

Introduced	Mayor at request of Borough Clerk
Date:	2/18/97
Postponed to:	3/04/97
Action:	Adopted
Vote:	Unanimous

**KENAI PENINSULA BOROUGH  
RESOLUTION 97-008**

**A RESOLUTION AUTHORIZING THE UPDATE OF RETENTION ITEMS  
CREATED THROUGHOUT THE YEAR OF 1996**

**WHEREAS,** sound, administrative practice requires the borough to revise current retention schedules; and

**WHEREAS,** the Records Management Division has continued to revise the retention schedules throughout the year of 1996; and

**WHEREAS,** in accordance with Resolution 93-133 and KPB Chapter 2.52.040, the various Borough Departments have revised its retention schedules;

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

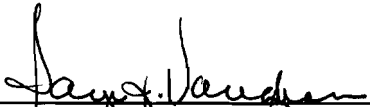
**SECTION 1.** That the attached records retention schedules should be included with the list submitted with Resolution 93-133 dated December 7, 1993, Resolution 95-002 dated January 3, 1995 and Resolution dated May 7, 1996.

**SECTION 2.** That this resolution takes effect upon its adoption

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4<sup>th</sup> DAY OF MARCH, 1997.**

  
\_\_\_\_\_  
Jack Brown, Assembly President

ATTEST:

  
\_\_\_\_\_  
Gaye J. Vaughan, Borough Clerk

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: <div style="text-align: center; font-size: 1.2em;">KSD54</div>
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<b>YEARS RETAINED</b> <input type="text" value="01"/> OFFICE <input type="text" value="98"/> RECORDS CENTER <input type="text" value="99"/> TOTAL	<b>MEDIA:</b> <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

<b>RECORD SYSTEM:</b> KPB School District	<b>RECORD SERIES:</b> YTD 20 per. full me Reports - Retire Report
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**DESCRIPTION:**  
 Change in years retained

<b>REQUESTED BY:</b> Melody Douglas	<b>DATE:</b> 9-26-96
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<b>DEPARTMENT:</b> School District	<b>DIVISION:</b> Accounting
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<b>DEPARTMENT HEAD:</b> Melody Douglas	<b>DEPARTMENT HEAD SIGNATURE:</b> 
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**BOROUGH ATTORNEY USE ONLY**      *N/A*

<input type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	<b>DATE:</b>
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<b>COMMENTS:</b>	<b>BOROUGH ATTORNEY:</b>
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**RECORDS MANAGEMENT USE ONLY**

<b>DEPARTMENT:</b> School District	<b>DIVISION:</b>	<b>DATE REVISED:</b> 8/26/96	<b>SIGNATURE:</b> 
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**COMMENTS:**

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:

KS 055

YEARS RETAINED

01 OFFICE  
98 RECORDS CENTER  
99 TOTAL

MEDIA:

(A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

STATUS:

OPENED       CLOSED (No longer generated within department)

RECORD SYSTEM:

KPB School District

RECORD SERIES:

YTD Pupil Activity Reports - Financial Report

DESCRIPTION:

change in years retained

REQUESTED BY:

Melody Douglas

DATE:

8-26-96

DEPARTMENT:

School District

DIVISION:

Accounting

DEPARTMENT HEAD:

Melody Douglas

DEPARTMENT HEAD SIGNATURE:

*Melody Douglas*

BOROUGH ATTORNEY USE ONLY *N/A*

APPROVED FOR LEGAL SUFFICIENCY

DENIED

DATE:

COMMENTS:

BOROUGH ATTORNEY:

RECORDS MANAGEMENT USE ONLY

DEPARTMENT

*School District*

DIVISION:

DATE REVISED:



*8/26/96*

SIGNATURE:

*[Signature]*

COMMENTS:

