

Introduced by: Mayor at request
of Borough Clerk
Date: 9/17/96
Action: Adopted
Vote: Unanimous

**KENAI PENINSULA BOROUGH
RESOLUTION 96-081**

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WHICH ARE OUTDATED AND SCHEDULED FOR DISPOSAL UNDER THE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WHEREAS, additional records have been identified as outdated and no longer of any use in accordance with the regulations and retention periods provided; and

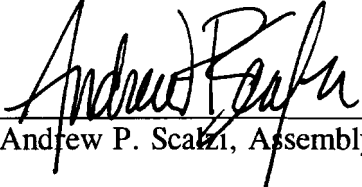
WHEREAS, outdated and useless records waste valuable storage space in Borough facilities;

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.

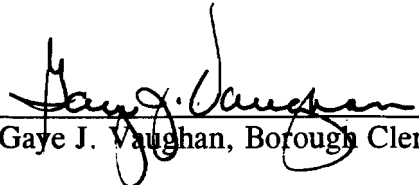
SECTION 2. That the Borough Clerk is authorized to effectuate this resolution which takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 17th DAY OF SEPTEMBER, 1996.



Andrew P. Scalzi, Assembly President

ATTEST:



Gaye J. Vaughan, Borough Clerk

ACCOUNTING DIVISION ADMIN

RETENTION: 3 YEARS

BANK STATEMENTS & DEPOSIT SLIPS 1/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 10/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 11/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 12/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 2/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 3/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 4/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 5/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 6/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 7/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 8/92	01/92 - 12/92
BANK STATEMENTS & DEPOSIT SLIPS 9/92	01/92 - 12/92

ATTACHMENT A

DATE: 08/27/96 PAGE: 2

ASSESSING DEPT ADMIN

RETENTION: YEARS

BOOK 055 (055-010 THROUGH 055-600)

01/65 - 12/82

ASSESSING DEPT ADMIN

RETENTION: 3 YEARS

1992 GENERAL CORRESPONDENCE "A"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "B"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "C"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "D"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "E"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "F"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "G"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "H"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "I"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "J"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "K"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "L"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "M"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "N"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "O"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "P"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "Q"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "R"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "S"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "T"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "U"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "V"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "W"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE "XYZ"	01/92 - 12/92
1992 GENERAL CORRESPONDENCE APPRAISERS MEMOS	01/92 - 12/92
1992 GENERAL CORRESPONDENCE INTERDEPT MEMOS	01/92 - 12/92
1992 GENERAL CORRESPONDENCE WAYNE'S MEMOS	01/92 - 12/92
1992 GENERAL CORRESPONDENCE WENDYS MEMOS	01/92 - 12/92

ASSESSING DEPT ADMIN

RETENTION: 4 YEARS

BOOK 012 ADDRESS CHANGES	01/91 - 12/91
BOOK 013	01/91 - 12/91
BOOK 014	01/91 - 12/91
BOOK 015	01/91 - 12/91
BOOK 017	01/91 - 12/91
BOOK 039	01/91 - 12/91
BOOK 041	01/91 - 12/91
BOOK 043	01/91 - 12/91
BOOK 045	01/91 - 12/91
BOOK 047	01/91 - 12/91
BOOK 049	01/91 - 12/91
BOOK 055	01/91 - 12/91
BOOK 057	01/91 - 12/91
BOOK 058	01/91 - 12/91
BOOK 059	01/91 - 12/91
BOOK 060	01/91 - 12/91
BOOK 063	01/91 - 12/91
BOOK 065	01/91 - 12/91
BOOK 066	01/91 - 12/91
BOOK 119	01/91 - 12/91
BOOK 125	01/91 - 12/91
BOOK 131	01/91 - 12/91
BOOK 133	01/91 - 12/91
BOOK 135 ADDRESS CHANGES	01/91 - 12/91
BOOK 137	01/91 - 12/91
BOOK 139	01/91 - 12/91
BOOK 144	01/91 - 12/91
BOOK 145	01/91 - 12/91
BOOK 147	01/91 - 12/91
BOOK 148	01/91 - 12/91
BOOK 149	01/91 - 12/91
BOOK 157	01/91 - 12/91
BOOK 159	01/91 - 12/91
BOOK 165	01/91 - 12/91
BOOK 169	01/91 - 12/91
BOOK 171	01/91 - 12/91
BOOK 172	01/91 - 12/91
BOOK 173	01/91 - 12/91
BOOK 174	01/91 - 12/91
BOOK 175	01/91 - 12/91
BOOK 177	01/91 - 12/91
BOOK 179	01/91 - 12/91
BOOK 181	01/91 - 12/91
BOOK 185	01/91 - 12/91
BOOK 189	01/91 - 12/91
BOOK 191	01/91 - 12/91
BOOK 192	01/91 - 12/91
BOOK 193	01/91 - 12/91
BOOK 211	01/91 - 12/91
BOOK 221	01/91 - 12/91
BOOK 231	01/91 - 12/91
BOOK 25	01/91 - 12/91
BOOK 35	01/91 - 12/91

