

## ASSESSING - RECORDS RETENTION SERIES

<b>ASG-01</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>General office purchases; vendor information; training and education; memberships; dues and subscriptions; budget work papers; advertising; etc.</p>	<p>1 year/office</p> <p>2 years in Records Ctr</p>
<b>ASG-02</b>	<p><b>ANNUAL REPORTS</b></p> <p>“Alaska Taxable” State compilation of taxable property state-wide. Borough annual report showing assessed valuation of real and personal property by tax code area. Listing of “Top 10 Taxpayers.”</p>	<p>3 years/office</p> <p><b>Permanent</b></p>
<b>ASG-03</b>	<p><b>NOTICES OF ASSESSMENT</b></p> <p>Real and personal property assessment notices, including undeliverables.</p>	<p>1 year/office</p> <p>5 years in Records Ctr</p>
<b>ASG-04</b>	<p><b>OIL AND GAS ROLL</b></p> <p>Produced by Alaska Department of Natural Resources real property and structure listings used as basis for assessing oil companies.</p>	<p>5 years/office</p> <p>5 years in Records Ctr</p>
<b>ASG-05</b>	<p><b>REFERENCE MATERIALS</b></p>	<p>1 year/office</p>
<b>ASG-06</b>	<p><b>REAL &amp; PERSONAL PROPERTY . CORRESPONDENCE</b></p> <p>Routine correspondence on assessment of taxes on real and personal property-filed alphabetically by name of respondent.</p>	<p>1 year/office</p> <p>6 years in Records Ctr</p>
<b>ASG-07</b>	<p><b>PROPERTY CARDS</b></p> <p>Records and photos listing improvements, statistics and value of parcels.</p>	<p><b>Permanent</b></p>
<b>ASG-08</b>	<p><b>OIL ASSESSMENT REPORTS</b></p> <p>Reports listing the amounts oil companies are assessed by the state.</p>	<p>5 years/office</p>
<b>ASG-09</b>	<p><b>PROPERTY OWNERSHIP RECORDS</b></p> <p>“One-liner” report for research only listing certified values of property, sorted by parcel number.</p>	<p><b>Permanent</b> (retain in office for reference) AS 29.45.160</p>

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<b>ASG-10</b>	<p><b>ASSESSOR'S MAP BOOKS</b></p> <p>Historical pages of assessor's maps that have been replaced as a result of replatting of real property.</p>	<b>Permanent</b> (retain in office for reference)
<b>ASG-11</b>	<p><b>MYLARS</b></p> <p>Original mylars of assessor's map books.</p>	<b>Permanent</b> (retain in office for reference)
<b>ASG-12</b>	<p><b>PROPERTY OWNER ADDRESS CHANGES</b></p> <p>Address changes of real and personal property owners.</p>	1 year/office  6 years in Records Ctr
<b>ASG-13</b>	<p><b>BUSINESS PERSONAL PROPERTY - ACTIVE</b></p> <p>Fixed assets owned by commercial enterprises.</p> <p><i>(Retain current 5 years in office. Send older ACTIVE files to Records Center [ASG-13]. When business is closed/inactive, request all files and enter as [ASG-34].)</i></p>	5 years/office
<b>ASG-14</b>	<p><b>PROPERTY CARDS - PORTABLE STRUCTURES</b></p> <p>Property record cards and photos detailing improvements and values for <i>non-land</i> assessed real property, collected as personal property according to KPB 5.12.060</p>	2 years/office  3 years in Records Ctr
<b>ASG-15</b>	<p><b>CERTIFIED SUMMARY OF ASSESSMENTS</b></p> <p>Certified summary reports of personal property and business assessments.</p>	<b>Permanent</b>
<b>ASG-16</b>	<p><b>DEEDS</b></p> <p>Conveyance of real and personal property transactions, state leases, etc.</p>	2 years/office  <b>Permanent</b>
<b>ASG-17</b>	<p><b>PERSONAL PROPERTY STATEMENTS</b></p> <p>Forms completed by the owner regarding the value/updates on personal property.</p>	<b>Permanent</b>