## KPI RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		RECORD SERIES NUMBER:  KS056	
YEARS RETAINED <u>01</u> OFFICE <u>98</u> RECORDS CENTER <u>99</u> TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: KPB School District		RECORD SERIES: VTD Revenue Reports - Subsidiary Report	
DESCRIPTION: change in years retained			
REQUESTED BY: Melody Douglas		DATE: 8-26-96	
DEPARTMENT: School District		DIVISION: Accounting	
DEPARTMENT HEAD: Melody Douglas		DEPARTMENT HEAD SIGNATURE: 	
<b>BOROUGH ATTORNEY USE ONLY</b> N/A			
<input type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE:	
COMMENTS:		BOROUGH ATTORNEY:	
<b>RECORDS MANAGEMENT USE ONLY</b>			
DEPARTMENT: <u>School District</u>	DIVISION:	DATE REVISED: <u>8/26/96</u>	SIGNATURE: 
COMMENTS:			

# KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:

*KSD59*

YEARS RETAINED

01 OFFICE  
98 RECORDS CENTER  
99 TOTAL

MEDIA:

(A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

STATUS:

OPENED       CLOSED (No longer generated within department)

RECORD SYSTEM:

*KPB School District*

RECORD SERIES:

*Expenditure Summary of Reports - fund/loc/obj*

DESCRIPTION:

*change in yrs retained*

REQUESTED BY:

*Melody Douglas*

DATE:

*8.26.94*

DEPARTMENT:

*School District*

DIVISION:

*Accounting*

DEPARTMENT HEAD:

*Melody Douglas*

DEPARTMENT HEAD SIGNATURE:

*Melody Douglas*

BOROUGH ATTORNEY USE ONLY *N/A*

APPROVED FOR LEGAL SUFFICIENCY

DENIED

DATE:

COMMENTS:

BOROUGH ATTORNEY:

RECORDS MANAGEMENT USE ONLY

DEPARTMENT

*School District*

DIVISION:

DATE REVISED:

*8/26/96*

SIGNATURE:

*A. Olsen*

COMMENTS:

## KPL RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?  
 YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:  
KSP60

YEARS RETAINED

01 OFFICE  
98 RECORDS CENTER  
99 TOTAL

MEDIA:

(A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

STATUS:

OPENED       CLOSED (No longer generated within department)

RECORD SYSTEM:

KPB School District

RECORD SERIES:

Expenditure Summary  
 Reports - fund / org / loc

DESCRIPTION:

change in years retained

REQUESTED BY:

Melody Douglas

DATE:

8-26-96

DEPARTMENT:

School District

DIVISION:

Accounting

DEPARTMENT HEAD:

Melody Douglas

DEPARTMENT HEAD SIGNATURE:

*Melody Douglas*

**BOROUGH ATTORNEY USE ONLY**

N/A

APPROVED FOR LEGAL SUFFICIENCY

DENIED

DATE:

COMMENTS:

BOROUGH ATTORNEY:

**RECORDS MANAGEMENT USE ONLY**

DEPARTMENT

School District

DIVISION:

DATE REVISED:

8/26/96

SIGNATURE:

*Alleen*

COMMENTS:

## KPL RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: <del>KSD 647</del> KSD 70
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<b>YEARS RETAINED</b> <u>01</u> OFFICE <u>98</u> RECORDS CENTER <u>99</u> TOTAL	<b>MEDIA:</b> <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

<b>RECORD SYSTEM:</b> HB School District	<b>RECORD SERIES:</b> Reports- ↑
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**DESCRIPTION:**  
 Source of Revenue by fund (Detail)

<b>REQUESTED BY:</b> Melody Douglas	<b>DATE:</b> 8-26-96
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<b>DEPARTMENT:</b> School District	<b>DIVISION:</b> Accounting
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<b>DEPARTMENT HEAD:</b> Melody Douglas	<b>DEPARTMENT HEAD SIGNATURE:</b> 
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**BOROUGH ATTORNEY USE ONLY** N/A

<input type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	<b>DATE:</b>
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<b>COMMENTS:</b>	<b>BOROUGH ATTORNEY:</b>
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**RECORDS MANAGEMENT USE ONLY**

<b>DEPARTMENT</b> School District	<b>DIVISION:</b>	<b>DATE REVISED:</b> 8/26/96	<b>SIGNATURE:</b> 
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**COMMENTS:**

## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

YES

NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:

KSD 10

YEARS RETAINED

01 OFFICE

06 RECORDS CENTER

07 TOTAL

MEDIA:

(A) AUDIO TAPES

(V) VIDEO TAPES

(M) MICROFICHE

(P) PAPER

(F) MICROFILM

STATUS:

OPENED  CLOSED (No longer generated within department)

RECORD SYSTEM:

KPB School District

RECORD SERIES:

Exports - Payroll Register

DESCRIPTION:

change in yrs retained

REQUESTED BY:

Melody Douglas

DATE:

8-26-96

DEPARTMENT:

School District

DIVISION:

Accounting

DEPARTMENT HEAD:

Melody Douglas

DEPARTMENT HEAD SIGNATURE:

Melody Douglas

BOROUGH ATTORNEY USE ONLY

N/A

APPROVED FOR LEGAL SUFFICIENCY

DENIED

DATE:

COMMENTS:

BOROUGH ATTORNEY:

RECORDS MANAGEMENT USE ONLY

DEPARTMENT

School District

DIVISION:

DATE REVISED:

8/26/96

SIGNATURE:

ADolan

COMMENTS:



## KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:

K 5068

YEARS RETAINED

01 OFFICE  
98 RECORDS CENTER  
99 TOTAL

MEDIA:

(A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

STATUS:

OPENED       CLOSED (No longer generated within department)

RECORD SYSTEM:

KPB School District

RECORD SERIES:

Policy Manual

DESCRIPTION:

policy manuals - copy in file returned

REQUESTED BY:

Sally Luchek

DATE:

7-23-96

DEPARTMENT:

Instruction

DIVISION:

DEPARTMENT HEAD:

Tom Thorpe

DEPARTMENT HEAD SIGNATURE:

see attached

BOROUGH ATTORNEY USE ONLY

N/A

APPROVED FOR LEGAL SUFFICIENCY

DENIED

DATE:

COMMENTS:

BOROUGH ATTORNEY:

RECORDS MANAGEMENT USE ONLY

DEPARTMENT

School District

DIVISION:

DATE REVISED:

8/20/96

SIGNATURE:

J. Olson

COMMENTS:

**KY RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?  
 YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:  
 PLN 01

**YEARS RETAINED**  
 OFFICE  
 RECORDS CENTER  
 TOTAL

**MEDIA:**  
 (A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

**RECORD SYSTEM:**  
 Subject Filing

**RECORD SERIES:**  
 Department Operational Files

**DESCRIPTION:**  
 Records Related to Purchase of Supplies, Tools,  
 Office Furniture, ~~and~~ Vendor info

**REQUESTED BY:**  
 Lisa Parker

**DATE:**  
 5-31-96

**DEPARTMENT:**  
 Planning

**DIVISION:**

**DEPARTMENT HEAD:**  
 Lisa Parker

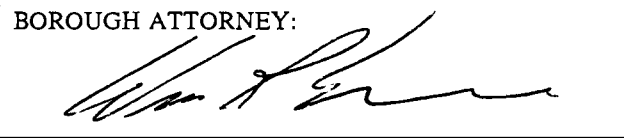
**DEPARTMENT HEAD SIGNATURE:**  


**BOROUGH ATTORNEY USE ONLY**

APPROVED FOR LEGAL SUFFICIENCY  
 DENIED

**DATE:**  
 7/5/96

**COMMENTS:**

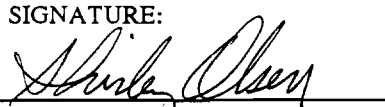
**BOROUGH ATTORNEY:**  


**RECORDS MANAGEMENT USE ONLY**

**DEPARTMENT:**  
 PLN

**DIVISION:**  
 ADM

**DATE REVISED:**  
 7/8/96

**SIGNATURE:**  


**COMMENTS:**

**KP RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

YES

NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:

*PLN 02*

YEARS RETAINED

5 OFFICE

5 RECORDS CENTER

10 TOTAL

MEDIA:

(A) AUDIO TAPES

(V) VIDEO TAPES

(M) MICROFICHE

0 (P) PAPER

(F) MICROFILM

STATUS:

