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 4th DAY OF MARCH, 1997.

ack Brown, Assembly President

ATTEST:

an, Borough Clerk

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Revision REQUEST			
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ACCOUNTING DIVISION ADMIN-PAYROLL	WORKMAN'S C	OMP YEARLY AUDIT	
DESCRIPTION: FISCAL YEAR END WORKMAN'S COMPENSATION TOTALS FOR YEAR END AUDIT.			
REQUESTED BY: ROBIN L. ADAMS		DATE: 04/22/96	
DEPARTMENT:		DIVISION:	
FINANCE		PAYROLL	
DEPARTMENT HEAD:		DEPARTMENT HEAD SIGNATURE:	
LAWRENCE A. SEMMENS		* Clanmens	
BOROU	UGH ATTORNEY	USE ONLY	
APPROVED FOR LEGAL SUFFICIENCY		DATE: 4/12/96	
COMMENTS:		BOROUGH ATTORNEY:	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT DIVISION:	<u> </u>	DATE REVISED: SIGNATURE:	
Finance Payroll		4/12/96 Allen	
COMMENTS:		· · · · ·	

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IS REQUEST FOR A NEW RECORD SERIES NUMBER? RECORD SERIES NUMBER:				
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YEARS RETAINED	MEDIA:			
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STATUS: OPENED CLOSED (No le	onger generated	within department)		
RECORD SYSTEM:	RECORD SI			
Subject filing system	-	ets (Assembly & Board of Ec	qualization)	
DESCRIPTION:				
To change the retention of this record series number	and to add the I	Board of Equalization packets	s to this record series number.	
Staff reports, letters and other materials submitted to	the Assembly a	nd Board of Equalization. D	Documents filed behind the	
the related ordinance or resolution number, or filed in	n agenda or app	eal packets.		
REQUESTED BY:		DATE:		
Shirley Olsen, Deputy Clerk		April 11, 1996		
DEPARTMENT:		DIVISION:		
Clerk's Office		Administration		
DEPARTMENT HEAD:		DEPARTMENT HEAD SIGNATURE:		
Gaye J. Vaughan, Borough Clerk		Hangy Vandan		
BOROU	GH ATTORN	EY USE ONLY		
APPROVED FOR LEGAL SUFFICIENCY		DATE:		
DENIED		4/12/96		
COMMENTS:		BOROUGH ATTORNEY		
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