ASSESSING DEPT ADMIN

RETENTION: 5 YEARS

SURVEY REFERENCE MATERIALS
TRADE A PLANE 1990

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

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

CAKES BY LINDA 59808	01/89 - 12/89
A & L CONSTRUCTON SVC 58379	01/89 - 12/89
A & M ASSOCIATES 31450	01/89 - 12/89
A B C KINDERLAND 49910	01/89 - 12/89
ABUNDANT LIFE ASEM OF GOD 58139	01/89 - 12/89
ADVANCED MARINE SERVICES 60127	01/89 - 12/89
AERO GRAPHICS 31936	01/89 - 12/89
AF AND A APARTMENTS 56258	01/89 - 12/89
AK QUALITY HOMES INC. 50592	01/89 - 12/89
ALASKA BANK OF COMMERCE 32127 & 32126	01/89 - 12/89
ALASKA BOULLION & COINS 61642	01/89 - 12/89
ALASKA CONTROLS INC 59549	01/89 - 12/89
ALASKA CORRECT CRAFT 37226	01/89 - 12/89
ALASKA ENVIR IND INC 44320	01/89 - 12/89
ALASKA EXPERINCE JOHNNYS 64873	01/89 - 12/89
ALASKA MILLING & LOG HOMES, INC. 50365	01/89 - 12/89
ALASKA PLANNING & MANAGEMENT SERVICES 37183	01/89 - 12/89
ALASKA PLANT SERVICES, INC. 38361	01/89 - 12/89
ALASKA SEWING & VACUUM 37217	01/89 - 12/89
ALASKA WATER PURIFIERS 61756	01/89 - 12/89
ALASKAN SUN CHARTERS 57804	01/89 - 12/89
ALASKAN WINDOW DOCTOR 55959	01/89 - 12/89
ALPINE LLAMAS 50148	01/89 - 12/89
ALWIN ENTERPRISES 58464	01/89 - 12/89
AMES DANIEL 56929	01/89 - 12/89
ANACONDA MINERALS CO. 47439 & 47440	01/89 - 12/89
ANALYTICAL SERVICES 59718	01/89 - 12/89
ANCHOR POINT PLUMBING 56575	01/89 - 12/89
ANCHOR POINT TRADERS 25325	01/89 - 12/89
ANDERSON GRAPHIC DESIGN 62368	01/89 - 12/89
APOSTOLIC ASSEMBLY OF JESUS 61638	01/89 - 12/89
APPERSON FINANCIAL SERVICES INC 56058	01/89 - 12/89
AQUA MARINE CHARTERS 55766	01/89 - 12/89
ARCHETECTURAL STORE FRONT 59565	01/89 - 12/89
ARCTIC ASPHALT PAVING INC. 07998	01/89 - 12/89
ARNDT BROTHERS 11022	01/89 - 12/89
ARTISTIC TOUCH PHOTOGRAPHY 49815	01/89 - 12/89
ASSOCIATED SERVICES 21705	01/89 - 12/89
AURORA TERRACE APTS 22934	01/89 - 12/89
AVTAC 58354	01/89 - 12/89
B & B HOMES 37135	01/89 - 12/89
BAIER, VELMA 37036	01/89 - 12/89
BALLOONS GALORE 62310	01/89 - 12/89
BANTA BUILDING SUPPLY 08331	01/89 - 12/89
BANTA, ELMER J. & BARBARA H. 21942	01/89 - 12/89
BASARGIN CONSTRUCTION 32588	01/89 - 12/89
BAY PLUMBING & HEATING 31480 & 58530	01/89 - 12/89
BAYCREST ENTERPRISES 55846	01/89 - 12/89
BEANS HUNTIN & FISHING 64544	01/89 - 12/89
BEAR ALASKA, INC 57845	01/89 - 12/89
BEARYS MACHINE SHOP 09836	01/89 - 12/89
BED AND BREAKFAST BY THE 59744	01/89 - 12/89
BEDS BRASS & GLASS 62520	01/89 - 12/89
BELL GERALD 47369	01/89 - 12/89
BELUGA LAKE GROCERY 49606	01/89 - 12/89
BENNISON J B 49923	01/89 - 12/89

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

BENSON ENTERPRISES 55974	01/89 - 12/89
BILL ISCHI VOLKSWAGEN 08457	01/89 - 12/89
BILLIES BEAUTY CONCEPTS 58646	01/89 - 12/89
BLAZY MAVIS 61553	01/89 - 12/89
BLUE JAY TRAILER COURT 06200	01/89 - 12/89
BLUEBERRY AVE HEADSHOP 38047	01/89 - 12/89
BOBS FRAMING & TRIM 49716	01/89 - 12/89
BORCHARDT CONSTRUCTION 56398	01/89 - 12/89
BOSTON CONSTRUCTION 56409	01/89 - 12/89
BOWHEAD INC/ORCA THEATER 59443	01/89 - 12/89
BRAD E AMBARIAN ATTORNEY 62337	01/89 - 12/89
BROWN CONSTRUCTION CO INC 65147	01/89 - 12/89
BUSH TRUCKING 58396	01/89 - 12/89
BUSTERS GUIDING SERVICE 31944	01/89 - 12/89
C & G RENTALS 59725	01/89 - 12/89
C & H RENTALS 55956	01/89 - 12/89
C & K LODGE 55965	01/89 - 12/89
CABIN SHOP 07580	01/89 - 12/89
CALER WELDING & EXCAVATING 50012	01/89 - 12/89
CAMPAIGN CONSULTING CO 55850	01/89 - 12/89
CAMPBELL & SON 25352	01/89 - 12/89
CARIBOU CARPET CENTER INC 49915	01/89 - 12/89
CARMAN VINCENT GINTOLI ARCHITECT 31497	01/89 - 12/89
CAROLS FOOT REFLEXOLOGY 62376	01/89 - 12/89
CAROLYNS THRIFT SHOP 61634	01/89 - 12/89
CARRIGANS CONSTRUCTION 55659	01/89 - 12/89
CASC ENTERPRISES 55671	01/89 - 12/89
CENTRAL STORE 05891	01/89 - 12/89
CHAMPAGNE COVE RETREAT 60048	01/89 - 12/89
CHAPMANS MARINE & DIESEL ENGINE REPAIR 38363	01/89 - 12/89
CHEEKS CONSTRUCTION 34777	01/89 - 12/89
CHENA INTERNATIONAL 62406	01/89 - 12/89
CHENEY WILLIAM H 47113	01/89 - 12/89
CHIVERS CLAY L RENTALS CO 37025 & 39963	01/89 - 12/89
CHRISTENSEN JAMES E 49765	01/89 - 12/89
CHRISTIANSSEN CONSTRUCTION 61659	01/89 - 12/89
CHURCH OF JESUS CHRIST HOMER 59487	01/89 - 12/89
CII GROUP/FINANCING INC 60491	01/89 - 12/89
CLAM GULCH CHEVRON & GROCERY 55816	01/89 - 12/89
CLAM GULCH LIQUOR STORE 55815	01/89 - 12/89
CLIFFORD MYERS 61921	01/89 - 12/89
CLIP JOINT THE 57289	01/89 - 12/89
COCKROFT ARTS AND CRAFTS 31531	01/89 - 12/89
COCKROFT PLUMBING 21672	01/89 - 12/89
COMBS TAYLOR 39734	01/89 - 12/89
CONCORDE RESTAURANT 45208	01/89 - 12/89
CONCORDE RESTAURANT 58259	01/89 - 12/89
CONSTRUCTION ASSOCIATES INC 55777	01/89 - 12/89
CONSTRUCTION TECHNICAL SERVICES 55972	01/89 - 12/89
COOK INLET ACADEMY 59599	01/89 - 12/89
COOK INLET REPAIR 62538	01/89 - 12/89
COOK INLET TAXIDERMY 55851	01/89 - 12/89
COOK INLET TRUST 36660	01/89 - 12/89
COOK INLET TYPING & SECRETARIAL 58329	01/89 - 12/89
CRAFTON SNOW PLOWING SERVICE 59975	01/89 - 12/89
CRAFTSMANS GALLERY 37280	01/89 - 12/89