## ASSESSING - RECORDS RETENTION SERIES

<b>ASG-18</b>	<p><b>TAX ADJUSTMENT REQUESTS (TARS)</b></p> <p>Requests for tax adjustments. Copies only. <i>SEE CSH-01.</i></p>	<p>2 years/office</p> <p>5 years in Records Ctr</p>
<b>ASG-19</b>		
<b>ASG-20</b>		
<b>ASG-21</b>		
<b>ASG-22</b>		
<b>ASG-23</b>	<p><b>EXEMPTIONS - \$20K REPORT LIST</b></p> <p>Annual report listing all parcels with \$20K exemption.</p>	<p>2 years/office</p>
<b>ASG-24</b>	<p><b>CERTIFIED PERSONAL PROPERTY ASSESSMENT ROLL</b></p> <p>Annual report listing personal property accounts by batch &amp; document number.</p>	<p><b>Permanent</b></p> <p>AS 29.45.160</p>
<b>ASG-25</b>	<p><b>BOAT AND AIRCRAFT SURVEYS</b></p> <p>Listing of boats and aircraft sited during field surveys.</p>	<p>1 year/office</p> <p>6 years in Records Ctr</p>
<b>ASG-26</b>	<p><b>PERSONAL PROPERTY - ALPHA LIST</b></p> <p>Annual listing of personal property accounts, sorted by last name. For reference only.</p>	<p><b>Permanent</b> (retain in office for reference)</p>
<b>ASG-27</b>	<p><b>PERSONAL PROPERTY - ONE LINER LIST</b></p> <p>Annual listing of personal property accounts, sorted by account number. For reference only.</p>	<p><b>Permanent</b> (retain in office for reference)</p>
<b>ASG-28</b>		
<b>ASG-29</b>	<p><b>REAL PROPERTY - ONE LINER LIST</b></p> <p>Annual listing of real property owners, addresses and assessed value at time of certification, sorted by last name. For reference only.</p>	<p>6 years/office</p>

## ASSESSING - RECORDS RETENTION SERIES

<b>ASG-30</b>	<p><b>REAL PROPERTY CERTIFIED ASSESSMENT ROLL</b></p> <p>Annual list of real property owners, addresses, legal descriptions and assessed values at time of certification.</p>	<p><b>Permanent</b></p> <p>AS 29.45.160</p>
<b>ASG-31</b>		
<b>ASG-32</b>		
<b>ASG-33</b>	<p><b>REAL AND PERSONAL PROPERTY - EXEMPTIONS</b></p> <p>Real and personal property exemptions forms for \$10K, \$20K, volunteer firefighters/emergency medical service (EMS), seniors, veterans and disabled persons. Also includes Kenai River Habitat Tax Credit.</p>	<b>Permanent</b>
<b>ASG-34</b>	<p><b>BUSINESS PERSONAL PROPERTY - INACTIVE</b></p> <p>Fixed assets owned by commercial enterprises—for closed/inactive businesses.</p> <p><i>(Request all active files from ASG-13 to include with inactive history.)</i></p>	<p>1 year/office</p> <p>6 years in Records Ctr</p>
<b>ASG-35</b>	<p><b>BOARD OF EQUALIZATION</b></p> <p>Corrected assessment letters, appeal log, appeal backup, appeal packets.</p>	<p>2 years/office</p> <p>5 years in Records Ctr</p>
<b>ASG-36</b>	<p><b>PERSONAL PROPERTY - VESSEL EXCLUSIONS</b></p> <p>Personal property exclusions for boat owners.</p>	<p>2 years/office</p> <p>5 years in Records Ctr</p>

