT FOR LAND DISPOSAL	01/82 - 01/82
STERLING ELEMENTARY	01/77 - 12/78
STERLING ELEMENTARY CLASSROOM ADDITION	10/78 - 10/78
STERLING ELEMENTARY PORTABLE RELOCATABLES	01/77 - 12/78
STERLING FIRE STATION PARKING LOT D AND L CONSTRUCTION	01/87 - 01/87
STERLING FIRE STATION SETTLEMENT KLUGE AND ASSOCIATES	01/87 - 01/87
STERLING FIRE SUBSTATION G AND S CONSTRUCTION	01/86 - 01/86
STERLING SCHOOL CLASSROOM ADDITION / WILLIAM KIM, ARCHITECT	01/76 - 12/78
STERLING SUBTATION GINTOLI ARCH	01/86 - 01/86
STERLING TUSTUMENA SCHOOL	08/79 - 08/79
SUBSURFACE EASEMENT SPORTS LAKE ROAD COOK INLET REG INC	01/85 - 01/85
SURVEY PUBLIC ROAD EASEMENTS STATE LANDS	06/81 - 06/81
TECHINICAL ASSISTANCE STUDY KEANI CENTRAL HIGH VACATIONAL	09/87 - 09/87
TIAGA RESOURCE CONSULTANTS FOREST MANAGEMENT TIMBER HARVEST	05/85 - 05/85
TOTE ROAD / P. R. & S.	01/79 - 12/79
TUSTUMENA ELEMENTARY ADDITION	09/78 - 09/78
TUSTUMENA ROAD / BROWN CONSTRUCTION	01/78 - 12/80
TYONEK LANDFILL OPERATIONS AND MAINTENANCE CONTRACT	01/88 - 01/88
TYONEK SCHOOL	08/77 - 08/77
U. S. DEPARTMENT OF COMMERCE EDA NIKOLAEVSK ACCESS ROAD	01/73 - 12/77
U. S. DEPT. OF AGRICULTURE CONSERVATION SERVICES	03/82 - 03/82
VEHICLE MAINT NORTHERN TRANS EXCHANGE	07/83 - 07/83
VEHICLE MAINTENANCE	07/83 - 07/83
VISITOR MARKET FORECAST MCDOWELL GROUP	08/86 - 08/86
WARDS LANDSCAPING	09/78 - 09/78
WASTE DISP CITY OF KENAI CHEVRON REFIN	01/86 - 01/86
WATER RESOURCES INVESTIGATION INTERIOR	06/86 - 06/86
WATER WELL NEW CENTRAL PENINSULA HIGH SCHOOL	07/87 - 07/87
WEST POPPY LANE / COOK INLET CONSTRUCTION	08/80 - 08/80
WEST POPPY LANE / P. R. & S.	01/79 - 12/79
WEST POPPY LANE COOK INLET CONSTRUCTION	08/80 - 08/80
WEST PUBLISHING COMPANY WESTLAW SUBSCRIBER AGREEMENT	01/84 - 01/84
WESTINGHOUSE ENVIRONMENT SVCS NORTH WEST ENIRONMENTAL	01/88 - 01/88
WICKERSHAM AK AMENDED SOLDOTNA COMPREHENSIVE PLAN	08/85 - 08/85
WICKERSHAM AK AND SOLDOTNA COMP PLAN	08/85 - 08/85
WICKERSHAM AK KENAI RIVER MANAGEMENT STUDY	10/85 - 10/85
WICKERSHAM AK KENAI RIVER MGMT STUDY	10/85 - 10/85
WINCE CORTHELL BRYSON WEST POPPY LANE	01/86 - 01/86
1985 SCHOOLS MATERIALS TESTING ALASKA TEST LAB	07/86 - 07/86
40 YD MOBILE TRANSFER SITE MACKEY LAKE WELDING	01/86 - 01/86
911 SERVICES KPB SEWARD	10/88 - 10/88
911 SERVICES KPB SEWARD HOMER KENAI SOLDOTNA	01/85 - 01/86

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

JACK MCCLELLAN DBA ALPINE REFUSE VS KPB JUDGEMENT	01/80 - 12/80
NEAL AND COMPANY SETTLEMENT/KPB MCNEIL CANYON SCHOOL	01/86 - 12/86
SALES TAX LAWSUIT BILLIE BEDSWORTH CLUB BAR HOMER AK	01/79 - 12/80
SALES TAX LAWSUIT GERALD AND LAVERNE BLACK	01/79 - 12/80
SALES TAX LAWSUIT, ALICE COCHRAN CLUB BAR HOMER AK	01/79 - 12/80
SALES TAX LAWSUIT, DENNIS MCCONNELL, TRAPPER LEATHER GOODS	01/79 - 12/80
SALES TAX LAWSUIT, EVA AND CARROL LARROW	01/79 - 12/80
SALES TAX LAWSUIT, G.R. (BUD) LUCE AND BETTY/PATS PLACE	01/79 - 12/80
SALES TAX LAWSUIT, HARRY PRUSELL/SELDOVIA INN INC.	01/79 - 12/80
SALES TAX LAWSUIT, HELENA COCCO, STERLING BAR	01/79 - 12/80
SALES TAX LAWSUIT, PATRICIA HUMECKY, PATS PLACE	01/79 - 12/80
SALES TAX LAWSUITS, HARRY V MARTIN DBA COOK INLET CHRON.	01/79 - 12/80

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

DAVID WHITE GREIVANCE	11/83 - 11/83
DAVID WHITE GRIEVANCE	11/83 - 11/83
KPB EMPLOYEE CONTRACT JOB DESCRIPTIONS	07/81 - 06/86
PERS AGREEMENT	07/78 - 07/78
RETIREMENT LETTERS	01/75 - 12/82
REX EAGLE GRIEVANCE	12/78 - 12/78
STATE OF ALASKA ZONE OF UNDEREMPLOYMENT	04/88 - 04/88

SUBJECT FILING SYSTEM

RETENTION: 10 YEARS

ANCHOR POINT CARPET REPLACEMENT AMSO 1983	01/83 - 01/83
BARTLETT ELEMENTARY KITCHEN RMDL BUILDERS UNLIMITED	05/84 - 05/84
BEAR CREEK SOA PUBLIC SAFETY EQUIPMENT GRANT	07/84 - 07/84
BLEACHER REPLACEMENT KENAI ELEMENTARY AND HOMER HIGH SCHOOL	02/84 - 02/84
BOB BARTLETT CARPET INSTALLATION STEVE RUTHERFORD FLOOR	01/83 - 01/83
BOROUGH BUILDING REMODEL CARMEN GINTOLI	06/82 - 06/82
CARPET REPLACEMENT VARIOUS SCHOOLS AMSO CARPETS	06/84 - 06/84
CARPETING VARIOUS SCHOOLS 4 D INTERIORS 1983	01/83 - 01/83
CARPTEING VARIOUS SCHOOLS RUTHERFORD FLOOR 1983	01/83 - 01/83
CENTRAL PENINSULA GENERAL HOSPITAL MAMMOGRAPHY ULTRASOUND	03/84 - 03/84
CENTRAL PENINSULA GENERAL HOSPITAL PHASE II H HALVERSON	05/82 - 07/82
CENTRAL PENINSULA GENERAL HOSPITAL PHYSICAL THERAPY	05/83 - 05/83
CSHOOL DISTRICT BUDGET 1970/71	01/70 - 12/71
ENGLISH BAY ELEMENTARY ADDITION AIR TEK	01/84 - 12/84
ENGLISH BAY SCHOOL ADDITION DESIGN LAB 7-5-83	07/83 - 07/83
ENROLLMENT PROJECTIONS THRU 1981 AND 1982	01/77 - 12/78
ENROLLMENT PROJECTIONS THRU 1982 AND 1983	01/78 - 12/79
FRANK MOOLIN PROJECT MANAGEMENT 5 SCHOOLS	04/83 - 04/83
HOMER HIGH SCHOOL CTA ARCHITECTS	10/82 - 10/82
HOMER HIGH SCHOOL GYM FLOOR REPLACEMENT RUSS CONSTRUCTION	03/84 - 03/84
HOMER HIGH SCHOOL HOFFMAN CONSTRUCT	01/83 - 01/83
HOMER HIGH SITE WORK ARNDT BROTHERS	01/83 - 12/83
HOMER HWY MAINTENANCE BLDG KPB DOT AGMT	09/84 - 09/84
HOMER HWY MAINTENANCE FACILITY COLE THOMPSON AND FRANK	03/84 - 03/84
HOMER HWY MAINTENANCE FACILITY HERNDON AND HERNDON	07/84 - 07/84
HOMER HWY MAINTENANCE FACILITY J M LAMBE ENGR	04/84 - 04/84
HOMER JR HIGH SITE DRAINAGE ARNO CONSTRUCTION 7-7-84	07/84 - 07/84
HOMER LANDFILL MAINTENANCE HERNDON AND HERNDON	08/81 - 08/81
HOMER SENIOR HIGH DESIGN DEVELOPMENT CTA	01/83 - 01/83
INCINERATION FACILITY PROPOSAL WESTON	07/84 - 07/84
KALIFONSKY BEACH ELEMENTARY SCHOOL WELL KRAXBERGER DRILLING	06/83 - 06/83
KALIFONSKY ELEMENTARY HAROLD WIRUM AND ASSOCIATES	10/82 - 05/83
KCHS CLASSROOM AND AUDITORIUM WIRUM AND ASSOCIATION	10/82 - 10/82
KENAI ELEMENTARY BASKETBALL SKATING PAD ROZAK EXCAVATING	05/84 - 05/84
KENAI ELEMENTARY COVERED WALKWAY K J CONSTRUCTION 1983	01/83 - 01/83
KENAI JR HIGH AND SOLDOTNA ELEMENTARY GYM FLOOR AERODROME	01/83 - 01/83
KENAI JR HIGH PLAYGROUND DEVELOPMENT	06/84 - 06/84
KENAI JR HIGH VOCATIONAL SHOP REMODEL ADAMS MORGENTHALER	12/84 - 12/84
KENAI SOLDOTNA LANDFILL MAINTENANCE ROBINSON	06/81 - 06/81
LANDSCAPE VARIOUS SCHOOLS CURRY AND SONS 6-13-84	06/84 - 06/84
LANDSCAPE MAINTENANCE VARIOUS SCHOOLS 1983	01/83 - 01/83
LANDSCAPE VARIOUS SCHOOLS HUGH Q SMITH 6-19-84	06/84 - 06/84
LANDSCAPE VARIOUS SCHOOLS LIBERTY WAY 6-5-84	06/84 - 06/84
LANDSCAPE VARIOUS SCHOOLS WOLFES LAWNS 5-14-84	05/84 - 05/84
MCNEIL CANYON ELEMENTARY HAROLD WIRUM AND ASSOCIATES	02/82 - 10/83
MEDIA CENTER WAREHOUSE ADDITION DERLETH BUILDERS 12-3-84	12/84 - 12/84
MEDIA CENTER WAREHOUSE GINTOLI	11/83 - 11/83
MOOSE PASS LANDSCAPE FENTON CONSTRUCTION 8-15-84	08/84 - 08/84
NIKISKI DRAFT WELL L AND J EXCAVATION	05/84 - 05/84
NIKISKI ELEMENTARY ADDITION NEIL AND COMPANY	11/81 - 11/81
NIKISKI FIRE S A LEASED VEHICLE HUTCHINGS	02/82 - 02/82
NIKISKI FIRE STATION 1 ADDITION KENAI STEEL BUILDERS	11/82 - 11/82
NIKISKI FIRE STATION 2 ADDITION KNA LYNN CONSTRUCTION	11/82 - 11/82
NIKISKI POOL PAINTING HANSEN	08/83 - 08/83
NIKOLAEVSK SEWER PROJECT ROZAKS EXCAVATING 1983	01/83 - 01/83
NINILCHIK SCHOOL CONDEMNATION/DECLARATION ERNEST W TIEMAN	01/72 - 12/72