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

CREEKSIDE PARK 23462	01/89 - 12/89
CRITES RENTALS 55953	01/89 - 12/89
CROSSMAN RIDGE ENTERPRISES 60108	01/89 - 12/89
CULLEY TAXIDERMY 56563	01/89 - 12/89
CUNDIFF EVAN & VIRGINIA RENTALS 34659	01/89 - 12/89
CUSTOM FURNISHINGS 57552	01/89 - 12/89
D & B TRUCKING 59205	01/89 - 12/89
D & D MARINE INC 65046	01/89 - 12/89
D. B. & B. 62860	01/89 - 12/89
DALRYMPLE T A CPA 59780	01/89 - 12/89
DANIELS LAKE TRAILER COURT 09885	01/89 - 12/89
DAVID GOODRICH CONSTRUCTION 57835	01/89 - 12/89
DEES KONCEPTS N MOTION 62879	01/89 - 12/89
DEJEUNER 59928	01/89 - 12/89
DEW DROP INC 65048	01/89 - 12/89
DIAMOND HEAD INC 65049	01/89 - 12/89
DICKS DRYWALL & PAINTING 60984	01/89 - 12/89
DICKS ELECTRIC 57681	01/89 - 12/89
DISCOUNT WAREHOUSE SOLDOTNA 62415	01/89 - 12/89
DISCOVERY TOYS 61733	01/89 - 12/89
DODYS DELI DINER 49596	01/89 - 12/89
DOERING RENTALS 56525	01/89 - 12/89
DON MERRY & CO 55635	01/89 - 12/89
DONNIS THOMPSON REALTY 39756	01/89 - 12/89
DONUTS U S A 60983	01/89 - 12/89
DURYEA BETTY JO 55797	01/89 - 12/89
E & J CUSTOM ENGRAVING 31544	01/89 - 12/89
EAGER BEAVER FISHING ADVE 57721	01/89 - 12/89
EAGLE REX W/CHEROKEE ENTERPRISES 20020	01/89 - 12/89
EARLY LEARNING SCHOOL THE 60004	01/89 - 12/89
ECHL LAKE AUTO 59722	01/89 - 12/89
ELCA ENTERPRISES 49615	01/89 - 12/89
ERICKSON ENTERPRISES 50008	01/89 - 12/89
FAIRCHILD MEDIA ENTERPRISES 56265	01/89 - 12/89
FENDER BENDER/KEVIN PAIGE 61886	01/89 - 12/89
FILLBACH CONTRACTING 49849	01/89 - 12/89
FIRST LIGHT FISHERIES SUPPLY 56394	01/89 - 12/89
FISH HAWK CHARTERS 63210	01/89 - 12/89
FOREVER FIT 59606	01/89 - 12/89
FORGET ME NOT BEAUTY SALON 63139	01/89 - 12/89
FOXYS CORP 37432	01/89 - 12/89
FRAZIER CONSTRUCTION 55853	01/89 - 12/89
FRONTIER COMPANY 56320	01/89 - 12/89
FUNK MARY H & ROBERT L 34780 & 61590	01/89 - 12/89
FUTURA SEA-KING FISHERIES INC 39844	01/89 - 12/89
G B ENTERPRISES 49627	01/89 - 12/89
GARCIA ELECTRIC COMPANY 62365	01/89 - 12/89
GARRETT'S DIESEL SERVICE 55791	01/89 - 12/89
GATEWAY FOODMART 64912	01/89 - 12/89
GATOR GUNS 62506	01/89 - 12/89
GENCO 61816	01/89 - 12/89
GERALD ENTERPRISES 59879	01/89 - 12/89
GLACIER WEST CONSTRUCTION 52278	01/89 - 12/89
GNF ENTERPRISES 57707	01/89 - 12/89
GOOD ROCK ASSOCIATION 34456	01/89 - 12/89
GOODMAN JOSEPH D 55721	01/89 - 12/89

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

ASSESSING DEPT ADMIN	RETENTION: 6 YEARS
GRAYBIRD SNOW REMOVAL SERVICES 58087	01/89 - 12/89
GREAT LAND TAXIDERMY 55707	01/89 - 12/89
GREAT NORTHERN CONTRACTORS 46309	01/89 - 12/89
GREATLAND INTERIORS 34446	01/89 - 12/89
GREATLAND VENDING 62025, 62026, 62027, 62028, 62099	01/89 - 12/89
GUNTER ENTERPRISES 49690	01/89 - 12/89
HACHEET LEAURNE 58758	01/89 - 12/89
HALLCO INC 32489	01/89 - 12/89
HAMMERHILL CONSTRUCTION 62397	01/89 - 12/89
HANES RAYMOND G 50197	01/89 - 12/89
HARBOR MECHANICAL MAINTENANCE 57879	01/89 - 12/89
HARRY GAINES BAR-B-QUE EXPRESS 60990	01/89 - 12/89
HAWKINS ENTERPRISES 63146	01/89 - 12/89
HBE LEASING CORP 60477	01/89 - 12/89
HEALTH HAZEL 06759	01/89 - 12/89
HEALTH NUT 55914	01/89 - 12/89
HILLS EXPEDITING 28228	01/89 - 12/89
HILLS JOAN E 57964	01/89 - 12/89
HITCHING POST CAFE 61803	01/89 - 12/89
HOLLAND CONSTRUCTION CO 50023	01/89 - 12/89
HOMER FAST PHOTO 60089	01/89 - 12/89
HOMER FLOOR CENTER 60013 & 61541	01/89 - 12/89
HOMER PLUMBING & HEATING 34359	01/89 - 12/89
HUHNDORF COLD STORAGE 08069	01/89 - 12/89
INLET TRADING POST 56028	01/89 - 12/89
J & N ENTERPRISES EISCHEN ACRE 55862	01/89 - 12/89
J W SHEPHERD CONSTRUCTION CO 56042	01/89 - 12/89
J-A-WS 55822	01/89 - 12/89
JAN L ODHNER ENTERPRISES 62462	01/89 - 12/89
JBM 56160	01/89 - 12/89
JEFFERYS HAIR DESIGNS 58112	01/89 - 12/89
JENSEN MICHAEL C 61964	01/89 - 12/89
JIMS OILFIELD TRUCKING INC 24146	01/89 - 12/89
JOCKEY CLUB INC 08407	01/89 - 12/89
JOHNS GUN SHOP 57957	01/89 - 12/89
JUDGE DALE T 37692	01/89 - 12/89
KACHEMAK ENGINEERING SERVICES 47111	01/89 - 12/89
KARENS FLOWERS & THINGS 58056	01/89 - 12/89
KARENS KITCHEN 56211	01/89 - 12/89
KENAI ASSOC FOR THE EDUC 59578	01/89 - 12/89
KENAI DRUGS 34629	01/89 - 12/89
KENAI PACKERS 63220	01/89 - 12/89
KENAI TERMINAL ENTERPRISES 23408	01/89 - 12/89
KENS AUTO 37007	01/89 - 12/89
KENS WILDLIFE PICTURES 38290	01/89 - 12/89
KIANA DEVELOPMENT 56367	01/89 - 12/89
KIMS BODY & SOUL 62318	01/89 - 12/89
KINDER ENTERPRISES 49712	01/89 - 12/89
KISSEE ANTHONY 39727	01/89 - 12/89
LAW OFFICE OF DAVID & STEBING 56582	01/89 - 12/89
LAWN & GARDENING SERVICE 61740	01/89 - 12/89
LAWRENCE A MCCORD 37321	01/89 - 12/89
LILAC DAY CARE HOME 58642	01/89 - 12/89
LITTLE PATTY 62129	01/89 - 12/89
LOOK OUT DRIVE IN 23549	01/89 - 12/89
LOOK OUT DRIVE INN 06711	01/89 - 12/89