## CES - RECORDS RETENTION SERIES

<b>SVC-01</b>	<p><b>ADMINISTRATIVE RECORDS</b></p> <p>Equipment &amp; vehicle maintenance. Radio licensing &amp; pagers. Time sheets, budget work papers, travel expenses, training &amp; education, volunteer services. Copies of mutual aid agreements and other contracts.</p>	<p>2 years/office</p> <p>2 years/in Records Ctr</p>
<b>SVC-02</b>	<p><b>REFERENCE MATERIALS</b></p> <p>Office use only.</p>	<p>1 year/office</p>
<b>SVC-03</b>	<p><b>DAILY FIRE/EMERGENCY ACTIVITY LOGS</b></p> <p>Descriptions of daily fire and emergency services provided and related events.</p>	<p><b>Permanent</b></p>
<b>SVC-04</b>	<p><b>MEDICAL SERVICE RECORDS - CONFIDENTIAL</b></p> <p>Descriptions of medical services provided to clients.</p>	<p><b>Permanent</b></p>
<b>SVC-05</b>	<p><b>SERVICE AREA BOARD ADMIN</b></p> <p>Board packets, agendas, notices, minutes, resolutions.</p>	<p><b>Permanent</b></p>
<b>SVC-06</b>	<p><b>PROFESSIONAL AFFILIATIONS</b></p> <p>Professional associations and issues, primarily medical and fire protection legislation and standards.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>SVC-07</b>	<p><b>FIRE INVESTIGATION FILES</b></p> <p>Department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators, state fire marshal, police, casualty or other insurance) memos, drawings, video evidence or other documentation.</p>	<p>10 years after case is closed</p>
<b>SVC-08</b>	<p><b>INSPECTION/COMPLIANCE FILES</b></p> <p>Fire safety inspections before and after building construction. May include building plans detailing fire detection specifications or other compliance requirements, certificates of inspection, violation appeals, department responses, and applications for variances.</p>	<p>Until building is no longer in use</p>

## CES - RECORDS RETENTION SERIES

<b>SVC-09</b>	<p><b>FIRE TRAINING FILES</b></p> <p>Correspondence, course descriptions, training dates and exam results for firefighters.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>SVC-10</b>	<p><b>EQUIPMENT INSPECTION RECORDS</b></p> <p>Inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, purchase date, type, cubic feet of tank).</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>SVC-11</b>	<p><b>APPARATUS ACCIDENT FILES</b></p> <p>Records of accidents involving fire/rescue vehicles. May include police reports, witness statements, diagrams, photographs and related documentation.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-01</b>	<p><b>MEETING MINUTES</b></p> <p>Official accounts of the proceedings and Action Agendas of the governing body (Assembly) and other boards, commissions, committees, and special work groups. Also includes Board of Equalization (BOE) and Board of Adjustment (BOA) minutes.</p>	<b>Permanent</b>
<b>CLK-02</b>	<p><b>MEETING NOTICES</b></p> <p>Notices, Newspaper and Affidavits of Publication regarding assembly meetings, service area vacancies, special meetings, public hearings, etc.</p>	<b>Permanent</b>
<b>CLK-03</b>	<p><b>MEETING PACKETS</b></p> <p>Packets from Assembly meetings and meeting files, Board of Equalization and Board of Adjustment hearings, and Bid Appeals, Street Name Appeals.</p>	<b>Permanent</b>
<b>CLK-04</b>	<p><b>ASSEMBLY/MAYOR ADMINISTRATION</b></p> <p>Assembly travel reports; awards/presentations; legislative liaison reports; mayor's reports; assembly goals; annual policy statements.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-05</b>	<p><b>BOARDS / COMMISSIONS / SERVICE AREA BOARDS</b></p> <p>Appointments and resignations; changes in structure or administration and other organizational issues; minutes; oaths of office.</p>	<p><b>Permanent</b></p> <p>AS 29.20.600</p>
<b>CLK-06</b>	<p><b>ASSEMBLY ORGANIZATIONAL RECORDS</b></p> <p>Oaths of office; resignations and appointments; appointments/representation to various entities.</p>	<p><b>Permanent</b></p> <p>AS 29.20.600</p>
<b>CLK-07</b>	<p><b>HISTORICAL RECORDS</b></p> <p>Borough history; incorporation files, major events; etc.</p>	<p><b>Permanent</b></p> <p>AS 29.05</p>
<b>CLK-08</b>	<p><b>PUBLIC RECORDS REQUESTS</b></p> <p>Written requests for public records. Also includes informal requests for borough/assembly action.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-09</b>	<p><b>BOROUGH MEMBERSHIPS / REPRESENTATION</b></p> <p>Borough memberships in various governmental entities or local organizations. Assembly members or others appointed to represent the borough. Reports and recommendations.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-10</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Office equipment &amp; furniture; budget work papers; memberships; personnel; fixed asset listing; vendor information.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-11</b>	<p><b>BOND ADMINISTRATION</b></p> <p>Copies only. Originals with Finance Department. SEE FIN-06</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-12</b>	<p><b>LEGISLATIVE PRIORITIES</b></p> <p>State and Federal Legislative Priority Books. Capital Improvement Projects (CIP) requests. State Transportation Improvement Projects (STIP) List.</p>	<b>Permanent</b>
<b>CLK-13</b>	<p><b>BUDGET</b></p> <p>Annual borough budget document and related review, adoption and revision papers.</p>	<b>Permanent</b>
<b>CLK-14</b>	<p><b>FINANCIAL MANAGEMENT / REPORTS</b></p> <p>Financial management issues and reports by borough staff or other agencies. Investment reports. <i>[Not Audit-SEE CLK-19]</i></p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-15</b>	<p><b>PURCHASING RECORDS</b></p> <p>Copies only. Originals in Purchasing Department. SEE PUR-02</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-16</b>	<p><b>INTENT TO DO BUSINESS/CONFLICT OF INTEREST FORMS</b> <i>(Borough employees)</i></p> <p>Completed forms from elected/appointed municipal officers or borough employees. <i>[Not for Elections-SEE CLK-37]</i></p>	<p>1 year/office</p> <p>5 years in Records Ctr</p> <p>AS 29.20.010</p>



## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-17</b>	<p><b>LICENSE &amp; PERMIT ADMINISTRATION</b></p> <p>Alcoholic Beverage Control Board applications (liquor license); restaurant designation permits; Games of Skill &amp; Chance permits.</p>	<p>Retain 3 years after permit expires</p> <p>AS 05.15.020</p>
<b>CLK-18</b>	<p><b>REVENUE &amp; TAXATION PROGRAMS (including taxes levied/paid)</b></p> <p>Borough revenue programs and taxes levied by the borough. Foreclosure lists. Sales tax information.</p>	<b>Permanent</b>
<b>CLK-19</b>	<p><b>FINANCIAL AUDITS</b></p> <p>Annual Audit, Comprehensive Annual Financial Report (CAFR), letters to management for borough and service areas.</p>	<b>Permanent</b>
<b>CLK-20</b>	<p><b>ASSESSMENT DISTRICTS (USAD &amp; RIAD)</b></p> <p>Formation of assessment districts. Utility Special Assessment Districts. Road Improvement Assessment Districts. See FIN-12 and RDI-04</p>	<b>Permanent</b>
<b>CLK-21</b>	<p><b>PROPERTY TAX ASSESSMENTS</b></p> <p>Annual assessment roll information. SEE ASG-24 (Personal Property) SEE ASG-30 (Real Property)</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-22</b>	<p><b>CONTRACTS - HOSPITALS/HEALTH SERVICES</b></p> <p>Hospitals; paramedic and ambulance services; clinics.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-23</b>	<p><b>DISASTER/ EMERGENCY PLANNING</b></p> <p>Disasters and emergencies; planning and programs, responses to incidents.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-24</b>	<p><b>CONTRACTS - ENVIRONMENTAL QUALITY CONTROL</b></p> <p>Air, noise, and hazardous materials pollution. Planning and programs for mitigation efforts. Environmental conservation planning and programs.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-25</b>	<p><b>REAPPORTIONMENT &amp; REDISTRICTING</b></p> <p>Municipal and school district reapportionment records, maps, state districting plans.</p>	<b>Permanent</b>
<b>CLK-26</b>	<p><b>VACATIONS &amp; EASEMENTS, STREET NAMES</b></p> <p>Petitions to vacate rights-of-way, roads, utilities, easements, etc. Naming/renaming of streets.</p>	<b>Permanent</b>
<b>CLK-27</b>		
<b>CLK-28</b>	<p><b>COMPREHENSIVE PLAN / LAND USE</b></p> <p>Rezoning of real property for specific uses and cases. Development and revision of Comprehensive Plan (Comp Plan). Annexation issues.</p>	<b>Permanent</b>
<b>CLK-29</b>	<p><b>ELECTIONS - UNDELIVERABLE MAIL</b></p> <p>Undeliverable items returned by postal service.</p>	Retain 1 year
<b>CLK-30</b>	<p><b>ELECTIONS - PETITIONS (<i>FAILED CERTIFICATION</i>)</b></p> <p>Petitions for initiatives, referenda or recall filed by private citizens or groups requesting action by the governing body which failed certification.</p>	<b>Permanent</b>
<b>CLK-31</b>	<p><b>ELECTIONS - PRECLEARANCE</b></p> <p>Department of Justice requests for preclearance and responses.</p>	<b>Permanent</b>
<b>CLK-32</b>	<p><b>ELECTIONS - NOTICES, SAMPLE BALLOTS, PROPOSITION LANGUAGE, RESULTS</b></p> <p>Canvass board results and certification of election. Notices and Affidavits of Publication for all types of elections. Sample ballots. Proposition summaries. Voter pamphlet.</p>	<b>Permanent</b>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-33</b>	<b>ELECTIONS - VOTED BALLOTS</b>  All voted ballots including questioned, absentee and special needs ballots. Ballot stubs.	Retain one month after certification - unless contested. AS 15.15.470
<b>CLK-34</b>	<b>ELECTIONS - PRECINCT INFORMATION</b>  Precinct maps and boundary descriptions.	<b>Permanent</b>
<b>CLK-35</b>	<b>ELECTIONS - CANDIDATES</b>  Declarations of Candidacy, Withdrawal of Candidacy. List of candidates with name, office sought and term.	Retain 4 years  AS 15.25.030