OPENED  CLOSED (No longer generated within department)

RECORD SYSTEM:

*Subject Filing*

RECORD SERIES:

*Dept. Admin. - General*

DESCRIPTION:

*Routine Correspondence To & From Other Agencies,  
Private Firms and the Public. Re: Subdivision,  
Wastewater MGMT, Seismic activities, Fish &  
Game, Forestry, O & G, Fed/ST Regs*

REQUESTED BY:

*Lisa Parker*

DATE:

*5-31-96*

DEPARTMENT:

*Planning*

DIVISION:

DEPARTMENT HEAD:

*Lisa Parker*

DEPARTMENT HEAD SIGNATURE:

*[Signature]*

**BOROUGH ATTORNEY USE ONLY**

APPROVED FOR LEGAL SUFFICIENCY

DENIED

DATE:

*7/5/96*

COMMENTS:

BOROUGH ATTORNEY:

*[Signature]*

**RECORDS MANAGEMENT USE ONLY**

DEPARTMENT

*PLN*

DIVISION:

*ADM*

DATE REVISED:

*7/8/96*

SIGNATURE:

*[Signature]*

COMMENTS:

## KPT RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?  
 YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:  
 PLN 05

YEARS RETAINED  
5 OFFICE  
08 RECORDS CENTER  
510 TOTAL

MEDIA:  
 (A) AUDIO TAPES 9 (P) PAPER  
 (V) VIDEO TAPES  (F) MICROFILM  
 (M) MICROFICHE

STATUS:  
 OPENED  CLOSED (No longer generated within department)

RECORD SYSTEM:  
 Subject Filing

RECORD SERIES:  
 Reference Material

DESCRIPTION:  
~~Magazines, Training, & Education, Work Files, Vendor~~  
~~Info Policies & Procedures~~  
 moved to PN01

REQUESTED BY:  
 Lisa Parker

DATE:  
 5-31-96

DEPARTMENT:  
 Planning

DIVISION:

DEPARTMENT HEAD:  
 Lisa Parker

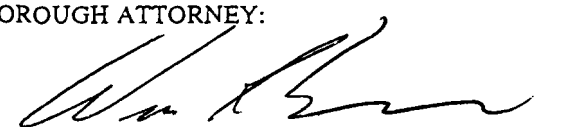
DEPARTMENT HEAD SIGNATURE:  


### BOROUGH ATTORNEY USE ONLY

APPROVED FOR LEGAL SUFFICIENCY  
 DENIED

DATE:  
 7/5/96

COMMENTS:

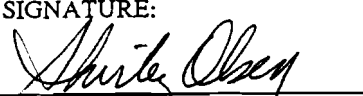
BOROUGH ATTORNEY:  


### RECORDS MANAGEMENT USE ONLY

DEPARTMENT  
 PLN

DIVISION:  
 ADM

DATE REVISED:  
 7/8/96

SIGNATURE:  


COMMENTS:

## KPT RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

YES

NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:

PLN 07

YEARS RETAINED

2 OFFICE

20 RECORDS CENTER

22 TOTAL

MEDIA:

(A) AUDIO TAPES

(V) VIDEO TAPES

(M) MICROFICHE

D (P) PAPER

(F) MICROFILM

STATUS:

OPENED  CLOSED (No longer generated within department)

RECORD SYSTEM:

Subject Filing

RECORD SERIES:

Natural Resource MGMT. Records

DESCRIPTION:

Oil & Gas Leases, Coal Mining, Fisheries, Aquatic Farming, Timber, Watershed Studies, Duplicate Joint Funding

REQUESTED BY:

Lisa Parker

DATE:

5-31-96

DEPARTMENT:

Planning

DIVISION:

DEPARTMENT HEAD:

Lisa Parker

DEPARTMENT HEAD SIGNATURE:



### BOROUGH ATTORNEY USE ONLY

APPROVED FOR LEGAL SUFFICIENCY

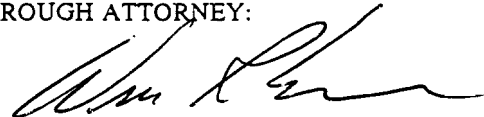
DENIED

DATE:

7/5/96

COMMENTS:

BOROUGH ATTORNEY:



### RECORDS MANAGEMENT USE ONLY

DEPARTMENT

PLN

DIVISION:

ADM

DATE REVISED:

7/8/96

SIGNATURE:

Shirley Olsen

COMMENTS:

**KP RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER:  PLN 08
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YEARS RETAINED <u>05</u> OFFICE <u>05</u> RECORDS CENTER <u>10</u> TOTAL	MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <u>P</u> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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STATUS:  
 OPENED  CLOSED (No longer generated within department)

RECORD SYSTEM: <i>Subject Filing System</i>	RECORD SERIES: <i>Transportation Records</i>
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DESCRIPTION:  
*Studies, Surveys & Records Related to Highways, airports, ports, harbors, marine highways, Regulations, railroads & transportation generally*

REQUESTED BY: <i>Lisa Parker</i>	DATE: <i>5-31-96</i>
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DEPARTMENT: <i>Planning</i>	DIVISION:
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DEPARTMENT HEAD: <i>Lisa Parker</i>	DEPARTMENT HEAD SIGNATURE: 
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**BOROUGH ATTORNEY USE ONLY**

<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	DATE: <i>7/5/96</i>
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COMMENTS:	BOROUGH ATTORNEY: 
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**RECORDS MANAGEMENT USE ONLY**

DEPARTMENT <i>PLN</i>	DIVISION: <i>ADM</i>	DATE REVISED: <i>7/8/96</i>	SIGNATURE: <i>Shirley Olsen</i>
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COMMENTS:

## KP RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: <span style="font-size: 1.2em; margin-left: 100px;">PLN 09</span>
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<b>YEARS RETAINED</b> <u>09</u> OFFICE <i>plc only</i> <u>99</u> RECORDS CENTER <del>99</del> <del>100</del> TOTAL	<b>MEDIA:</b> <input type="checkbox"/> (A) AUDIO TAPES <input type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

<b>RECORD SYSTEM:</b> Subject 7 dincg System	<b>RECORD SERIES:</b> Flood Plain Development Permits
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**DESCRIPTION:**  
 Flood Plain Development Permits & Related Responses

<b>REQUESTED BY:</b> Lisa Parker	<b>DATE:</b> 5-31-96
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<b>DEPARTMENT:</b> Planning	<b>DIVISION:</b>
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<b>DEPARTMENT HEAD:</b> Lisa Parker	<b>DEPARTMENT HEAD SIGNATURE:</b> 
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### BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	<b>DATE:</b> 7/5/96
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<b>COMMENTS:</b> I read as 99.	<b>BOROUGH ATTORNEY:</b> 
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### RECORDS MANAGEMENT USE ONLY

<b>DEPARTMENT:</b> PLN	<b>DIVISION:</b> ADM	<b>DATE REVISED:</b> 7/8/96	<b>SIGNATURE:</b> 
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**COMMENTS:**

**KP RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER:  PLN 10
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<b>YEARS RETAINED</b> <u>05</u> OFFICE <u>99</u> RECORDS CENTER <del>05</del> TOTAL	<b>MEDIA:</b> <input type="checkbox"/> (A) AUDIO TAPES <input type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

RECORD SYSTEM: <i>Subject Filing</i>	RECORD SERIES: <i>Flood Plain/Flood Insurance Records</i>
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**DESCRIPTION:**  
*Flood Insurance Info, Regs, Flood Hazard Mgmt, Planning, Mitigation & Mgmt, Programs, Historical Flooded Data, Mapping, Legislation, Applications to National Program for Flood Insurance*

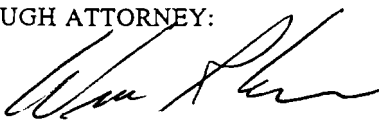
REQUESTED BY: <i>Lisa Parker</i>	DATE: <i>5-31-96</i>
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DEPARTMENT: <i>Planning</i>	DIVISION:
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DEPARTMENT HEAD: <i>Lisa Parker</i>	DEPARTMENT HEAD SIGNATURE: 
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**BOROUGH ATTORNEY USE ONLY**