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

ASSESSING DEPT ADMIN	RETENTION: 6 YEARS
LOOK-OUT DINER 58529	01/89 - 12/89
LUNDS LITES 61526	01/89 - 12/89
LURE OF ALASKA-DRIFTBOAT 61544	01/89 - 12/89
LYNN FAMILY TRUST 57819	01/89 - 12/89
M J ENTERPRISES 59427	01/89 - 12/89
MACS GUIDE SERVICE 32319	01/89 - 12/89
MAIN ENTERPRISES 49979	01/89 - 12/89
MALSTONS CLOTHING 21911	01/89 - 12/89
MARSHANTERA ENTERPRISES 58591	01/89 - 12/89
MARTUSHEV FABRICS 61917	01/89 - 12/89
MARY KAY BEAUTY CONSULTANT 61965	01/89 - 12/89
MARY SUES ENTERPRISES 59433	01/89 - 12/89
MATTHEWS ENTERPRISES 34583	01/89 - 12/89
MAYTAG HOME LAUNDRY 34605	01/89 - 12/89
MCWILLIAMS CONSTRUCTION CO 05999	01/89 - 12/89
MEADOWLARK MOBILE PARK 59836	01/89 - 12/89
MERCO ENTERPRISES 56000	01/89 - 12/89
MERRY POPPINS 55650	01/89 - 12/89
MIKES AUCTION CO 61003	01/89 - 12/89
MIKES BIKES 55922	01/89 - 12/89
MIKES SERVICES 59720	01/89 - 12/89
MISCELLANEOUS SERVICES 50071	01/89 - 12/89
MISSYS SIGN SHOP 59730	01/89 - 12/89
MOO G GREGORY OR JANICE A 47104	01/89 - 12/89
MOOSE RIVER ARTS 57447	01/89 - 12/89
MORGAN ROBERT A AND JACQUELYN 90836	01/89 - 12/89
MOUNTAIN HIGH SAUSAGE CO 59588	01/89 - 12/89
MUD AND METAL 58381	01/89 - 12/89
MURPHY ENTERPRISES 58317	01/89 - 12/89
NANDYS SEWING SERVICE 59584	01/89 - 12/89
NBA MOBILELEASE DEPT 31901	01/89 - 12/89
NEIGHBORHOOD VIDEO CENTER SOLDOTNA 56515	01/89 - 12/89
NEIGHBORHOOD VIDEO HOMER 55984	01/89 - 12/89
NELSON MARION ADVERTISING & PROMO 50135	01/89 - 12/89
NEW DIMENSIONS WOODWORKIN 58180	01/89 - 12/89
NICKS GARDEN 59648	01/89 - 12/89
NICKS OUTDOOR EQUIPMENT 59428	01/89 - 12/89
NINILCHIK NATIVES ASSOC INC 21662	01/89 - 12/89
NINILCHIK NOVELTIES 56203	01/89 - 12/89
NORTH BAY BOOKKEEPING 62101	01/89 - 12/89
NORTH ROAD AUTO SALVAGE 60051	01/89 - 12/89
NORTH ROAD LIQUORS 62451	01/89 - 12/89
NORTH ROAD MEDICAL CLINIC 49981	01/89 - 12/89
NORTHERN INDEPENDENT ENERGY 56067	01/89 - 12/89
NORTHWIND MOBILE HOME PARK 61888	01/89 - 12/89
NUTRITION CENTER INC 57680	01/89 - 12/89
OCEAN TERMINALS INC 62498	01/89 - 12/89
OK TIRE & AUTO SERVICE 65149	01/89 - 12/89
OSCAR BAY LUMBER COMPANY 21928	01/89 - 12/89
OSOM 56917	01/89 - 12/89
OUTDOOR STORE THE 60199	01/89 - 12/89
P C & J ENTERPRISES 61522	01/89 - 12/89
P S ENTERPRISES 23184	01/89 - 12/89
PARAMOUNT GENERAL SERVICE 59688	01/89 - 12/89
PARASIDE SERVICES 55661	01/89 - 12/89
PATSY & PAULETTE'S BRIDAL BOUTIQUE 56412	01/89 - 12/89

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

ASSESSING DEPT ADMIN	RETENTION: 6 YEARS
PATTERSONS ALASKA KNIVES 31655	01/89 - 12/89
PAUSEL SERVICES 57855	01/89 - 12/89
PEDRO DENTON BOAT HELEN L 90438	01/89 - 12/89
PENINSULA ANIMAL HOSPITAL INC 37220	01/89 - 12/89
PENINSULA APPRAISALS AND SERVICES 55897	01/89 - 12/89
PENINSULA BODY & PAINT 58238	01/89 - 12/89
PENINSULA DIESEL SERVICE 23839	01/89 - 12/89
PENINSULA HAIR STYLING ACADEMY 37311	01/89 - 12/89
PENINSULA KIRBY 59551	01/89 - 12/89
PENINSULA MAINTENANCE 13101	01/89 - 12/89
PENINSULA SANITATION 07982	01/89 - 12/89
PENINSULA SAW & TOOL 56065	01/89 - 12/89
PENINSULA STONE 57544	01/89 - 12/89
PERFORMANCE PLUS 56285	01/89 - 12/89
PET N PLACE 56104	01/89 - 12/89
PHILLIPS ALASKA TAMALE 57955	01/89 - 12/89
PIONEER INVESTMENTS 50098	01/89 - 12/89
PIONEER OPTICAL 59418	01/89 - 12/89
PROFESSIONAL JANITORIAL 58310	01/89 - 12/89
PURSES & LUGGAGE ETC 56266	01/89 - 12/89
R & R SANDWICHES 60042	01/89 - 12/89
R AND F MEEKS 37002	01/89 - 12/89
R K BURTON ENTERPRISES 55941	01/89 - 12/89
R'S CLAM CO 62420	01/89 - 12/89
RADIO SHACL - ELECTROTEK 62018	01/89 - 12/89
RANDYS SPEED SHOP 23220	01/89 - 12/89
REDOUBT VIEW ENTERPRISES 17145	01/89 - 12/89
REES CREATIONS 49877	01/89 - 12/89
REMITZ DANIEL J 56517	01/89 - 12/89
REYNA FINANCIAL CORPORATION 64389	01/89 - 12/89
ROBERT KELLY CONSTRUCTION 54290	01/89 - 12/89
ROCKING 71 ENTERPRISES 60008	01/89 - 12/89
ROLM CREDIT CORPORATION 56544	01/89 - 12/89
RON'S MAINTENANCE & REPAIR 23611	01/89 - 12/89
ROSS CHARLES H 55943	01/89 - 12/89
ROUGH CUT MILL THE 58198	01/89 - 12/89
ROWAN COMPANIES INC 65058	01/89 - 12/89
ROYLE COURTS 56030	01/89 - 12/89
ROZAK CONSTRUCTION SERVICE 23850	01/89 - 12/89
RS CLAM CO 59631	01/89 - 12/89
RUMWAY LOUNGE 56290	01/89 - 12/89
S & S JEWELS ETC 59522	01/89 - 12/89
S H A L PROPERTIES 58667	01/89 - 12/89
S J CARTWRIGHT 59402	01/89 - 12/89
SADDLE BARN 61941	01/89 - 12/89
SALADMASTER KENAI DEALERSHIP 23348	01/89 - 12/89
SAUSSAS FISHING SERVICES 61889	01/89 - 12/89
SAZS WELDING SERVICE 27673	01/89 - 12/89
SCHILLING & SONS PTR 62473	01/89 - 12/89
SCRUB-EASE 55999	01/89 - 12/89
SECURITY FENCE 49005	01/89 - 12/89
SELDOVIA MEDICAL CLINIC 24109, 56481, 59983, 34628	01/89 - 12/89
SEWARD DIVERS 61657	01/89 - 12/89
SEWARD STEEL WORKS 56293	01/89 - 12/89
SEWING HOLLOW THE 58377	01/89 - 12/89
SHOUT FOR JOY ENTERPRISES 37245	01/89 - 12/89