<b>CLK-36</b>	<b>ELECTIONS - REGISTERS</b>  All registers: precinct, questioned and absentee in person. Also includes special needs voting applications.	Retain 4 years  AS 15.15.470
<b>CLK-37</b>	<b>ELECTIONS - APOC DISCLOSURE STATEMENTS</b>  Alaska Public Offices Commission Financial Disclosure Statements ( <i>formerly "Conflict of Interest Statements - COI"</i> ) and Campaign Disclosure Statements.	Retain 6 years  AS 39.50
<b>CLK-38</b>	<b>ELECTIONS - RECOUNTS &amp; CONTEST</b>  Recount Petitions: Candidate requests for recount and results. Contest of Election: Request and results.	Retain 4 years
<b>CLK-39</b>	<b>RESOLUTIONS &amp; ORDINANCES</b>  Resolutions and ordinances with related backup documents.	<b>Permanent</b>  AS 29.20.380
<b>CLK-40</b>	<b>CONTRACTS - GENERAL PURCHASING/SERVICES</b>  Purchase of supplies, materials, equipment or vehicles. Contracts for related services, leases, etc.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-41</b>	<b>DEEDS</b>  Deeds, land patents, water rights, etc.	<b>Permanent</b>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-42</b>	<p><b>CONTRACTS - IMPROVEMENTS, RENOVATIONS, CONSTRUCTION</b></p> <p>Improvement, renovation or construction projects</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-43</b>	<p><b>LITIGATION</b></p> <p>Office copies only. See Legal Department.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-44</b>	<p><b>PERSONNEL ADMINISTRATION</b></p> <p>Office copies only. See Personnel Department.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-45</b>	<p><b>CONTRACTS - SCHOOLS</b></p> <p>School construction, improvements, program administration.</p> <p>SEE PWK-05 (Public Works)</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-46</b>	<p><b>CONTRACTS - RECREATION</b></p> <p>Recreation programs and administration.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-47</b>	<p><b>CONTRACTS - SOLID WASTE</b></p> <p>Solid waste issues, transfer sites, landfill construction and operation.</p> <p>SEE SWD-01 (Solid Waste)</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-48</b>	<p><b>CONTRACTS - ROADS</b></p> <p>Road construction, improvements, maintenance.</p> <p>SEE RDI-01 AND RDM-01 (Roads)</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-49</b>	<b>CONTRACTS - REAL PROPERTY MANAGEMENT</b>  Acquisition, lease, rental, disposition of real property by the borough. Rental or lease of other property by the borough.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-50</b>	<b>CONTRACTS - RESOURCE MGT &amp; ECONOMIC DEVELOPMENT</b>  Forestry, fisheries, oil & gas. Community promotion & economic development.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-51</b>	<b>CONTRACTS - INFORMATION MANAGEMENT</b>  Data processing hardware and software issues.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-52</b>	<b>RECORDS</b>  Management of active and retired records. Retention schedules.	<b>Permanent</b>
<b>CLK-53</b>	<b>BOROUGH CODE &amp; UPDATES</b>  Code of Ordinances and supplements/updates.	<b>Permanent</b>
<b>CLK-54</b>	<b>MEETING TAPES</b>  Assembly meeting cassette tapes, work sessions, public hearings, appeals. Board of Adjustment (BOA) and Board of Equalization (BOE) tapes.	1 year/office  9 years/in Records Ctr
<b>CLK-55</b>	<b>SETTLEMENTS</b>  Settlement agreements on borough matters.	<b>Permanent</b>
<b>CLK-56</b>	<b>POLICIES &amp; PROCEDURES (Major &amp; Minor)</b>  Major and minor policies and procedures (including rules and regulations) formalized by any Department.	<b>Permanent</b>