SUBJECT FILING SYSTEM

RETENTION: 10 YEARS

NORTH PENINSULA RECREATION POOL FIBREGLASS CORDOVA	07/80 - 07/80
NORTH PENINSULA SKATING RINK HARLEYS TRUCKING 7/83	07/83 - 07/83
NPRSA HOCKEY RINK LAND DESIGN HARLEYS TRUCK	05/83 - 05/83
NPRSA POOL NAINTENANCE CONTROL CONTRACTORS QUOTES	02/83 - 02/83
PAUL BANKS ELEMENTARY ADDN ALASKA WESTERN CONSTRUCTION	04/84 - 04/84
PAUL BANKS ELEMENTARY ADDN GINTOLI ARCH	07/83 - 07/83
PORT GRAHAM COLLINS CONSTRUCTION	04/84 - 04/84
PORT GRAHAM SCHOOL ADDN DESIGN LAB	07/83 - 07/83
PORTABLE CLASSROOM RELOCATE HANSEN AND COMPANY 1983	01/83 - 01/83
REDOUBT ELEMENTARY PARKING LOT HARLEYS	06/84 - 06/84
RELOCATABLE CLASROOMS 1985 PINE MOUNTAIN	06/84 - 06/84
RELOCATABLE CLASSROOMS PURCHASE HUSKEY STRUCTURE 1983	01/83 - 01/83
RIDGEWAY CITY OF SOLDOTNA RENTAL AGMT	06/82 - 06/82
RIDGEWAY FIRE S A MACKEY LAKE SUB GRIZZELL	04/84 - 04/84
SCHOOL BUDGET JUSTIFICATION/CAPITAL EQUIPMENT	01/69 - 12/70
SCHOOL BUDGET JUSTIFICATION/PERSONNEL, MAINTENANCE	01/69 - 12/70
SCHOOL BUDGET SUMMARY	01/78 - 12/79
SCHOOL CONSTRUCTION AND ENROLLMENT PROJECTION/TAKING STOCK	01/70 - 12/70
SCHOOL DISTRICT ANNUAL BUDGET 82/83	01/82 - 12/83
SCHOOL DISTRICT APPROVED BUDGET 12/5/77 REVISED	01/77 - 12/78
SCHOOL DISTRICT AUDITS/FINANCIAL REPORTS.	06/69 - 06/78
SCHOOL DISTRICT BUDGET JUSTIFICATION/ADMINISTRATION	01/69 - 12/70
SCHOOL DISTRICT BUDGET 1969/70	01/69 - 12/70
SCHOOL DISTRICT BUDGET 1971/72	01/71 - 12/72
SCHOOL DISTRICT BUDGET 1972/73	01/72 - 12/73
SCHOOL DISTRICT BUDGET 1973/74	01/73 - 12/74
SCHOOL DISTRICT BUDGET 1974/75	01/74 - 12/75
SCHOOL DISTRICT BUDGET 1975/76	01/75 - 12/76
SCHOOL DISTRICT BUDGET 1976/77	01/76 - 12/77
SCHOOL DISTRICT BUDGET 3/21/77	01/77 - 12/78
SCHOOL DISTRICT BUDGETS 1965 THRU 1966	01/65 - 12/66
SCHOOL DISTRICT BUDGETS 1968/69	01/68 - 12/69
SCHOOL DISTRICT FINANCIAL STATEMENTS AND ADDITIONAL	06/71 - 06/71
SCHOOL DISTRICT SCHEDULE OF EXHIBITS	01/70 - 12/71
SCHOOL ENROLLMENT FORMS	01/68 - 12/69
SCHOOL ENROLLMENT PROJECTIONS THRU 1980 AND 1981	01/76 - 12/77
SCHOOL ENROLLMENT PROJECTIONS THRU 1984 AND 1985	01/80 - 12/81
SCHOOL ENROLLMENT PROJECTIONS THRU 1985 AND 1986	01/80 - 12/81
SCHOOL FOOD SERVICE PROGRAM PART 1	01/70 - 12/70
SCHOOL RINK MAINTENANCE VARIOUS SCHOOLS	01/82 - 01/83
SEARS EIEMENTARY SKATING PAD CENTRAL ALASKA CONSTRUCTION	03/84 - 03/84
SELDOVIA MISCELLANEOUS DOCUMENTS	01/82 - 01/82
SELDOVIA POOL REPLACEMENT CREWS MACINNES	07/80 - 07/80
SEPTIC TANK PUMPING SCHOOLS TOWN AND COUNTRY	07/83 - 07/83
SEWARD ELEMENTARY ,HIGH SCHOOL DOT DEFICIENCIES INLET	06/82 - 06/82
SEWARD ELEMENTARY HIGH SCHOOL DOT DEFIC INLET ARCH	06/83 - 06/83
SEWARD HIGH GYM FLOOR RUSS CONSTRUCTION 1983	01/83 - 01/83
SEWARD HIGH RUNNING TRACK HARLEYS	07/84 - 07/84
SEWARD HIGH SCHOOL ROOF CONSULTANTS SIMPSON GUMPERIZ AND	04/81 - 04/81
SNOW REMOVAL TRANSFER SITES AND HOCKEY 1981-82	07/79 - 07/79
SOIL INVESTIGATION BOND PROJECT SCHOOLS 1983	01/83 - 01/83
SOLDOTNA ELEMENTARY STORAGE ROOM D AND L CONSTRUCTION 1983	01/83 - 01/83
SOLDOTNA HIGH SCHOOL SWIM POOL AIR TEK 3/83	03/83 - 03/83
SOLDOTNA JR HIGH ADDITION MAYNARD AND PARCH	10/83 - 10/83
SOLDOTNA LANDFILL OBSERVATION WELLS TAURIAINEM	04/81 - 04/81
SOLID WASTE BALER HOMER LANDFILL	09/81 - 04/83

SUBJECT FILING SYSTEM

RETENTION: 10 YEARS

SOLID WASTE DISP USE AGMTS 1976 PENINSULA TRUCK AND	01/75 - 01/76
SPHSA ADDITION ALASKA TEST LAB	07/82 - 07/82
SPHSA ADDITION MILLS JOHN AND RIGDON	08/82 - 08/82
SPHSA APPLICATION FOR FEDERAL ASSISTANCE	07/80 - 07/80
SPHSA CTF OF NEED APPLICATION	08/80 - 08/80
STERLING ADDITION MCGLOTHLIN BALIVET	02/84 - 02/84
STERLING ELEMENTARY ADDITION WESTON AND H2W CONSTRUCTION	06/83 - 06/83
STUDENT BODY ACTIVITY FUND AND LETTER OF RECOGNITION	01/73 - 01/73
SUSAN B INGLISH SCHOOL CARMEN GINTOLI KING HARNESS OIEN	11/82 - 05/83
TUSTUMENA ADDITION MCGLOTHLIN BALIVET GINTOLI	10/82 - 10/82
TUSTUMENA ELEMENTARY ADDITION WOODWARD CONSTRUCTION	05/83 - 05/83
TUSTUMENA PLAYGROUND DEVEL ROZAK	06/84 - 06/84
TYONEK SAWDUST COLLECTION SYSTEM S AND G ENTERPRISE 1983	01/83 - 01/83
WAREHOUSE MEDIA CENTER CARMEN GINTOLI DERLETH BUILDERS	11/83 - 04/84

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

DEEP CREEK STATE RECREATION AREA MANAGEMENT AGREEMENT	07/82 - 07/82
KPB DNR CROOKED CREEK RECREATION AREA	06/88 - 06/88
NORTH PENINSULA CONSERVATION GRANT NORTH PENINSULA	01/88 - 01/88
NORTH PENINSULA RECREATION SERVICE AREA TYONEK PROGRAM	01/88 - 01/88

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

AC87-02 STERLING SPECIAL WASTE SITE CLOSURE PLAN	04/87 - 04/88
CENTRAL PENINSULA BOROUGH INCINERATION FACILITY 1983	01/83 - 01/83
CITY OF SELDOVIA WASTEWATER DISPOSAL CH2M HILL NORTHWEST INC	01/87 - 12/87
HOMER BALER MAINTENANCE EQUIPMENT NC MACHINERY	01/86 - 12/86
KENAI SOLID WASTE TRANSFER SITE ML DESHONG	01/86 - 12/86
KENAI/SOLDOTNA LANDFILLS ROBINSON CONSTRUCTION	01/86 - 12/86
KPB A PUBLIC WORKS REPORT ON SOLID WASTE DISPOSAL IN THE	01/77 - 01/77
KPB/SELDOVIA NATIVE ASSOCIATION LEASE SELDOVIA LANDFILL	01/79 - 12/80
LANDFILL MAINTENANCE SOLDOTNA WHITAKER SERVICES INC	01/88 - 12/88
LANDFILL MAINTENANCE/D&L CONSTRUCTION	01/88 - 12/88
SELDOVIA LANDFILL CONSTRUCTION AND MAINTENANCE HOPKINS	01/84 - 12/84
SOLID WASTE REFUSE DISPOSAL STUDY 1972	01/72 - 01/72
STERLING SPECIAL WASTE CLOSURE DEC VS KPB	01/87 - 12/87
STERLING SPECIAL WASTESITE MAR ENTERPRISES	01/78 - 12/78
TYONEK LANDFILL MAINTENANCE	01/81 - 12/81