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

ASSESSING DEPT ADMIN	RETENTION: 6 YEARS
SHUTTERBUG PHOTOGRAPHY SERVICE 56207	01/89 - 12/89
SIGNS 58162	01/89 - 12/89
SILVERTIP PROCESSING 65061	01/89 - 12/89
SOLDIER CREEK CORPORATION 05950	01/89 - 12/89
SOLDOTNA HISTORICAL SOCIETY 55630	01/89 - 12/89
SOLDOTNA PROFESSIONAL AUTO 61572	01/89 - 12/89
SOLDOTNA WAREHOUSE & STORAGE CO 08011	01/89 - 12/89
SOUND PLUMBING 43223	01/89 - 12/89
SOUTH CENTRAL INSURANCE INC 56235	01/89 - 12/89
SOUTHSIDE TOWING & SALVAGE 39130	01/89 - 12/89
SPEAKEASY 59503	01/89 - 12/89
SPOONER ENTERPRISE 23859	01/89 - 12/89
SPRUCE CREEK GLASS 54838	01/89 - 12/89
ST PLATZ MECHANICAL INC 55833	01/89 - 12/89
STATE MECHANICAL COMPANY 08012	01/89 - 12/89
STEFANO & ASSOCIATES INC 32466	01/89 - 12/89
STERLING AVIATION 49656	01/89 - 12/89
STERLING BUILDERS 12620	01/89 - 12/89
STERLING CAFE 08500	01/89 - 12/89
STEWART BROWN & ASSOCIATES 58536	01/89 - 12/89
SUGAR BABIES 61580	01/89 - 12/89
SUNSHINE HOUSE DAY CARE 62873	01/89 - 12/89
T A ENTERPRISES 34738	01/89 - 12/89
TACKLE BOX THE 58318	01/89 - 12/89
TAIGA LOGWORKS 56078	01/89 - 12/89
TATTED TREASURES 60025	01/89 - 12/89
TAYLOR ENTERPRIZES 55699	01/89 - 12/89
THE PARTS HOUSE AMCO 50000	01/89 - 12/89
THIBCO INC 55019	01/89 - 12/89
TIP-TOP SWEEP 56169	01/89 - 12/89
TITAS BEAUTY BOUTIQUE 58260	01/89 - 12/89
TOP NOTCH LOG HOMES 59548	01/89 - 12/89
TORVIK GENERAL CONSTRUCTION/TORVIK 56267	01/89 - 12/89
TOT SHOP THE 59461	01/89 - 12/89
TOUR UNIQUE COLORS 55765	01/89 - 12/89
TOWN & COUNTRY VACUUM PUMPING 37523	01/89 - 12/89
TRAVEL CENTER 56434	01/89 - 12/89
TREE TOP ESTATES APTS 60326	01/89 - 12/89
TRI-NAL ENTERPRISES 05835	01/89 - 12/89
U-LOCK 31714	01/89 - 12/89
UNIQUE BOUTIQUE THE 50223	01/89 - 12/89
UNISYS CORPORATION 46984, 47444	01/89 - 12/89
UNITED BANK ALASKA 24132	01/89 - 12/89
VAN GILDER HOTEL 56454	01/89 - 12/89
VOYAGEUR CHARTER & EXCURSIONS 59695	01/89 - 12/89
WALLACE PATRICIA 55652	01/89 - 12/89
WARD RANDALL GRILLEY 36895	01/89 - 12/89
WEBER MASONRY 22046	01/89 - 12/89
WELBORN ENTERPRISES 21358	01/89 - 12/89
WHIMS & WISHES GIFTS 61519	01/89 - 12/89
WILLS MEATS 62862	01/89 - 12/89
WILSON INDUSTRIES 60398	01/89 - 12/89
WIT REY INC dba KENTUCKY FRIED CHICKEN 56301	01/89 - 12/89
WOLFE APARTMENTS 55968	01/89 - 12/89
WOOD DOCTOR THE 56500	01/89 - 12/89
WOODFITTERS 56084	01/89 - 12/89

ASSESSING DEPT ADMIN

RETENTION: 6 YEARS

WOODLAND REALTY INC 55668	01/89 - 12/89
WOODRIDGE PARTNERSHIP 55958	01/89 - 12/89
WOODSTOCK TECHNICAL SERVICES 55674	01/89 - 12/89
YE OLDE COUNTRY STORE 60079	01/89 - 12/89
YOUNGDAHL SERVICES 62861	01/89 - 12/89
YUKON OFFICE SUPPLY INC 05973	01/89 - 12/89
ZIONS CREDIT CORPORATION 65068	01/89 - 12/89
1ST VIDEO 58393	01/89 - 12/89