<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	DATE: <i>7/5/96</i>
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COMMENTS: <i>I read as 99.</i>	BOROUGH ATTORNEY: 
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**RECORDS MANAGEMENT USE ONLY**

DEPARTMENT <i>PLN</i>	DIVISION: <i>ADM</i>	DATE REVISED: <i>7/8/96</i>	SIGNATURE: 
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COMMENTS:



**KP RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?  
 YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:  
 PLN 11

**YEARS RETAINED**  
05 OFFICE  
3 RECORDS CENTER  
8 TOTAL

**MEDIA:**  
 (A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

**RECORD SYSTEM:**  
 Subject Filing

**RECORD SERIES:**  
 Federal/State Land MGMT.

**DESCRIPTION:**  
 Reports, Studies, Plans, & Correspondence Related to Management of Parks, Forests & Wildlife Refuges

**REQUESTED BY:**  
 Lisa Parker

**DATE:**  
 5-31-96

**DEPARTMENT:**  
 Planning

**DIVISION:**

**DEPARTMENT HEAD:**  
 Lisa Parker

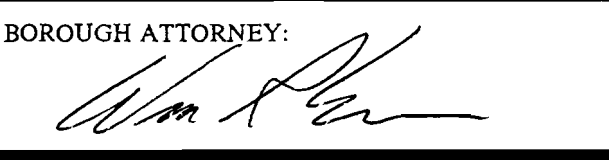
**DEPARTMENT HEAD SIGNATURE:**  


**BOROUGH ATTORNEY USE ONLY**

APPROVED FOR LEGAL SUFFICIENCY  
 DENIED

**DATE:**  
 7/5/96

**COMMENTS:**

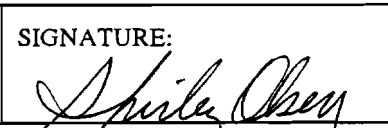
**BOROUGH ATTORNEY:**  


**RECORDS MANAGEMENT USE ONLY**

**DEPARTMENT:**  
 PLN

**DIVISION:**  
 ADM

**DATE REVISED:**  
 7/8/96

**SIGNATURE:**  


**COMMENTS:**

**KF RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?  
 YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:  
 PLN 16

YEARS RETAINED  
 05 OFFICE  
 20 RECORDS CENTER  
 25 TOTAL

MEDIA:  
 (A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

STATUS:  
 OPENED       CLOSED (No longer generated within department)

RECORD SYSTEM:  
 Subject Filing

RECORD SERIES:  
 MGMT. of Comprehensive Plans

DESCRIPTION:  
 adoption & amendments of Plans for Borough, Cities, Villages & Unincorporated Areas

REQUESTED BY:  
 Lisa Parker

DATE:  
 6-31-96

DEPARTMENT:  
 Planning

DIVISION:

DEPARTMENT HEAD:  
 Lisa Parker

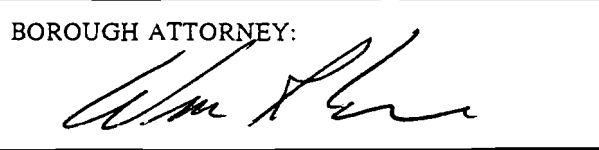
DEPARTMENT HEAD SIGNATURE:  


**BOROUGH ATTORNEY USE ONLY**

APPROVED FOR LEGAL SUFFICIENCY  
 DENIED

DATE:  
 7/5/96

COMMENTS: I can envision no cause of action for which these docs. would be necessary occurring beyond 25 years.