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION:	6 YEARS
AC87-01 MIKE TAURIAINEN, CONSULTING ENGINEERS	08/87	- 12/87
AC88-01 MEMORANDUM OF UNDERSTANDING	01/88	- 12/88
ANCHOR RIVER BRIDGE/DOROTHY ROAD PERATROVICH, NOTTINGHAM	05/88	- 05/88
ANCHOR RIVER ROAD MULLIKIN SURVEYS	09/82	- 05/83
BEAR CREEK DR ALPINE CONSULTING ENG	03/83	- 10/83
BEAVER CREEK ROAD/WINCE, CORTHELL AND BRYSON	12/84	- 12/84
BROWN LAKE RD TED FORSI AND ASSOC NORTHERN TEST LAB	09/84	- 10/84
CANNERY ROAD ENSTAR NATURAL GAS COMPANY GLACIER STATE	04/83	- 10/84
CENTRAL PENINSULA MAINTENANCE PRD ENTERPRISES	01/86	- 01/86
CENTRAL PENINSULA ROAD SA CREARY TRUCKING AND EXCAVATING 86	01/86	- 01/86
CENTRAL PENINSULA ROAD SA SLIKOK CONSTRUCTION	01/86	- 01/86
CENTRAL PENINSULA ROAD SERVICE AREA STREET SIGN INSTALLATION	06/84	- 06/84
CENTRAL ROAD MAINTENANCE C AND C CONSTRUCTION	01/86	- 01/86
CENTRAL ROAD MAINTENANCE MAHAN ENTERPRISES	01/86	- 01/86
CENTRAL ROAD MAINTENANCE RAINBOW CONSTRUCTION 11-16-84	11/84	- 11/84
CENTRAL ROAD MAINTENANCE SA CHUMLEYS URETHANE INSULATION	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA D AND J ENTERPRISES	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA JIM HALL CONTRACTOR	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA MACKEY LAKE WELDING	01/85	- 01/85
CENTRAL ROAD MAINTENANCE SA MORRIS AND SONS CONTRACTOR	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA PAULS WALLSIDE	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA ROZAK	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA RUMLEY EXCAVATING	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA SPECIALTY EXCAVATING	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA W W WINTER SERVICE	01/86	- 01/86
CENTRAL ROAD MAINTENANCE SA WHITAKER SERVICES 8-14-85	08/85	- 08/85
CHAKOK BRIDGE/PERATROVICH, NOTTINGHAM AND DRAGE K AND C	04/87	- 04/87
CHUMLEYS URETHANE INSUL GENERAL MAINTENANCE SREVICE AREA	01/86	- 01/86
COHOE LOOP PAVING/HARLEYS TRUCKING	04/86	- 04/86
DOROTHY ROAD BRIDGE/K AND C CONSTRUCTION INC	05/88	- 05/88
EAST END ROAD BROWN CONSTRUCTION FORSI AND SCHWADERER	08/82	- 06/83
EAST PENINSULA ROAD MAINTENANCE D AND L CONSTRUCTION 86	01/86	- 01/86
EAST PENINSULA ROAD MAINTENANCE SEWARD CONSTRUCTION 86	01/86	- 01/86
EAST ROAD BOARD K F CONTRUCTION SERVICES 86	01/86	- 01/86
EAST ROAD MAINTENANCE SA AG AND BUILDING SUPPLY	01/86	- 01/86
EAST ROAD MAINTENANCE SA DAVIDSON ENTERPRISES	01/85	- 01/85
EAST ROAD MAINTENANCE SA LOWELL PT SERVICE COMPANY 86	01/86	- 01/86
EAST ROAD MAINTENANCE SA METCO INCORPORATED 7-22-85	07/85	- 07/85
ENGINEER SERVICES SKYLINE, K BEACH, CIECHANSKI COHOE LOOP	08/86	- 08/86
FAIRVIEW AVENUE/KPB AND HOMER AGREEMENT	09/85	- 09/85
FOSTER CONSTRUCTION NIKISKI EMERGENCY ESCAPE ROUTE PHASE II	12/88	- 12/88
FUEDING LANE COOK INLET CONSTRUCTION	05/84	- 09/84
GENERAL ROAD MAINTENANCE SA CENTRAL ALASKA CONSTRUCTION	01/86	- 01/86
GREER ROAD PHASE II/K AND C CONSTRUCTION	09/85	- 09/85
HALBOUTY ROAD PHASE I JACKSON CONSTRUCTION ENSTAR NATURAL	06/82	- 07/83
HALBOUTY ROAD PHASE II HARLEYS TRUCKING	07/83	- 07/84
HALIBOUTY/HOLT ROAD/MCLANE AND TAURIANEN ENGINEERS	09/81	- 09/81
IRONS SUBDIVISION STORM DRAINAGE/D AND L CONSTRUCTION	10/86	- 10/86
LAMPLIGHT ROAD PHASE III/ARTIC CONSULT ENGINEER	04/86	- 04/86
LAMPLIGHT ROAD PHASE III/QUALITY ASPHALT	06/85	- 06/85
LOST CREEK BRIDGE/PERATROVICH, NOTTINGHAM AND DRAGE	12/86	- 12/86
LOST CREEK BRIDGE/SANDSTROM AND SONS	02/87	- 02/87
LOST CREEK RIP RAP EXTENSION/ROSS SERVICES	10/87	- 10/87
LSRT AGREEMENT/SOA	03/79	- 03/79
LSRT AGREEMENT/SOA	01/86	- 01/86
LSRT/ROBINSON LOOP	08/86	- 08/86

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION: 6 YEARS
MCLANE AND ASSOCIATES SKYLINE DRIVE DESIGN STUDY	01/87 - 01/87
MERRIL AND SONS ENTERPRISES	08/88 - 08/88
MERRIL ENTERPRISES	08/88 - 08/88
MERRILL ENTERPRISES	08/88 - 08/88
MERRILL UNIT F	08/88 - 08/88
MYERS STRAWBERRY ROAD CONSTRUCTION NORTHERN TEST LAB	09/81 - 12/81
MYERS STRAWBERRY ROAD DOYLE CONSTRUCTION	12/82 - 11/83
NIKISKI DRAFT WELL L AND J ENTERPRISES EXCAVATING	05/84 - 09/84
NIKISKI EMERGENCY ESCAPE ROUTE/FOSTER CONSTRUCTION COMPANY	09/87 - 09/87
NIKISKI EMERGENCY ESCAPE ROUTE/PROFESSION DESIGN	09/86 - 09/86
NINILCHIK SPIT ROAD HENNING N JOHNSON	10/81 - 01/82
NORRIS AND SONS	08/88 - 08/88
NORTH ANCHOR RIVER ROAD PHASE II/QUALITY ASPHALT	08/84 - 08/84
NORTH ANCHOR RIVER ROAD/MUNICIPAL GRANT PHASE I	06/84 - 06/84
NORTH FORK CLEARING AND GRUBBING/HANSON AND COMPANY	07/84 - 07/84
NORTH FORK ROAD/FRONTIER CONSTRUCTION	08/84 - 08/84
NORTH FORK/ANCHOR RIVER SEEDING/WARD LANDSCAPING	06/86 - 06/86
NORTH FORK, COHOE LOOP, HOLT/LAMPLIGHT INTERSECTION	03/87 - 03/87
NORTH KENAI PENINSULA ROAD MAINTENANCE SERVICE AREA UNIT C	06/88 - 06/88
NORTH KENAI PENINSULA ROAD UNIT A #24	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT A #34	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT B #25	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT C #26	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT C #35	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT C #36	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT E #27	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT E #6	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT F #21	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT F #28	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT G #22	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT G #39	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT H #2	05/88 - 05/88
NORTH KENAI PENINSULA ROAD UNIT H #30	05/88 - 05/88
NORTH KENAI ROAD, HOLT/LAMPLIGHT, EMERALD AVENUE, MILLER	10/86 - 10/86
NORTH PENINSULA ROAD MAINTENANCE GOJA ENTERPRISE	01/86 - 01/86
NORTH PENINSULA ROAD SERVICE AREA STATION SIGN INSTALL	06/84 - 06/84
NORTH ROAD MAINTENANCE DESHONG 86	01/86 - 01/86
NORTH ROAD MAINTENANCE MERRILL MCGAHAN	01/86 - 01/86
NORTH ROAD MAINTENANCE MISCELLANEOUS CONTRACTORS 86	01/86 - 01/86
NORTHERN OIL UNIT E	08/88 - 08/88
NORTHERN OIL UNIT H	08/88 - 08/88
OILWELL ROAD REPAIR/ROSS SERVICES	09/87 - 09/87
RAPPE EXC WINTER UNIT G	06/88 - 06/88
RAPPE UNIT F	08/88 - 08/88
RAPPE UNIT G	08/88 - 08/88
RESURRECTION RIVER ROAD PROFFESIONAL DESIGN	09/81 - 09/83
ROAD IMPROVEMENT (EAST) #6803	05/88 - 05/88
ROAD IMPROVEMENT (EAST) 6800	05/88 - 05/88
ROAD IMPROVEMENT (EAST) 6804	05/88 - 05/88
ROAD MAINTENANCE SA ROGER L DIXON AND J AND A 86	01/86 - 01/86
ROBINSON LOOP PAVING/QUALITY ASPHALT	08/86 - 08/86
ROBINSON LOOP ROAD PHASE 2/CIC INC.	08/85 - 08/85
RUSSIAN ROAD/SWIFT CREEK CULVERT/K AND C CONSTRUCTION	08/87 - 08/87
SELDOVIA LAND ACCESS ROAD S AND S ENGINEERS	09/82 - 03/83
SKYLINE DRIVE DOWLING RICE AND ASSOCIATES	09/81 - 09/81
SKYLINE DRIVE/DOWLING-RICE ASSOCIATES	06/85 - 06/85

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

SUBJECT FILING SYSTEM	RETENTION
SKYWAY SUBDIVISION DRAINAGE IMPROVEMENT #7	05/88 - 05/88
SOLDOTNA PENINSULA ROAD SA/ST SIGN INSTALL DRAKE BROTHERS	07/84 - 07/84
SOLDOTNA ROAD MAINTENANCE AQUALAND CONSTRUCTION 8-22-85	08/85 - 08/85
SOLDOTNA ROAD MAINTENANCE COVEY AND SONS 3-11-85	03/85 - 03/85
SOLDOTNA ROAD MAINTENANCE DEITZ ALASKA CONSTRUCTION	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE HOMER RENTAL	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE INLET VIEW CONSTRUCTION	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE JONES ROCKING J RANCH	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE KINGSLEY SNOW REMOVAL AND GRADING	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE NEW WORLD INV ALASKA MILLING	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE SA ARNDT BROTHERS INCORPORATED 86	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE SA H AND D SALES	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE SA HARRIS CONSTRUCTION	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE SA JOE SUPER TRUCKING	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE STEVES ENTERPRISES	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE SYMENS COMPANY	01/86 - 01/86
SOLDOTNA ROAD MAINTENANCE TNT TRUCKING	01/86 - 01/86
SOLDOTNA ROAD SERVICE AREA ROZAK 3-10-85	03/85 - 03/85
SOUTH PENINSULA ROAD SERVICE AREA EXTENSIONS	01/88 - 12/88
SOUTH PENINSULA ROAD UNIT 7 #1	07/88 - 07/88
SOUTH PENINSULA ROAD UNIT 8 #31	05/88 - 05/88
SWIRES ROAD SURVEY/KENAI ELEMENTARY PROFESSIONAL DESIGN	07/86 - 07/86
0186	00/00 - 01/86