AUDIT DIVISION ADMIN

RETENTION: 7 YEARS

10278	09/88 - 09/88
10429	08/88 - 08/88
11011	07/88 - 07/88
11283	09/88 - 09/88
11309	07/88 - 07/88
11833	08/88 - 08/88
13137	04/89 - 04/89
15069	08/88 - 08/88
187	07/88 - 07/88
2676	08/88 - 08/88
411	10/88 - 10/88
5307	04/87 - 04/87
6017	04/87 - 04/87
6144	09/88 - 09/88
62	10/88 - 10/88
757	10/88 - 10/88
9154	10/88 - 10/88

SUBJECT FILING SYSTEM

RETENTION: 1 YEARS

OATHS OF OFFICE CANVAS BOARD
OATHS OF OFFICE CAVASS BOARD 10/89

10/89 - 10/89
10/89 - 10/89

SUBJECT FILING SYSTEM

RETENTION: 10 YEARS

BLEACHERS SOLDOTNA HIGH BANDUCCI BROTHERS	05/85 - 05/85
CARPET REPLACEMENT VARIOUS SCHOOL MARQUIS	04/85 - 04/85
CARPET REPLACEMENT VARIOUS SCHOOLS ARTISTIC	04/85 - 04/85
CARPET REPLACEMENT VARIOUS SCHOOLS RUTHERFORD	04/85 - 04/85
GYM FLOOR REFINISH NINILCHIK HIGH J R SMART	05/85 - 05/85
HOMER LOWER AND MIDDLE SCHOOL MODIFIED DERLETH 7-2-85	07/85 - 07/85
KENAI CENTRAL HIGH FIRE ALARM AIR TEK INCORPORATED	08/85 - 08/85
KENAI CENTRAL HIGH SITE IMPROVMENT QUALITY ASPHALT	06/85 - 06/85
KENAI JR HIGH VOCAT SHOP REMODEL KIMCO INCORPORATED	04/85 - 04/85
LANDSCAPE MAINTENANCE SCHOOL 1985 ANCHOR POINT	06/85 - 06/85
LANDSCAPE MAINTENANCE SCHOOL 1985 BIRCHWOOD LAWN	06/85 - 06/85
LANDSCAPE MAINTENANCE SELDOVIA HUGH Q SMITH	06/85 - 06/85
LANDSCAPE VARIOUS SCHOOLS TOTAL LAWN CARE 6-1-85	06/85 - 06/85
LANDSCAPE VARIOUS SCHOOLS WARD LANDSCAPING 6-1-85	06/85 - 06/85
NIKISKI ELEMENTARY PAVING HARLEYS TRUCKING	06/85 - 06/85
NIKISKI FIRE STATION 1 W J NELSON AND ASSOCIATION	01/85 - 01/85
NIKISKI POOL MAINTENANCE PENINSULA MARINE JHRIG	02/85 - 02/85
NIKISKI RECREATION FACILITY MCLANE AND ASSOCIATION	07/85 - 07/85
NIKISKI RECREATION FACILITY OMNEDESIGN ARCH	07/85 - 07/85
NIKOLAEVSK SCHOOL PLAYFIELD DEVEL ROZAK	05/85 - 05/85
NINILCHIK DINING ADDN WM KLUGE AND ASSOCIATION	04/85 - 04/85
NINILCHIK LUNCHROOM ADDN G AND S CONSTRUCTION	06/85 - 06/85
PAUL BANKS ELEMENTARY CIVIL DESIGN MOOLIN AND ASSOCIATION	02/85 - 02/85
PLAYFIELD DEVEL COOPER LANDING D AND L CONSTRUCTION	05/85 - 05/85
PLAYFIELD DEVEL MOOSE PASS D AND L CONSTR	05/85 - 05/85
PLAYFIELD DEVEL STERLING SCHOOL FOSTER CONSTRUCTION	06/85 - 06/85
PORTABLE CLASSROOM RELOCATION 85 TOTEM TOTER	06/85 - 06/85
RELOCATABLE CLASSROOMS 1985 PINE MOUNTAIN	07/85 - 07/85
SEWARD ELEMENTARY AND HIGH SCHOOL LANDSCAPE LIBERTY WAY	06/85 - 06/85
SEWARD ELEMENTARY CLASSROOM REMODEL INLET	04/85 - 04/85
SEWARD POD REMODEL WELLS BUILT HOMES	07/85 - 07/85
SNOW REMOVAL SCHOOLS 1985 BOROUGH BUILDING	02/85 - 02/85
SOLDOTNA JR HIGH PLAYFIELD FOSTER CONSTRUCTION	02/85 - 02/85
SOLDTNA HIGH ROOF WJC MEMO	02/85 - 02/85

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

COAL POINT LEASING AND RENTAL #3	07/88 - 06/89
COAL POINT LEASING AND RENTAL #4	07/88 - 06/89
COVEY AND SONS WINTER #2	07/88 - 06/89
COVEY AND SONS SUMMER AND WINTER #1	07/88 - 06/89
HARRIS CONSTRUCTION WINTER UNIT #8	07/88 - 06/89
NORTHERN OIL WINTER UNIT E	07/89 - 06/90
NORTHERN OIL WINTER UNIT H	07/89 - 06/90
RAPPE EXC WINTER UNIT F	07/89 - 06/90

ATTACHMENT A

DATE: 08/27/96 PAGE: 18

SUBJECT FILING SYSTEM

RETENTION: 6 YEARS

ABSENTEE BALLOT REQUEST FORMS 10/89
DECLARATION CANDIDACY 10/89
DECLARATION OF CANDIDACY

10/89 - 10/89
10/89 - 10/89
10/89 - 10/89

ATTACHMENT A

DATE: 08/27/96 PAGE: 19

CASH MGMT ADMIN

RETENTION: 5 YEARS

LAND SALE OF FORCLOSED PROPERTY

01/79 - 12/79

CASH MGMT ADMIN

RETENTION: 7 YEARS

CASH POSTING JOURNAL - 12/88 THRU 05/89	12/88 - 05/89
CASH POSTING JOURNAL JUNE & SEPT. 1987,1/88 THUR 05/88	06/87 - 05/88
CASH POSTING JOURNALS BOOK III	06/88 - 09/88
CASH POSTING JOURNALS AUG 88 BOOKS I & II	08/88 - 08/88
CASH POSTING JOURNALS 10/88 - 11/88 BOOK I & II	10/88 - 11/88
CASH POSTING LEDGER	01/89 - 01/89