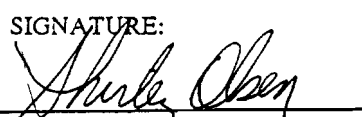
BOROUGH ATTORNEY:  


**RECORDS MANAGEMENT USE ONLY**

DEPARTMENT:  
 PLN

DIVISION:  
 ASM

DATE REVISED:  
 7/8/96

SIGNATURE:  


COMMENTS:

**KPI RECORDS RETENTION SCHEDULE  
REVISION REQUEST**

*Robin*

IS REQUEST FOR A NEW RECORD SERIES NUMBER?  
 YES  
 NO (If no, provide records series number you wish to revise)

RECORD SERIES NUMBER:  
  
 PAY25 24

**YEARS RETAINED**  
1 OFFICE  
6 RECORDS CENTER  
7 TOTAL

**MEDIA:**  
 (A) AUDIO TAPES       (P) PAPER  
 (V) VIDEO TAPES       (F) MICROFILM  
 (M) MICROFICHE

**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

**RECORD SYSTEM:**  
 ACCOUNTING DIVISION ADMIN-PAYROLL

**RECORD SERIES:**  
 WORKMAN'S COMP YEARLY AUDIT

**DESCRIPTION:**  
 FISCAL YEAR END WORKMAN'S COMPENSATION TOTALS FOR YEAR END  
 AUDIT.

**REQUESTED BY:**  
 ROBIN L. ADAMS

**DATE:**  
 04/22/96

**DEPARTMENT:**  
 FINANCE

**DIVISION:**  
 PAYROLL

**DEPARTMENT HEAD:**  
 LAWRENCE A. SEMMENS

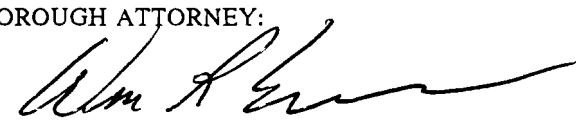
**DEPARTMENT HEAD SIGNATURE:**  


**BOROUGH ATTORNEY USE ONLY**

APPROVED FOR LEGAL SUFFICIENCY  
 DENIED

**DATE:**  
 4/12/96

**COMMENTS:**


**BOROUGH ATTORNEY:**  


**RECORDS MANAGEMENT USE ONLY**

**DEPARTMENT**  
*Finance*

**DIVISION:**  
*Payroll*

**DATE REVISED:**  
 4/12/96

**SIGNATURE:**  


**COMMENTS:**

## KPI RECORDS RETENTION SCHEDULE REVISION REQUEST

<b>IS REQUEST FOR A NEW RECORD SERIES NUMBER?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	<b>RECORD SERIES NUMBER:</b>  <div style="text-align: center; font-size: 1.2em;">CLK53</div>
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<b>YEARS RETAINED</b> <input type="checkbox"/> 1 OFFICE <input type="checkbox"/> 99 RECORDS CENTER <input type="checkbox"/> 100 TOTAL	<b>MEDIA:</b> <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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**STATUS:**  
 OPENED       CLOSED (No longer generated within department)

<b>RECORD SYSTEM:</b> Subject filing system	<b>RECORD SERIES:</b> Agenda Packets (Assembly & Board of Equalization) Resolutions & Ordinance Backup
--	--

**DESCRIPTION:**  
 To change the retention of this record series number and to add the Board of Equalization packets to this record series number. Staff reports, letters and other materials submitted to the Assembly and Board of Equalization. Documents filed behind the the related ordinance or resolution number, or filed in agenda or appeal packets.


<b>REQUESTED BY:</b> Shirley Olsen, Deputy Clerk	<b>DATE:</b> April 11, 1996
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<b>DEPARTMENT:</b> Clerk's Office	<b>DIVISION:</b> Administration
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<b>DEPARTMENT HEAD:</b> Gaye J. Vaughan, Borough Clerk	<b>DEPARTMENT HEAD SIGNATURE:</b> 
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**BOROUGH ATTORNEY USE ONLY**

<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	<b>DATE:</b> <div style="text-align: center; font-size: 1.2em;">4/12/96</div>
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<b>COMMENTS:</b>	<b>BOROUGH ATTORNEY:</b> 
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**RECORDS MANAGEMENT USE ONLY**

<b>DEPARTMENT:</b> <i>Clerk</i>	<b>DIVISION:</b> <i>Admin</i>	<b>DATE REVISED:</b> <i>4/12/96</i>	<b>SIGNATURE:</b> 
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**COMMENTS:**