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

(HOLD) HARMLESS AGREEMENTS	01/79 - 01/79
ALASKA MUNICIPAL LEAGUE OFFICE SPACE LEASE	02/87 - 02/87
ARCO KPB MENORANDUM OF UNDERSTANDING BELUGA	10/88 - 10/88
ASSUMPTION AGREEMENT - CATHERINE ROSS	01/85 - 01/85
BILL OF SALE, BEAR CREEK FIRE STATION PROPERTY	01/78 - 01/78
BRINA BURKE RELEASE/KPBSD	01/88 - 12/88
CAMPFORD FISHERIES CONTRACT ZONING HOMER	01/81 - 01/81
CHARLES E AND M L MILLER AND KPB (KARLUCK REEF SUBDIVISION)	07/71 - 07/71
CITY OF SEWARD KPB QUITCLAIM DEEDS	05/84 - 05/84
CITY OF SEWARD LOTS 9 AND 10 BLOCK 17 FOR R-1 (MILLER)	01/82 - 01/82
CITY OF SEWARD/KPB QUITCLAIM DEEDS	05/84 - 05/84
DEPARTMENT OF NATURAL RESOURCES/REAL PROPERTY SALE	07/71 - 07/71
DEPT OF NATURAL RESOURCES AGREEMENT FOR SUBSTITUTION OF	03/76 - 03/76
DIAMOND AK COAL COMPANY LADD LANDING	05/87 - 05/87
DOT COMMISSIONER HOMER PARCELS DEEDS	06/85 - 06/85
DOT COMMISSIONERS HOMER PARCELS DEEDS	06/85 - 06/85
FORECLOSED LANDS FOR SALE GENERAL INFORMATION AND LAND INDEX	01/79 - 01/79
GENERAL INFORMATION AND LAND INDEX 7/20/79	07/79 - 07/79
GENERAL INFORMATION AND LAND UNIT INDEX 10/20/79	10/79 - 10/79
GRAY CLIFF SUB LAND LOTTERY SALE A-Z	01/82 - 01/82
GRAY CLIFF SUB LOTTERY MENO 82-174 RE RESULTS	01/82 - 01/82
GRAY CLIFF SUBDIVISION	01/82 - 12/83
GRAY CLIFF SUBDIVISION BOROUGH LAND SALE 82-83	01/82 - 01/83
GRAY CLIFF SUBDIVISION LAND LOTTERY SALE A-Z	01/82 - 12/82
GRAY CLIFF SUBDIVISION LOTTERY	01/82 - 12/83
KENAI PENINSULA BOROUGH NOMINATIONS FOR GRANT LANDS 1977	01/77 - 01/77
KPB PURCHASE - K-BEACH PROPERTY (MAINTENANCE FACILITY)	01/85 - 01/85
KPB PURCHASE LAND FOR SOLDOTNA ELEMENTARY GORDON SCOTT	08/77 - 08/77
LADD LANDING LEASE/TIDEWATER	01/87 - 01/87
LAND LOTTERY #2 WAIVER OF RIGHTS TO PURCHASE	06/81 - 06/81
LAND USE PERMIT 5 YEAR PHILLIPS PETROLEUM	01/85 - 01/85
MOOSE POINT SUBDIVISION GRAVEL EXTRACTION PHILLIPS PETROLEUM	04/84 - 04/84
MOOSE POINT LAND LOTTERY A-Z	01/84 - 01/84
MOOSE POINT LAND LOTTERY A-Z	01/84 - 12/84
MOOSE POINT SUB BOROUGH LAND SALE 93-94	01/83 - 01/84
MOOSE POINT SUBDIVISION	01/83 - 12/84
MUNICIPAL LAND SALES/DISPOSALS	01/81 - 12/84
MUNICIPAL LAND SELECTIONS MEMORANOU M 77-63 6/13/77	06/77 - 06/77
NEGOTIOATED LAND SALE BETWEEN KPB AND ROBERT AND LEDA	06/83 - 06/83
NIKISKI FIRE LEASE WITH EMERGENCY ONE INC	01/84 - 01/84
PERSONAL PROPERTY (CITY OF SELDOVIA) BILL OF SALE CITY	01/70 - 01/76
REAL ESTATE CONTRACT & PROMISSORY NOTE	01/83 - 12/83
RELEASES	01/78 - 01/78
RELEASES	01/79 - 01/79
RELEASES ROGER AND KAREN COVEY, NINILCHIK GAS	01/79 - 01/79
SELDOVIA WATER SERVICE AREA RELEASE OF DEBT, ETC.	01/76 - 01/76
SEWARD SKILL CENTER/STATE OF ALASKA KPB	01/70 - 01/70
THOMAS R MAUGHAN GARY A SCHMITT KEN GUFFY ASSUMPTION	05/86 - 05/86
THOMAS R MAUGHAN, GARY A SCHMITT, KEN GUFFY ASSUMPTION	05/86 - 05/86
THORNE, CHESTER AND LILLY LOT 5 BLOCK 7 FED AD SEWARD TN	01/81 - 01/81
TYONEK SCHOOL PARCEL FROM TYONEK VOLUNTEER COMMITTEE	01/79 - 01/79

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

CHUITANA RESOURCFE AREA GIS KPB GEOLOGICAL SURVEY	11/87 - 11/87
DARBYSHIRE AND ASSOCIATES AND KPB CHUITNA AREA RESOURCE	12/87 - 12/87
KENAI PENINSULA BOROUGH WATER QUALITY MANAGEMENT 1974	01/74 - 01/74
KENAI PENINSULA BOROUGH WATER SUPPLY REPORT 9/79	09/79 - 09/79
KENAI WILDERNESS PROPOSAL MOOSE RANGE 1971	01/71 - 01/71
KPB AND GIL PETERSON CHUITNA RESOURCE DEVELOPMENT	12/87 - 12/87
KPB EDD PROSPECTUS FOR MILITARY SITES	04/88 - 04/88
KPB JON ISAACS AND ASSOCIATES CHUITNA RESOURCE DEVELOPMENT	12/87 - 12/87
KPB STATE DEPT OF NATURAL RESURCES DIVISION OF FORESTRY	11/88 - 11/88
OFFSHORE OIL DEVELOPMENT IN LOWER COOK INLET (IMPLICATIONS	06/78 - 06/78
STATE OF ALASKA DEPT OF FORESTRY FIREWOOD PERMITS	12/80 - 12/82

CASH MGMT ADMIN

RETENTION: 5 YEARS

TAX ADJUSTMENT REQUEST FORMS 10-3152
TAX ADJUSTMENT REQUEST FORMS 3153-4715

01/89 - 01/89
01/89 - 01/89

CASH MGMT ADMIN

RETENTION: 5 YEARS

DELINQUENT REAL PROPERTY TAX FORECLOSURE LIST 1988-1987
REDEMPTION CERTIFICATES 1984-1987
1980-1986 DELINQUENT REAL PROPERTY FORECLOSURE LIST

01/87 - 12/88
01/84 - 12/87
01/80 - 12/86

CASH MGMT ADMIN

RETENTION: 10 YEARS

FORCLOSURE & REDEMPTION FORMS	01/69 - 12/80
NOTICES OF DEFAULT & SALE	01/82 - 12/82
REDEMPTION CERTIFICATES	01/83 - 12/83
REDEMPTION CERTIFICATES PARCEL #012-000 THRU 211-500	01/74 - 12/74
REDEMPTION CERTIFICATES PARCEL #012-000 THRU 221-500	01/76 - 12/76
REDEMPTION CERTIFICATES PARCEL #012-000 THRU 221-500	01/77 - 12/77
REDEMPTION CERTIFICATES PARCEL #012-000 THRU 221-500	01/80 - 12/80
REDEMPTION CERTIFICATES PARCEL #012-000 THRU 221-500	01/81 - 12/81
REDEMPTION CERTIFICATES PARCEL #059-000 THRU 169-500	01/73 - 12/73
REDEMPTION CERTIFICATES PARCEL 012-000 THRU 221-500	01/75 - 12/75
1978 REDEMPTION CERTIFICATES PARCEL #012-000 THRU 211-500	01/78 - 12/78
1979 REDEMPTION CERTIFICATES PARCEL #012-000 THRU 211-500	01/79 - 12/79
1982 REDEMPTION CERTIFICATES	01/82 - 12/82

CASH MGMT ADMIN

RETENTION: 7 YEARS

TAXYEAR 1984 CERTIFIED TAX ROLLS 5 BOOKS
TAXYEAR 1984 CERTIFIED ROLL 5 BOOKS
TAXYEAR 1984 CERTIFIED TAX ROLLS 5 BOOKS

01/84 - 12/84
01/84 - 12/84
01/84 - 12/84

CASH MGMT ADMIN

RETENTION: 2 YEARS

BANK AUTHORIZATION	01/90 - 12/90
BANK AUTHORIZATIONS	01/89 - 12/90
BANK AUTHORIZATIONS	01/91 - 12/91
SECURITY TRANSACTION CONFIRMATION	01/88 - 12/89
SECURITY TRANSACTION CONFIRMATIONS	01/90 - 12/90
SECURITY TRANSACTION CONFIRMATIONS	01/89 - 12/90
SECURITY TRANSACTION CONFIRMATIONS	01/91 - 12/91

CASH MGMT ADMIN

RETENTION: 5 YEARS

SCHOOL CONSTRUCTION REIMBERSEMENT	01/81 - 12/82
SCHOOL CONSTRUCTION REIMBERSEMENT	01/82 - 12/83
SCHOOL CONSTRUCTION REIMBERSEMENT	01/83 - 12/84
SCHOOL CONSTRUCTION REIMBERSEMENT	01/84 - 12/85
SCHOOL CONSTRUCTION REIMBERSEMENT	01/85 - 12/86
SCHOOL CONSTRUCTION REIMBERSEMENT	01/86 - 12/87
SCHOOL CONSTRUCTION REIMBERSEMENT	01/88 - 12/89
STATE REVENUE SHARING & MUNICIPAL ASSISTANCE FUND APPL.	01/88 - 12/88
STATE REVENUE SHARING & MUNICIPAL ASSISTANCE FUND APPLI.	01/89 - 12/89
STATE REVENUE SHARING & MUNICIPAL ASSISTENCE FUND APPL.	01/87 - 12/87

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

CLOSED ENFORCEMENT

01/69 - 12/88

PERSONAL PROPERTY JUDGEMENTS & RESEARCH MOLLOY CONTRACT

01/90 - 12/91

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 6 YEARS

JAN'S IMPORTS JANET STIERS	01/81 - 02/87
NORTH ROAD MOTORS SALES TAX MILVIN STIERS 3KN810790	08/84 - 07/87
REDOUBT RENTALS/KENNY CARVER DRILLING COMPANY CARVER, KENNY	03/78 - 11/84