CASH MGMT ADMIN

RETENTION: 10 YEARS

REDEMPTION CERTIFICATES - MASTER LISTING 1985 FOR 1984

01/84 - 12/85

ATTACHMENT A

DATE: 08/27/96 PAGE: 22

CASH MGMT ADMIN

RETENTION: 7 YEARS

TAR REPORTS FY 89 ---- 11/88 - 1/89

01/89 - 01/89

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

CASH MGMT-DELINQUENT ACCOUNTS	RETENTION: 3 YEARS
BREWER, JOANIE 01413401-9 90/89FC	04/90 - 04/92
BROWN, ROBERTA V ETAL 01321617-2 89/88FC	04/90 - 04/92
BURCH, SARA K 13733052-8 89/88FC	04/90 - 04/92
CASTON, JOHN E 05543020-1 89/88FC	04/90 - 04/92
CLARK DONALD/LINDA 05561110-7; 05561112-3; 05561114-9 90/89	04/90 - 04/92
CLARK, DONALD D 05566205-0; 05566204-3; 05566208-4 90/89FC	04/90 - 04/92
CLARK, DONALD D/LINDA F 05561101-6 90/89FC	04/90 - 04/92
CLARK, DONALD D/LINDA F 05566272-0; 05566271-2 90/89FC	04/90 - 03/92
DAVIS, DONALD R 01419012-8 89/88FC	04/90 - 04/92
DOLCHOK RONALD T SR 04926209-0 90/89FC	04/90 - 04/92
DOLCHOK, RONALD 04926201-7; 04926101-9; 04926121-7 90/89FC	04/90 - 04/92
EATON, BILLY D/LINDA G 06644424-1 89/88FC	04/90 - 04/92
HINCHEE, RUFUS 06032201-3; 06032202-1 90/89FC	04/90 - 04/92
HOGG, DONALD W/MYRNA F 01321638-7 89/88FC	04/90 - 04/92
JOHNSON, ROBERT/BETTY J 13702155-6 89/88FC	04/90 - 04/92
KENAI GROWTH INV #2 01423003-1; 01423001-5 89/88FC	04/90 - 04/92
LANGENDORF, ARLENE 06351034-1 90/89FC	04/90 - 04/92
POE, FREDERICK 14412029-2 89/88FC	04/90 - 04/92
RAINS, ROY & DOBBINS, BERNICE 13345007-2 90/89FC	04/90 - 04/92
RAY, EARL 01320103-3; 01320104-1; 013201505-8 89/88FC	04/90 - 04/92
ROCKIN R P RODEO 04923014-7 90/89FC	04/90 - 04/92
ROSE, DALE C/PHYLLIS M 13314040-0 90/89FC	04/90 - 04/92
SHELTON, JOSEPH H JR 17360016-4 89/88FC	04/90 - 04/92
SMILEY, NORMAN M/MITCHELL 05834020-9 89/88FC	04/90 - 04/92
SMITH, TERRY L/JANICE C 13164001-3; 13164002-1 89/88FC	04/90 - 04/92

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 3 YEARS

ALASKA PRODUCTS & RESOURCES #09524	11/86 - 04/92
A TEC #13299	08/89 - 04/92
CLOSD STX ACCOUNTS	01/89 - 12/92
CLOSED ENFORCEMENT	01/65 - 12/88
CLOSED ENFORCEMENT	01/76 - 12/88
CLOSED STX ACCOUNTS	01/89 - 12/92
CLOSED STX ACCOUNTS 12716	01/89 - 12/92
ECHO DISTRIBUTING #20013	05/90 - 04/92
H & H INTERIORS #12414	10/89 - 04/92
HOMER CLEANING CENTER #15035	06/90 - 04/92

CASH MGMT-DELINQUENT ACCOUNTS

RETENTION: 5 YEARS

	RETENTION: 5 YEARS
BANDRUPTCYS	01/90 - 12/90
BANKRUPTCY	01/86 - 12/89
BANKRUPTCYS	01/89 - 12/90
BANKRUPTCYS	01/90 - 12/90
BANKRUPTCYS	01/87 - 12/90
BANKRUPTCYS	01/90 - 12/90
BANKRUPTCYS	01/89 - 12/90
BANKRUPTCYS	01/90 - 12/90
BANKRUPTCYS	01/89 - 12/90
BANKRUPTCYS	01/90 - 12/90
BANKRUPTCYS	01/89 - 12/90
BANKRUPTCYS	01/90 - 12/90
BANKRUPTCYS	01/87 - 12/88
BANKRUPTCYS	01/90 - 12/90
BANKRUPTCYS	01/85 - 12/86
BANKRUPTCYS	01/89 - 12/90

FINANCE DEPT ADMIN	RETENTION: 3 YEARS
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CIECHANSKI ROAD CONSTRUCTION	06/92 - 06/92
CPGH WATER PIPING PROJECT	05/92 - 05/92
HOMER BALING FACILITY TANK CLOSURE	06/92 - 06/92
HOMER JR HIGH WATER PIPING	05/92 - 05/92
NIKISKI EMERGENCY ESCAPE ROUTE PHE III 2ND LANE DESIGN	08/92 - 08/92
PROF SERVICE TANK CLOSURE & SITE ASSESSMENT HOMER BALING	06/92 - 06/92
ROAD MAINTENANCE SOUTH #8	07/92 - 07/92
ROAD MAINTENANCE NORTH #4 & 5	07/92 - 07/92
S PENINSULA HOSPITAL DESIGN SERVICES KITCHEN/DINING REMODEL	05/92 - 05/92
SEWARD AIRPORT SILT MATERIAL HAULING	07/92 - 07/92
SUSAN B ENGLISH SITE ASSEMENT UST PROGRAM	05/92 - 05/92
TYONEK PLAYFIELD DEVELOPMENT	04/92 - 04/92
UST CLOSURE & SITE ASSESSMENT KENAI ELEMENTARY	07/92 - 07/92
UST TANK CLOSURE TUSTUMENA ELEMENTARY SCHOOL	07/92 - 07/92
WEST POPPY LANE CONSTRUCTION	06/92 - 06/92
WEST POPPY/CIECHANSKI CONSTRUCTION ADMIN.	06/92 - 06/92
WINTER MAINTENANCE SOUTH UNIT #8	09/92 - 09/92