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

Account Name	Retention Period
MISC. STX MEMOS & DEMAND LETTERS-(OLD)	01/87 - 12/87
A JAY'S PAINTING & SANDBLASTING #20170	08/87 - 09/89
AAA TROPHY FISHING #11964	10/84 - 03/88
ALASKA ALUMINUM #04768	04/85 - 04/86
ALASKA BOLT & CHAIN #12536	06/88 - 11/89
ALASKA DRIFT BOATERS, #12057	05/85 - 07/85
ALASKA JADE & IVORY #13491	05/87 - 07/87
ALASKA KWIK COPY #13552	04/86 - 09/86
ALASKA LABORERS LOCAL #341 BUILDING CORPORATION #10483	12/83 - 01/84
ALASKA MARINE CONSULTANTS 09386	01/80 - 12/87
ALASKA RIVER & SEA TOURS #12014	08/85 - 12/87
ALASKA SEWING & VACUUM 07575	01/80 - 12/87
ALASKA'S COOK INLET LODGE #20689	01/91 - 06/91
ALASKA'S FISH & FLOAT #13493	10/89 - 10/90
ALASKAN LITTLE FARM 05219	01/78 - 12/86
ALASKAN WINDMILLS #15464	08/89 - 09/90
ALASKANA CERAMIC CENTER 06239	01/80 - 12/87
AMA AUTO BODY #09210	03/83 - 07/91
AMCO SUPPLY, INC. DBA AUTOMOTIVE PARTS & EQUIPMENT & AUTO	01/87 - 12/87
AMERICAN NETWORK LEASING CORP. #21539	05/91 - 06/91
AMSOS CARPETS #13891	03/85 - 04/90
AMUNDSEN RENTALS #07335	12/82 - 04/85
ANCHOR POINT RENEWABLE FARMS 12218	01/90 - 12/91
ANCHOR RIVER INN #2078	12/87 - 05/88
ANNEX APARTMENTS #02775	05/73 - 10/78
APPALACHIAN MACHINE #20178	05/91 - 09/91
ARC SHOP OF ALASKA #07871	10/83 - 04/86
AURORA GEMS #13235	03/89 - 03/89
AXELROD #11790	02/85 - 06/85
B & B GUIDE SERVICE #12917	09/85 - 04/86
B & R DRIFT TRIPS #14479	02/90 - 06/90
BALLARD COMPANY, THE #13418	05/86 - 01/87
BANKRUPT - CLOSED	01/88 - 12/88
BANKRUPT - DISCHARGED	01/85 - 12/86
BANKRUPTS - DISCHARGED	04/86 - 09/86
BANKRUPTS - DISCHARGED	01/85 - 12/86
BANKRUPTS - DISCHARGED	01/86 - 12/87
BARDARSON STUDIO 02672	01/78 - 12/86
BAYCREST MOTEL (NOVAK) #15582	04/88 - 07/88
BAYSIDE APTS #02929	12/73 - 12/77
BEAVER CREEK TURNES #10617	08/84 - 06/85
BEAVERLOOP WELDING #05918	03/78 - 08/78
BELIEVABLE BEAUTY #14785	02/90 - 06/90
BENCARDINO, CONNIE #07642	06/83 - 06/85
BENNETT, JOSEPH/APTS #15701	07/89 - 10/89
BIG BEAR AUTO 05963	01/80 - 12/87
BIG T'S GUIDE SERVICE #15288	11/89 - 05/91
BIRCH TREE GALLERY #08220	02/82 - 03/83
BISHOP BROTHERS, INC. 07508	01/80 - 12/87
BJ'S ENTERPRISES #16050	02/89 - 03/89
BLACK DOLPHIN DIVERS #14727	10/87 - 12/87
BLUE GARTER BEAUTY SHOP #02035	10/70 - 11/78
BOARDWALK FISH & CHIPS #08706	05/83 - 09/84
BOATING & BOUTIQUE #10244	10/83 - 09/84
BOOKEY, JC EXCAVATING #04315	05/75 - 02/83
BOOTH FISHING # 20990	03/91 - 03/91

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

Account Name	Retention Start	Retention End
BRASS RING BED & BREAKFAST #20690	07/91	09/91
BRUCE & CO., REALTORS #07128	03/84	08/88
BUDDYS GARAGE #05307	02/83	06/88
BUILDER SERVICES, INC. #15405	08/89	03/90
C & C GLASS #11069	11/89	06/90
C & R ENTERPRISES #13878	01/81	06/85
CAPITAL OFFICE SUPPLY #15550	06/91	08/91
CENTRAL PENINSULA ANSWERING SERVICE #13806	06/89	08/89
CERTAINTY 04922	01/80	12/87
CHUGACH ELECTRIC ASSOC. INC. #12277	05/89	01/90
CH2M HILL NORTHWEST #21661	02/91	02/91
CLEAN RIGHT 07506	01/80	12/87
CLEARWATER ADVENTURES #14321	12/87	12/87
CLOSE ENFORCEMENT	01/69	12/86
CLOSED ACCOUNT	01/90	12/90
CLOSED ACCOUNTS	01/86	12/86
CLOSED ACCOUNTS	01/90	12/90
CLOSED ENFOCEMENT	01/89	12/90
CLOSED ENFORCEMENT	01/65	12/65
CLOSED ENFORCEMENT	01/65	12/81
CLOSED ENFORCEMENT	01/72	12/85
CLOSED ENFORCEMENT	01/86	12/86
CLOSED ENFORCEMENT	10/86	12/86
CLOSED ENFORCEMENT	01/86	12/86
CLOSED ENFORCEMENT	12/86	12/86
CLOSED ENFORCEMENT	01/86	12/86
CLOSED ENFORCEMENT	01/78	12/86
CLOSED ENFORCEMENT	01/73	12/86
CLOSED ENFORCEMENT	01/69	12/86
CLOSED ENFORCEMENT	01/72	12/86
CLOSED ENFORCEMENT	01/87	12/87
CLOSED ENFORCEMENT	01/78	12/87
CLOSED ENFORCEMENT	01/70	12/87
CLOSED ENFORCEMENT	01/79	12/88
CLOSED ENFORCEMENT	01/69	12/88
CLOSED ENFORCEMENT	01/79	12/88
CLOSED ENFORCEMENT	01/69	12/88
CLOSED ENFORCEMENT	01/65	12/88
CLOSED ENFORCEMENT	01/75	12/88
CLOSED ENFORCEMENT	01/67	12/88
CLOSED ENFORCEMENT	01/73	12/88
CLOSED ENFORCEMENT	01/72	12/88
CLOSED ENFORCEMENT	01/76	12/88
CLOSED ENFORCEMENT	01/72	12/88
CLOSED ENFORCEMENT	01/82	12/88
CLOSED ENFORCEMENT	01/72	01/89
CLOSED ENFORCEMENT	01/72	12/89
CLOSED ENFORCEMENT	01/83	12/89
CLOSED ENFORCEMENT	01/73	12/89
CLOSED ENFORCEMENT	01/78	12/90
CLOSED ENFORCEMENT	01/90	12/90
CLOSED ENFORCEMENT	01/89	12/90
CLOSED ENFORCEMENT	01/65	12/91
CLOSED ENFORCEMENT	01/91	12/91
CLOSED ENFORCEMENT	01/83	12/91
CLOSED ENFORCEMENT	01/70	12/91

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

ACCOUNT DESCRIPTION	AMOUNT	RETENTION PERIOD
CLOSED ENFORCEMENT		01/90 - 12/91
CLOSED ENFORCEMENT	20681	01/91 - 12/91
CLOSED ENFORCEMENT STX		01/78 - 12/90
CLOSED ENFORCEMENT STX		01/78 - 12/90
CLOSED ENFORCEMENT STX		01/82 - 12/88
CLOSED ENFORCEMENT STX		01/83 - 12/89
CLOSED ENFORCEMENT STX		01/73 - 12/89
CLOSED ENFORCEMENT STX		01/78 - 12/90
CLOSED ENFORCEMENTS		01/86 - 12/86
CLOSED ENFORCEMENTS		01/87 - 12/87
CLOSED ENFORCEMENTS		01/79 - 12/88
CLOSED ENFORCEMENTS		01/69 - 12/88
CLOSED ENFORCEMENTS		01/65 - 12/88
CLOSED ENFORCMENT		01/73 - 12/86
CLOSED ENFORCMENT		01/65 - 12/88
CLOSED ENFORCMENT		01/75 - 12/88
CLOSED ENOFORCEMENT		01/69 - 12/88
CLOSED STX		01/90 - 12/90
CLOSED STX ACCOUNTING		01/90 - 12/90
CLOSED STX ACCOUNTS		01/90 - 12/90
CLOSED STX ACCOUNTSS		01/90 - 12/90
CLOSED STX TAXES		01/90 - 12/90
CLUB 1 FLIGHT GROUP	11255	01/80 - 12/87
COISMAN CONSTRUCTION #07511		04/88 - 08/88
COLEMAN'S COMPUTER SERVICE #14139		05/91 - 07/91
COMPUTER PALACE ALASKA #13619		10/86 - 05/91
COMPUTER SERVICE & SUPPORT		05/91 - 05/91
COMPUTER SERVICE SUPPORT #20665		07/90 - 07/90
CONCEPTS UNLIMITED #06878		12/87 - 12/87
CONSTRUCTION ELECTRONICS	10195	01/80 - 12/87
CONSTRUCTION MATERIAL DISTRIBUTORS	09635	01/80 - 12/87
COOL COMPANY, THE #08062		06/88 - 06/88
COWAN, ROBERT MERLE #10652		06/88 - 08/88
CREATIVE REFLECTIONS	08814	01/80 - 12/87
CREDIT BUREAU OF ALASKA #21404		05/90 - 12/90
D & D SERVICES	06951	01/80 - 12/87
DAMM DRIFTER #20880		06/90 - 06/90
DAN'S UNION	08377	01/80 - 12/87
DAN'S UNION	10709	01/80 - 12/87
DAVE'S SHOOTING SUPPLIES #09509		07/89 - 07/89
DEITZ ALASKA CONSTRUCTION #11040		04/87 - 05/87
DELARS #05538		01/78 - 07/88
DOORWAYS, INC. #14888		04/89 - 04/89
DWINNELL RENTALS #11064		07/89 - 03/90
EASY'S REPAIR #14144		05/89 - 05/90
EDI ELECTRIC DISTRIBUTORS, INC. #20288		11/89 - 12/89
FAMILY BARBER SHOP	09752	01/80 - 12/87
FISH HAWK ENTERPRISES #12044		05/85 - 09/86
FISH HOUSE #14222		09/89 - 07/91
FISHING CO. OF ALASKA #14452		03/87 - 07/87
FISHING VILLAGE (THOMPSONS) #20455		10/90 - 02/91
FRITZ CREEK STUDIO #04897		01/74 - 04/86
G T HALL CONSTRUCTION	09260	01/80 - 12/87
GINNYS	09114	01/80 - 12/87
GLEN'S VOLKSWAGEN & DATSUN #07157		06/85 - 04/88
GOLD STRIKE LANES #07838		06/87 - 06/88

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

ACCOUNT NAME	RETENTION PERIOD
GREAT ALASKA FISH CAMP #12460	08/85 - 04/89
GREATLAND CHARTERS #17034	10/91 - 11/91
GREENSCAPES #14249	04/87 - 09/88
GRIMM & ASSOCIATES #12196	03/87 - 01/88
GUARDIAN SECURITY SYSTEMS #08640	04/84 - 04/88
HALIBUT KING CHARTERS #10899	09/88 - 11/89
HOMER ENTERPRISES #15510	05/88 - 11/88
HOUGH, C. MICHAEL #04001	06/83 - 09/88
INACTIVE ACCOUNTS	01/77 - 12/90
INACTIVE ACCOUNTS	01/77 - 12/90
INLET PHARMACY #15789	04/89 - 04/89
INLET SALMON #14614	08/87 - 10/87
INTERNATIONAL MARINE & WILDLIFE TAXIDERMY #14444	02/90 - 07/91
J & W ENTERPRISES 11570	01/87 - 12/87
J BAR K - MCCLELLEN NOT REGISTERED	01/79 - 12/88
JJ & R ENTERPRISES #08064	05/88 - 08/88
JOHN'S GARAGE CLOSED 20305	01/90 - 12/91
KACHEMAK BAY FERRY # 11661	09/86 - 08/88
KACHEMAK CAFE # 12069	06/88 - 04/90
KACHEMAK WELDING & FABRICATION #04184	11/91 - 12/91
KASILOF RIVERVIEW LODGE # 11308	12/90 - 01/91
KATMAI HOTEL/GAMING # 20572	12/89 - 06/90
KELLY ELECTRIC # 08243	01/89 - 06/90
KEN-WIN ENTERPRISES # 10839	02/90 - 04/90
KENAI FABRIC CENTER # 01918	12/86 - 09/89
KENAI FJORDS R.V. PARK #14409	09/88 - 09/88
KENAI MASONRY # 10144	08/89 - 06/90
KING FISHER GUIDE SERVICE #14199	03/90 - 11/91
KING OF KINGS GUIDE SERVICE # 13628	06/86 - 03/88
LAIDLAW TRANSIT # 20716	05/90 - 11/90
LARRY WALTRIP, GUIDE # 09525	06/86 - 05/88
LAST FRONTIER RESORT #14909	10/91 - 11/91
LEMAY & ASSOCIATES # 14189	03/89 - 12/89
LINDSTROM, GARY/GUIDE # 12130	01/90 - 02/90
LIQUID AIR #22427	10/91 - 11/91
LONG'S BED & BREAKFAST # 20176	02/90 - 02/91
M.A. AZARRA'S CUSTOM ROD 09857	01/65 - 12/88
MARIAH CHARTERS # 14169	05/91 - 06/91
MARTUSHEV FABRICS 14645/C	01/90 - 12/91
MCGAHAN ENTERPRISES # 00757	06/66 - 08/88
METAL MAGIC # 17055	04/89 - 01/90
MISC. SALES TAX MEMOS	01/86 - 12/86
MOON, ED FISHING GUIDE #15408	05/91 - 07/91
MOTHER NATURES #12430	06/85 - 10/88
MUSIC MAN, THE # 20379	10/89 - 05/90
NORCON N/R	01/89 - 12/90
OCEAN SHORES MOTEL #14803	07/91 - 10/91
OCEANVIEW RV PARK #20125	03/90 - 06/91
OLD REGISTRATIONS / CLOSED ACCOUNTS OR UPDATED ACCOUNTS	01/76 - 12/88
OVERBY ENTERPRISES #20652	06/91 - 12/91
PENINSULA BEARING #22535	02/91 - 11/91
PENINSULA PUMPING INC. #21565	03/91 - 07/91
PROPERTY WORLD INC. OF KENAI RENTALS 05623	01/90 - 12/91
ROSS INVESTMENTS # 05873	08/88 - 05/90
SOLDOTNA LAUNDRY 00298	01/69 - 12/86
SPORTER ARMS CO. 09801	01/89 - 12/90

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

T.L.C. 15187	01/90 - 12/91
THE LANDING RENTAL # 15725	09/88 - 09/88
UNENFORCEABLE ACCOUNTS	01/80 - 12/88
UNENFORCEABLE	01/78 - 12/87
UNENFORCEABLE	01/89 - 12/89
UNENFORCEABLE	01/85 - 12/90
UNENFORCEABLE	01/89 - 12/90
UNENFORCEABLE ACCOUNTS	01/80 - 12/88
UNENFORCEABLE STX ACCOUNTS	01/84 - 12/89
WES' GUIDE SERVICE 11861	01/72 - 12/88
WOODSIDE # 21800	06/91 - 08/91
4 - 5 - 6 CORP. 08478	01/89 - 12/90
4-LAND BAR & LIQUOR 20579	01/90 - 12/91

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CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

COWAN, MICHAEL & LORI 68011-6

01/90 - 12/93

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

CASINO, INC.	01/90 - 12/91
LIQUOR LICENSE (SOLDOTNA)	01/90 - 12/91
LIQUOR LICENSE (BORO)	01/90 - 12/90
LIQUOR LICENSE (HOMER)	01/90 - 12/90
LIQUOR LICENSE (KENAI)	01/90 - 12/91
LIQUOR LICENSE (SELDOVIA)	01/90 - 12/91
LIQUOR LICENSE (SEWARD)	01/90 - 12/91
LIQUOR LICENSE (SOLDOTNA)	01/90 - 12/90
LIQUOR LICENSE (SOLDOTNA)	01/90 - 12/91
LIQUOR LICENSE (BORO)	01/90 - 12/90
LIQUOR LICENSE (HOMER)	01/90 - 12/90
LIQUOR LICENSE (KENAI)	01/90 - 12/91
LIQUOR LICENSE (SEWARD)	01/90 - 12/91
LIQUOR LICENSE FILE (BORO)	01/90 - 12/90
LIQUOR LICENSE FILE (BORO)	01/90 - 12/90
LIQUOR LICENSE FILES (BORO)	01/90 - 12/90
LIQUOR LICENSE FILES (BORO)	01/90 - 12/90

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 5 YEARS

BANKRUPTCY	01/86 - 12/89
BANKRUPTCY - DISMISSED	01/89 - 12/89
BANKRUPTCYS	01/85 - 12/86
BANKRUPTCYS	01/87 - 12/88

FINANCE DEPT ADMIN

RETENTION: 3 YEARS

EQUIPMENT MAINTENANCE/PURCHASE-UNISYS MTCE ON FINANCE HRDWRE

01/84 - 09/90

FINANCE DEPT ADMIN

RETENTION: 3 YEARS

FUEL RSFSA AND CPEMSA	06/91 - 06/91
LAND AUCTIONEER	09/91 - 09/91
LEGAL SERVICES - COLLECTION	06/91 - 06/91
LITIGATION REPORTS #91-4	07/91 - 07/91
RADIO BROADCASTING FY91-92	06/91 - 06/91
SURPLUS KENAI ELEMENTARY TEMPORARY CLASSROOM	06/91 - 06/91
VEHICLE BIDS 1991 - #91-6	11/91 - 11/91
VEHICLE MTCE. RSFSA/CPEMSA/KFSA	06/91 - 06/91
VEHICLES CES #91-5	10/91 - 10/91

FINANCE DEPT ADMIN

RETENTION: 5 YEARS

GRANTS 1988-1989 - SEWARD ELEMENTARY STATE GRANT

07/88 - 01/89

OFFICE OF THE MAYOR-ADMIN

RETENTION: 1 YEARS

ASSESSED REAL PROPERTY VALUATION
HISTORICAL DOCUMENTS/DOCUMENTATION

01/76 - 12/77
01/66 - 12/77

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 2 YEARS

LIFE INSURANCE REPORTS	01/91 - 12/91
PAYROLL CHECKS # 054122-056192	01/91 - 12/91
PAYROLL CHECKS # 056193-059209	01/91 - 12/91
PAYROLL CHECKS # 059210-061787	01/91 - 12/91
PAYROLL JOURNAL	01/80 - 12/80

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 4 YEARS

PAYROLL CANCELLED CHECKS	21427-25628	01/86 - 12/87
ACCOUNTS PAYABLE CANCELLED CHECKS BEGINNING #	07692-09902	01/85 - 12/86
ACCOUNTS PAYABLE CANCELLED CHECKS BEGINNING #	09903-17515	01/85 - 12/86
CANCELLED CHECKS A/P & P/R		01/85 - 12/86
PAYROLL CANCELLED CHECKS BEGINNING #	7460-10808	01/85 - 12/86
PAYROLL CANCELLED CHECKS	16086-21426	01/86 - 12/87
PAYROLL CANCELLED CHECKS BEGINNING #	10809-16634	01/85 - 12/86

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 2 YEARS

PERS REPORT & MEMBERS BALANCE
PERS REPORT & MEMBERS BALANCE

01/78 - 12/79
01/80 - 12/80

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

PAYROLL FINAL REGISTER	01/86 - 12/86
PAYROLL FINAL REGISTER	01/87 - 12/87
PAYROLL J.E. MISC. PAYROLL ADJUSTMENTS & WORKMAN'S COMP.	01/79 - 12/82
Y.T.D. & Q.T.D.	01/83 - 12/83

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

JOURNAL ENTRIES, CASH RECEIPTS JOURNALS, CHECK REGISTER &

01/64 - 12/70

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

ACCRUAL REPORT	01/82 - 12/83
AUTOMATIC PAYROLL BANK DEPOSIT SHEETS	01/80 - 12/80
EMPLOYEE AUTHORIZATIONS FOR AUTOMATIC PAYROLL BANK DEPOSITS	01/72 - 12/79
G.L. INTERFACE FINAL	01/83 - 12/83
GENERAL LEDGER INTERFACE FINAL	01/86 - 12/86
GENERAL LEDGER INTERFACE FINAL	01/87 - 12/87
GROSS REPORT	01/80 - 12/80
GROSS REPORT & DEDUCTION REGISTER	01/80 - 12/81
PAYROLL BANK DEPOSITS REPORT	01/80 - 12/80
PAYROLL G/L INTERFACE	01/80 - 12/80
PAYROLL G/L INTERFACE HONEYWELL MEDIA TEST KPPAYGL	01/78 - 12/78
PAYROLL GENERAL / LEDGER	01/87 - 12/87
PAYROLL JOURNAL	01/79 - 12/79
PAYROLL JOURNAL	01/79 - 12/79
PAYROLL JOURNAL	01/80 - 12/80
PAYROLL JOURNALS	01/78 - 12/78
PAYROLL JOURNALS	01/79 - 12/79
PAYROLL JOURNALS	01/81 - 12/81
PAYROLL JOURNALS 01/01/79 - 06/03/79	01/79 - 12/79
PAYROLL JOURNALS 07/01/79 - 12/31/79	01/79 - 12/79
QUARTER-TO-DATE YEAR-TO-DATE	01/87 - 12/87
VOID PAYROLL PAY PERIOD ENDING 05/06/79	01/79 - 12/79
VOID PAYROLL PAY PERIOD ENDING 05/06/79	01/79 - 12/79