FINANCE DEPT ADMIN	RETENTION: 3 YEARS
ANCHOR POINT FIRE & EMERGENCY MEDICAL 209.514010	07/92 - 06/93
ASSEMBLY ADMINISTRATION 100.111010	07/92 - 06/93
ASSEMBLY CLERK 100.111020	07/92 - 06/93
ASSEMBLY ELECTIONS 100.111030	07/92 - 06/93
ASSEMBLY SPECIAL ELECTION 100.111035	07/92 - 06/93
ASSESSING ADMINISTRATION 100.115010	07/92 - 06/93
ASSESSING APPRAISAL 100.115020	07/92 - 06/93
ASSESSING SYSTEMS DIVISION 100.115015	07/92 - 06/93
AUTHORIZED PERSONNEL FY 92-93	07/92 - 06/93
BEAR CREEK FIRE 207.512010	07/92 - 06/93
BUDGET BACKUP FY 1993	07/92 - 06/93
CAPITAL IMPROVEMENTS PROGRAM	07/92 - 06/93
CENTRAL EMERGENCY SERVICES 211.516010	07/92 - 06/93
CENTRAL PENINSULA EMS 220.521010	07/92 - 06/93
CENTRAL PENINSULA HOSPITAL SERVICE AREA 600.811010	07/92 - 06/93
CUSTODIAL MAINTENANCE 100.112035	07/92 - 06/93
DATA PROCESSING 100.112020	07/92 - 06/93
EMERGENCY MANAGEMENT 100.112050	07/92 - 06/93
EQUIPMENT REPLACEMENT FUND	07/92 - 06/93
FINANCE ACCOUNTING 100.114030	07/92 - 06/93
FINANCE ADMINISTRATION 100.114010	07/92 - 06/93
FINANCE AUDIT 100.114042	07/92 - 06/93
FINANCE CASH MANAGEMENT 100.114040	07/92 - 06/93
FINANCE SALES TAX 100.114041	07/92 - 06/93
FIRE HAZARD REDUCTION PROJECT 250.212011	07/92 - 06/93
GRAPHIC INFORMATION SYSTEM 100.211016	07/92 - 06/93
HOMER BALER 100.323010	07/92 - 06/93
INSURANCE & LITIGATION FUND 700.949010	07/92 - 06/93
LAND MANAGEMENT 250.212010	07/92 - 06/93
LEGAL 100.113010	07/92 - 06/93
MAINTENANCE - SERVICE AREAS 100.410020	07/92 - 06/93
MAINTENANCE 100.410010	07/92 - 06/93
MAYOR ADMINISTRATION 100.1112010	07/92 - 06/93
NIKISKI FIRE - BELUGA 206.511031	07/92 - 06/93
NIKISKI FIRE - TYONEK 206.511030	07/92 - 06/93
NIKISKI FIRE ADMINISTRATION 206.511010	07/92 - 06/93
NIKISKI FIRE ON-CALL 206.511020	07/92 - 06/93
NON-DEPARTMENTAL 100.949010	07/92 - 06/93
NORTH PENINSULA RECREATION - TYONEK 225.611020	07/92 - 06/93
NORTH PENINSULA RECREATION 225.611010	07/92 - 06/93
PERSONNEL 100.112030	07/92 - 06/93
PRINT/MAIL SERVICES 100.114012	07/92 - 06/93
PUBLIC WORKS SEWARD LANDFILL 100.321050	07/92 - 06/93
PUBLIC WORKS SOLDOTNA LANDFILL 100.321022	07/92 - 06/93
PUBLIC WORKS 100.311010	07/92 - 06/93
RECORDS MANAGEMENT 100.111040	07/92 - 06/93
RESOURCE PLANNING ADMINISTRATION 100.211010	07/92 - 06/93
RISK MANAGEMENT 700.114011	07/92 - 06/93
ROAD SERVICE AREA 236.339050	07/92 - 06/93
SENIOR CITIZENS	07/92 - 06/93
SOLID WASTE ADMINISTRATION 100.320010	07/92 - 06/93
SOUTH PENINSULA HOSPITAL 601.812010	07/92 - 06/93
UNDERGROUND STORAGE TANK 265.325060	07/92 - 06/93
911 COMMUNICATIONS 100.112055	07/92 - 06/93

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 2 YEARS

CHECK COPIES 01/93 #070206-070777	01/93 - 03/93
CHECK COPIES 02/93 #070778-071340	01/93 - 03/93
CHECK COPIES 03/93 #071341-072167	01/93 - 03/93
CHECK COPIES 04/93 #072168-072738	04/93 - 06/93
CHECK COPIES 05/93 #072739-073357	04/93 - 06/93
CHECK COPIES 06/93 #073358-073991	04/93 - 06/93
CHECK COPIES 07/93 #073992-074812	07/93 - 09/93
CHECK COPIES 08/93 #074813-075430	07/93 - 09/93
CHECK COPIES 09/93 #075431-075986	07/93 - 09/93
CHECK COPIES 10/93 #075987-076946	10/93 - 12/93
CHECK COPIES 11/93 #076947-077627	10/93 - 12/93
CHECK COPIES 12/93 #077628-078175	10/93 - 12/93

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

PAYROLL J.E. MISC. PAYROLL ADJUSTMENTS & WORKMAN'S COMP.

01/79 - 12/82

ATTACHMENT A

DATE: 08/27/96 PAGE: 30

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

JOURNAL ENTRIES, CASH RECEIPTS JOURNALS, CHECK REGISTER & 01/64 - 12/70
PAYROLL GENERAL LEDGER FINAL 01/88 - 12/88

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

PAYROLL GENERAL / LEDGER	01/88 - 12/88
QUARTER TO DATE - YEAR TO DATE	01/88 - 12/88
1988 LIFE INSURANCE REPORTS	01/88 - 12/88

ATTACHMENT A

DATE: 08/27/96 PAGE: 32

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

NIKISKI FIRE LEAVE RECORDS

01/76 - 12/77

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

AUTO DEPOSIT REPORTS	01/88 - 12/88
DEDUCTIONS REPORTS	01/88 - 12/88
PERS RETIREMENT REPORT	01/88 - 12/88
RECONCILIATION REPORTS	01/88 - 12/88
1988 - PAYROLL EXCEPTION REPORT	01/88 - 12/88

ATTACHMENT A

DATE: 08/27/96 PAGE: 34

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

BASIC SUMMARY OF EXPENSES REPORTS GREAT WEST LIFE	01/87 - 12/88
CLAIMS SAVINGS REPORTS-GREAT WEST LIFE	01/87 - 12/88
INDIVIDUAL CLAIM LISTINGS-GREAT WEST LIFE	01/87 - 12/88
ISSUED CHECK LISTINGS-GREAT WEST LIFE	01/87 - 12/88

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

ALASKA FORM W-4 EMPLOYEE STATE TAX STATUS	01/80 - 12/80
M-CARD CHARGES	01/81 - 12/81
PAYROLL CHECKS #32972-35026 P/R 14-20	01/88 - 12/88
PAYROLL CHECKS #29444-32971 P/R 1-13	01/88 - 12/88
PAYROLL DEDUCTION AUTHORIZATIONS	01/78 - 12/81
RETRO COLA	01/78 - 12/78
W-2: 1984-1988	01/84 - 12/88
1970 - 1971 MISSING	01/72 - 12/73

ACCOUNTING DIVISION ADMIN - PAYROLL

RETENTION: 7 YEARS

GREATWEST MONTHLY REPORTS 1/89	10/88 - 03/89
GREATWEST MONTHLY REPORTS 10/88	10/88 - 03/89
GREATWEST MONTHLY REPORTS 11/88	10/88 - 03/89
GREATWEST MONTHLY REPORTS 12/88	10/88 - 03/89
GREATWEST MONTHLY REPORTS 2/89	10/88 - 03/89
GREATWEST MONTHLY REPORTS 3/89	10/88 - 03/89