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

ACCRUAL REPORTS	01/81 - 12/82
ACCRUALS	01/86 - 12/86
BLUE CROSS BACKUP	01/84 - 12/87
BLUE CROSS DEC. 85-JAN. 87	01/84 - 12/87
EMPLOYEE ACCRUAL REPORTS	01/80 - 12/80
ESD SEPT 84-DEC. 87	01/84 - 12/87
FICA OCT. 84-DEC. 87	01/84 - 12/87
FICA REPORTS 1986	01/84 - 12/87
INDIVIDUAL EARNINGS/DEDUCTIONS (GROSS REPORTS & DEDUCTIONS)	01/79 - 12/79
KANSAS LIFE AUG. 84-JAN. 87	01/84 - 12/87
KANSAS LIFE INSURANCE BACKUP	01/84 - 12/87
NIKISKI FIRE LEAVE RECORDS	01/76 - 12/77
PATSY FREEMAN INSURANCE CHECKS	01/83 - 12/85
PAYROLL - ACCRUAL REPORTS & EXCEPTION REPORTS	01/87 - 12/87
PROJECT TO DATE LINE ITEM	01/81 - 12/81
WORKMEN'S COMP "YELLOW CHECK COPIES" 1301-1829 & 0101-0331	01/84 - 12/85
1986 ICMA RETIREMENTS REPORTS	01/84 - 12/87
1986 PERS CONTRIB. REPORTS	01/84 - 12/87
1986 PERS MEMBER BALANCE REPORTS	01/84 - 12/87
1986 TRAVELERS CONTRIB. REPORTS	01/84 - 12/87
1987 GREATWEST LIFE & BLUE CROSS	02/84 - 12/87
1987 ICMA RETIREMENT REPORTS	01/84 - 12/87
1987 MUTUAL BENEFIT LIFE & KANSAS LIFE	01/84 - 12/87
1987 PERS CONTRIBUTIONS REPORTS	01/84 - 12/87
1987 PERS MEMBER BALANCE REPORTS	01/84 - 12/87

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

	RETENTION:	7 YEARS
ACCRUALS REPORT	01/84	- 12/84
ALASKA FORM W-4 EMPLOYEE STATE TAX STATUS	01/80	- 12/80
AUTOMATIC BANK DEPOSIT LISTINGS	01/85	- 12/85
BLUE CROSS & MFG. LIFE INSURANCE COMPANY	01/77	- 12/78
CHECK RECONCILE	01/84	- 12/84
CHECK REGISTER	01/85	- 12/85
DEDUCTIONS REPORTS	01/85	- 12/85
DEDUCTIONS, RECONCILE, AUTO DEPOSITS REPORTS	01/86	- 12/86
DEPARTMENTAL PAYROLL	01/77	- 12/78
EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE W-4 FORMS	01/65	- 12/73
EMPLOYEES ACCRUAL REPORT	01/80	- 12/80
EXCEPTION REPORTS	01/85	- 12/85
FICA RECEIPTS	01/84	- 12/85
G/L INTERFACE (7/81 - 6/82)	01/81	- 12/82
G/L INTERFACE (7/82 - 10/82)	01/82	- 12/82
G/L INTERFACE (11/82 - 1/83)	01/82	- 12/83
G/L INTERFACE FINAL	01/83	- 12/83
GROSS REPORT & DEDUCTION REGISTER	01/81	- 12/81
GROSS REPORTS & DEDUCTION REGISTER	01/78	- 12/78
INDIVIDUAL EARNINGS / DEDUCTIONS	01/64	- 12/69
INDIVIDUAL EARNINGS / DEDUCTIONS	01/65	- 12/73
IRS REPORT ON RETIREMENT	01/75	- 12/76
LABOR DISTRIBUTION HOME OFFICE REPORT	01/78	- 12/79
LABOR DISTRIBUTION HOME OFFICE REPORT	01/79	- 12/80
LABOR DISTRIBUTION REPORT	01/77	- 12/78
LABOR DISTRIBUTION REPORT	01/79	- 12/80
LABOR DISTRIBUTION REPORT	01/80	- 12/82
LABOR DISTRIBUTION REPORT	01/78	- 12/79
M-CARD CHANGES (1/79 - 12/81)	01/79	- 12/81
M-CARD CHARGES	01/81	- 12/81
P.E.R.S.	01/82	- 12/83
P.E.R.S. INDEBTEDNESS IND. ACCOUNTS	01/81	- 12/82
P.E.R.S. PAYMENT RECEIPTS	01/81	- 12/82
P.E.R.S. RETIREMENT REPORTS	01/85	- 12/85
PAYROLL - DEDUCTIONS, AUTO DEPOSITS, RECONCILE & PERS REPORT	01/87	- 12/87
PAYROLL ACCRUALS REPORT	01/85	- 12/85
PAYROLL CHECKS # 13521-13774	01/85	- 12/85
PAYROLL CHECKS # 13775-17211 P/R 1-13	01/86	- 12/86
PAYROLL CHECKS # 17212-19269 P/R 14-19	01/86	- 12/86
PAYROLL CHECKS # 19270-21862 P/R 20-26	01/86	- 12/86
PAYROLL CHECKS # 21863-25624 P/R 1-13	01/87	- 12/87
PAYROLL CHECKS # 25625-29443 P/R 14-26	01/87	- 12/87
PAYROLL DEDUCTION AUTHORIZATIONS	01/78	- 12/81
PAYROLL FINAL REGISTER	01/85	- 12/85
PAYROLL FINAL REGISTER	01/86	- 12/86
PAYROLL GENERAL / LEDGER FINAL	01/85	- 12/85
PAYROLL GENERAL / LEDGER FINAL	01/86	- 12/86
PAYROLL GENERAL LEDGER DISTRIBUTION FINAL	01/85	- 12/85
PAYROLL LIFE INSURANCE REPORTS	01/85	- 12/85
PAYROLL RECORDS	01/64	- 12/69
PAYROLL REGISTER	01/83	- 12/83
PAYROLL REGISTER (1/82 - 6/82)	01/82	- 12/82
PAYROLL REGISTER (1982)	01/82	- 12/82
PAYROLL REPORTS	01/77	- 12/78
PAYROLL RETIREMENT REPORTS	01/84	- 12/84
PAYROLL RETIREMENT REPORTS	01/85	- 12/85

ACCOUNTING DIVISION ADMIN - PAYROLL	RETENTION: 7 YEARS
PERS CONTRIBUTION REPORTS	02/84 - 12/85
PERS MONTHLY REPORTS	01/84 - 12/85
PERS REPORTS (7/81 - 6/82)	01/81 - 12/82
QUARTER TO DATE - YEAR TO DATE	01/85 - 12/85
QUARTER TO DATE - YEAR TO DATE	01/86 - 12/86
QUARTER TO DATE - YEAR TO DATE	01/87 - 12/87
RETIREMENT PLOICIES / AGREEMENTS	01/73 - 12/75
RETRO COLA	01/78 - 12/78
TRAVELER REPORTS	01/85 - 12/85
TRAVELERS - MONTHLY ACTIVITY REPT. MONEY PURCHASE ACCUMULA-	01/73 - 12/75
TRAVELERS CHANGE FORMS	01/84 - 12/84
TRAVELERS MONTHLY ACCOUNTS STATUS REPORTS	01/75 - 12/78
TRAVELERS MONTHLY REPORTS	01/79 - 12/80
TRAVELERS MONTHLY REPORTS	01/81 - 12/82
TRAVELERS RETIREMENT	01/77 - 12/78
TRAVELERS RETIREMENT QUARTERLY REPORTS	01/77 - 12/78
TRAVELERS RETIREMENT TURNAROUND REPORTS	01/77 - 12/78
TRAVELERS RETIREMENT WORKSHEETS	01/77 - 12/78
WESTERN LIFE INSURANCE COMPANY	01/77 - 12/77
YEAR TO DATE - QUARTER TO DATE	01/82 - 12/83
YEAR TO DATE - QUARTER TO DATE (1/82-6/82)	01/82 - 12/82
1ST RUN 1983 W-2'S	01/83 - 12/83
1970 - 1971 MISSING	01/72 - 12/73
1983 TAX INFORMATION	01/83 - 12/83

PERSONNEL ADMIN

RETENTION: 11 YEARS

PUBLIC EMPLOYEES RETIREMENT SYSTEM
TRAVELERS INSURANCE
TRAVELERS TO PERS CONVERSION

01/77 - 12/82
01/82 - 12/82
01/78 - 12/78

PERSONNEL ADMIN

RETENTION: 11 YEARS

CONTRACT NEGOTIATIONS
NIKISKI FIRE HOURS POT #2

01/82 - 12/83
01/78 - 12/81

PERSONNEL ADMIN

RETENTION: 5 YEARS

EMPLOYEE NUMBER LIST

01/64 - 12/89

PERSONNEL ADMIN

RETENTION: 1 YEARS

JOB DESCRIPTIONS, SIGNED
RIDGEWAY/STERLING FSA LEAVE ACCOUNT ADJUSTMENT

01/88 - 12/88
07/88 - 07/88

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PERSONNEL ADMIN

RETENTION: 1 YEARS

JANITORIAL BID - JUNE 1987

06/87 - 06/90

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

KENAI RIVER (MISC)
UNIVERSITY OF ALASKA PLAT WAIVER (APPROVED)

01/84 - 12/85
01/81 - 12/81

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

SUBJECT FILING SYSTEM	RETENTION: 1 YEARS
CHUITNA PLAN - BIBLIOGRAPHY	01/89 - 12/89
CHUITNA PLAN - DARBYSHIRE & ASSOCIATES HUMAN RESOURCE	01/89 - 12/89
CHUITNA PLAN - DEVELOPMENT POTENTIAL JON ISAACS & ASSOC.	01/89 - 12/89
CHUITNA PLAN - GIL PETERSON CONTRACT TRANSPORTATION -	01/89 - 12/89
CHUITNA PLAN - LADD LEASE NOTIFICATIONS	01/89 - 12/89
CHUITNA PLAN - PHASE 1 TRANSPORTATION ELEMENT	01/89 - 12/89
CHUITNA PLAN - TRANSPORTATION HENNIGH CONTRACT	01/89 - 12/89
CHUITNA PLAN - WATER RESOURCES GIS MAPPING SERVICES	01/89 - 12/89
CHUITNA PLAN COASTAL MANAGEMENT REVIEW	01/89 - 12/89
CHUITNA PLAN CORRESPONDENCE - MISC.	01/89 - 12/89
CHUITNA PLAN DIAMOND AK MINE PERMIT	01/89 - 12/89
CHUITNA PLAN DIAMOND CHUITNA OVERVIEW	01/89 - 12/89
CHUITNA PLAN EDA GRANT #07-06-02951	01/89 - 12/89
CHUITNA PLAN GEOGRAPHICAL PLANNERS	01/89 - 12/89
CHUITNA PLAN HISTORY ON BELUGA COAL DEV.	01/89 - 12/89
CHUITNA PLAN MILES DEAN DOCK	01/89 - 12/89
CHUITNA PLAN NEWS RELEASES & CLIPPINGS	01/89 - 12/89
CHUITNA PLAN OWNERSHIP	01/89 - 12/89
CHUITNA PLAN PORT AUTHORITY & BONDING	01/89 - 12/89
CHUITNA PLAN PORT SITES	01/89 - 12/89
CHUITNA PLAN PUBLIC MEETINGS & COMMENTS	01/89 - 12/89
CHUITNA PLAN ROAD RIGHT-OF-WAY INFORMATION	01/89 - 12/89
CHUITNA PLAN SOLID WASTE PERMITS	01/89 - 12/89
CHUITNA PLAN TECHINCAL ADVISORY TEAM	01/89 - 12/89
COMMUNITY LAND USE PLAN FOR BOROUGH LANDS IN HOPE	01/87 - 12/87
DIAMOND CHUITNA PROJECT - LADD AREA LEASE APPLICATION	01/89 - 12/89
HOMER LAND USE HOMER SPIT LAND USE STUDY	01/75 - 12/75
HOMER LAND USE HOMER ZONING ORDINANCE	01/82 - 12/82
HOPE CHURCH SITE - NUHOPE ALASKA TOWNSITE TR. C	01/63 - 12/81
KASILOF - PROPOSED LOCATION OF POST OFFICE	01/86 - 12/86
KENAI - SITE DEVELOPMENT & LAND DISPOSAL PLAT (SECTION 36)	01/80 - 12/80
KENAI, CITY OF WATERSHED	01/75 - 12/77
KENAI: COMPREHENSIVE PLAN 1979/80	01/78 - 12/80
KENAI: COMPREHENSIVE PLAN 1985/86	01/84 - 12/87
KENAI: ZONING	01/79 - 12/85
KPB FORESTRY MANAGEMENT PLANNING/RESOURCE STUDY	01/80 - 12/85
LAND EXCHANGE: KACHEMAK BAY ST PARK AREA	01/81 - 12/81
PLANNING LIASON/COOPERATION	01/80 - 12/80
PROPOSED HOMER ZONING ORDINANCE	01/80 - 12/82
RDC PROJECTS KENAI PENINSULA VISITOR'S GUIDE INCL:	01/82 - 12/89
RDC PROJECTS KENAI PENINSULA VISITOR'S GUIDE INCL:	01/82 - 12/89
RESOURCE DEVELOPMENT COMMISSION MEETINGS	01/83 - 12/83
RESOURCE DEVELOPMENT COMMISSION MEETINGS	01/84 - 12/84
RESOURCE DEVELOPMENT COMMISSION MEETINGS MINUTES	01/85 - 12/85
SEWARD COMPREHENSIVE PLAN - 1979	01/79 - 12/79
SEWARD COMPREHENSIVE PLAN	01/79 - 12/79
SEWARD COMPREHENSIVE PLAN ORIGINAL	01/79 - 12/79
SEWARD HARBOR STUDY	01/74 - 12/74
SEWARD LOWELL POINT FLOOD INFO	01/80 - 12/81
SEWARD, CITY OF CONDITIONAL USE PERMIT APPEAL LEWIS/MILLER	01/78 - 12/78
SEWARD, CITY OF RONNIE E. LEWIS APPEAL (2 FILES)	01/78 - 12/78
SOLDOTNA/KENAI CITY MASTER PLAN	01/85 - 12/85
STATE LAND CONVEYANCE: NIKISHKA	01/84 - 12/84
STATE LAND SELECTION SUMMARY	01/83 - 12/83
WETLANDS KENAI WETLANDS WORKSHOP - 1981	01/81 - 12/81
WILDWOOD (WILDWOOD AIR FORCE STATION DISPOSITION)	01/72 - 12/72

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

S.P. ORIGINALS

SITUATION & PROSPECTS, APRIL 1982 ORIGINAL 11.3.30

01/83 - 12/83

SITUATION & PROSPECTS, JANUARY 1980 ORIGINAL 11.3.30

01/82 - 12/82

01/80 - 12/80

SUBJECT FILING SYSTEM

RETENTION: YEARS

SUBJECT FILING SYSTEM	RETENTION:	YEARS
CHUITNA AREA PLAN - MASTER 9 TRACK COMPUTER TAPE	01/87 -	12/87
MEMORANDUMS - JANUARY TO JUNE 1984	01/84 -	06/84
OUTGOING MEMORANDUMS - MAY 1984	05/85 -	05/85
PROCEDURES/POLICIES	08/79 -	08/79
READING FILE - APRIL 1985	04/85 -	04/85
READING FILE - AUGUST 1985	08/85 -	08/85
READING FILE - DECEMBER 1985	12/85 -	12/85
READING FILE - FEBRUARY 1985	02/85 -	02/85
READING FILE - JANUARY 1985	01/85 -	01/85
READING FILE - JULY 1985	07/85 -	07/85
READING FILE - JUNE 1985	06/85 -	06/85
READING FILE - MARCH 1985	03/85 -	03/85
READING FILE - MAY 1985	05/85 -	05/85
READING FILE - NOVEMBER 1985	11/85 -	11/85
READING FILE - OCTOBER 1985	10/85 -	10/85
READING FILE - SEPTEMBER 1985	09/85 -	09/85
1984 READING FILE - PLANNING DEPARTMENT	01/84 -	12/84
1985 PLANNING READING FILE	01/85 -	12/85

SUBJECT FILING SYSTEM

RETENTION: 2 YEARS

ASPEN EXPLORATION (OFFSHORE PROSPECTING PERMITS - GOLD)	01/85 - 12/85
BELUGA COAL FIELD DEV.	01/77 - 12/85
CHAKACHAMA LAKE HYDROELECTRIC PROJECT	01/89 - 12/89
COAL LEASE # 5 (T13S, R12 & 13W SM)	01/82 - 12/83
DIAMOND SHAMROCK PERMITS (DIAMOND CHUITNA COAL PROJECTS)	01/82 - 12/87
GRANT LAKE HYDROELECTRIC PROJECT	01/89 - 12/89
REPORTS/STUDIES: GRANT LAKE HYDROELECTRIC PROJECT ADDENDUM	01/89 - 12/89

SUBJECT FILING SYSTEM

RETENTION: 5 YEARS

FANDEL	01/83 - 12/83
FLOODPLAIN DEVELOPMENT WORKSHEET PART 1	01/89 - 12/89
FLOODPLAIN DEVELOPMENT WORKSHEET PART 2	01/89 - 12/89
KENAI RIVER PUBLIC MEETINGS	01/85 - 12/85
KENAI RIVER SMA AGENCY COMMITTEE RECOMMENDATIONS	01/85 - 12/86
KENAI RIVER SMA LANDS COMMITTEE MISC. INFO.	01/84 - 12/85
KENAI RIVER SMA LANDS COMMITTEE RECOMMENDATIONS	01/85 - 12/86
KENAI RIVER SMA PERMIT COMMITTEE MEETINGS	01/86 - 12/86
KENAI RIVER SMA SOCIAL REC. MEETINGS	01/84 - 12/84
KPB FLOODPLAIN DEVELOPMENT WORKSHEET	01/88 - 12/88
KRSMA - UPLAND HABITAT MEETINGS	01/85 - 12/85
KRSMA GUIDES COMMITTEE	01/84 - 12/85
KRSMA RIVER / FISHERIES	01/85 - 12/86
RIVERS/FLOOD PLAINS	01/77 - 12/78
WETLANDS KENAI WETLANDS WORKSHOP - 1981	01/81 - 12/81
WETLANDS - QUESTIONNAIRE RESPONSES	01/80 - 12/80
WETLANDS-KENAI WETLANDS TASK FORCE	01/79 - 12/81
WICKERSHAM CONTRACT KENAI RIVER SMA	01/85 - 12/86

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SUBJECT FILING SYSTEM

RETENTION: 5 YEARS

KORIA ACRES

01/84 - 12/84

SUBJECT FILING SYSTEM

RETENTION: 11 YEARS

COASTAL MANAGEMENT RESOURCE INVENTORY MAP MYLARS, 1:250,000	01/79 - 12/79
COASTAL ZONE MANAGEMENT - HOMER SPIT COASTAL DEVELOPMENT	01/80 - 12/80
CONSULTANT LETTERS OF INTEREST & QUALIFICATIONS	01/80 - 12/80

SUBJECT FILING SYSTEM

RETENTION: YEARS

SUBJECT FILING SYSTEM	RETENTION:	YEARS
ANCHOR RIVER - 1979, FLIGHTS 3,8 & 9	01/79 -	12/79
ANCHOR RIVER, KASILOF, NIKISKI	01/83 -	12/83
F16CN 0006 02210 2874	01/75 -	12/75
F16CN 007A 02210 1474	01/74 -	12/74
HOMER - 1981, FLIGHTS 1 & 2	01/81 -	12/81
KENAI RIVER PHOTOS:	01/81 -	12/81
KENAI, FLIGHT 8	01/84 -	12/84
MAPPING SEDOVIA	01/78 -	12/78
MAPS/MAPPING AERIAL PHOTOS:	01/73 -	12/73
MAPS/MAPPING/AERIAL PHOTOS:	01/68 -	12/68
NINILCHIK RIVER - 1979, FLIGHTS 2,3, & 4	01/79 -	12/79
PHOTOINTERPRETATION MAP OF THE SURFICIAL GEOLOGY, POLLY	01/80 -	12/80
SELDOVIA	01/83 -	12/83
SELDOVIA	01/84 -	12/84
SOLDOTNA, FLIGHT 1	01/84 -	12/84
SURVEY/AERIAL PHOTOS-NO PACIFIC AERIAL SURVEYS 1 INCH = 500	01/77 -	12/77
SURVEYING AERIAL PHOTOS	01/77 -	12/79
SURVEYING AIR PHOTOS-CONTRACTOR SELECTION AIR PHOTO TECH	01/79 -	12/79
SURVEYING/AERIAL PHOTOS-AERIAL PHOTO PROJECT KPB	01/71 -	12/75

RISK MGMT ADMIN

RETENTION: 1 YEARS

BUSINESS TRAVEL 9185-86 -- 1986-87	01/85 - 12/87
EMPLOYEE BONDS 1986	01/86 - 12/86
HEALTH INSURANCE 1991	01/91 - 12/91
INSURANCE BROKER	01/86 - 12/89
INSURANCE COOR. W & O - 1986-87 POLICY PLACEMENT	01/85 - 12/85
INSURANCE COORDINATION - NIKISKI & CPMS EMT & AMBULANCE '88	01/88 - 12/88
INSURANCE COORDINATION - NORTHERN ADJUSTERS	01/85 - 12/85
INSURANCE COORDINATION 1985-86 -- 1986-87 -- GENERAL 1989	01/85 - 12/89
LIABILITY (PROPERTY & GENERAL) 1989	01/89 - 12/89
LIABILITY (PUBLIC OFFICIAL) 1985-86 -- 1986-87	01/85 - 12/87
LIFE 1987	01/87 - 12/87
LOSS CONTROL / VALUATION SURVEY OF KPB PROPERTIES	01/86 - 12/86
NON-OWNED AIRCRAFT 1985-86 -- 1986-87	01/85 - 12/87
PO LIABILTY - TOM BROWN SUIT 1986	01/86 - 12/86
PROPERTY DAMAGE 1985-86 -- 1986-87	01/85 - 12/87
PROPERTY DAMAGE / BODILY INJURY LIABILITY	01/83 - 12/88
REFERENCE 1985-86 -- 1986-87	01/85 - 12/87
VEHICLE ACCIDENTS	01/87 - 12/87
WORKMEN'S COMPENSATION	01/85 - 12/88

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SALES TAX ADMIN

RETENTION: 3 YEARS

SALES TAX PROTESTS:

01/90 - 12/90

SALES TAX ADMIN

RETENTION: 2 YEARS

MISCELLANEOUS SALES TAX CORRESPONDENCE FROM A-Z	01/89 - 12/91
MISCELLANEOUS SALES TAX CORRESPONDENCE FROM A-Z	01/84 - 12/86
SALES TAX CORRESPONDENCE	01/87 - 12/87
SALES TAX CORRESPONDENCE FILES A-Z	01/89 - 12/90

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