## DP / MIS - RECORDS RETENTION SERIES

<b>ADP-01</b>	<p><b>COMPUTER SYSTEM</b></p> <p>Program/system documentation; wiring records (specifications/drawings of buildings, cables or computer hardware connections); application software licenses/agreements; data systems and file specifications; security/password information; user guides; backup procedures.</p>	<p>Backup tapes stored at Records Ctr</p> <p>System data retained until system is obsolete or replaced.</p> <p>Retain documentation file until obsolete, superseded or administrative need is met.</p>
<b>ADP-02</b>	<p><b>INTERNET SITE DEVELOPMENT - WEB PAGE</b></p> <p>Web page data, statistics and other materials utilized in the creation/maintenance of borough's internet site.</p>	<p>Backup tapes stored at Records Ctr</p>
<b>ADP-03</b>	<p><b>SERVICE REQUESTS</b></p> <p>Requests for service from departments, i.e. upgrades, maintenance, replacement, and purchases.</p>	<p>3 years/office</p>

## FIN/ACC PAYABLE - RECORDS RETENTION SERIES

<b>ACC-01</b>	<p><b>CANCELLED CHECKS</b></p> <p>All cancelled checks from accounts payable.</p>	<p>2 years/office</p> <p>8 years/in Records Ctr</p>
<b>ACC-02</b>	<p><b>FORM 1099</b></p> <p>Copies of 1099 forms sent annually to IRS listing amounts paid to vendors. Reports by vendor and amount paid.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>ACC-03</b>		
<b>ACC-04</b>	<p><b>PAY LIST</b></p> <p>Bi-weekly report listing vendors paid with related account numbers and amounts paid, sorted by payment number.</p>	<p>2 years/office</p>
<b>ACC-05</b>		
<b>ACC-06</b>	<p><b>GRANT MANAGEMENT FILES</b></p> <p>Copies of grant agreements, borough requests for reimbursement and related correspondence.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>ACC-07</b>	<p><b>GENERAL LEDGER - YEAR END REPORT</b></p> <p>Year end report containing final status of revenues and expenditures and balance sheet items for fiscal year.</p>	<p><b>Permanent</b></p>
<b>ACC-08</b>	<p><b>JOURNAL ENTRIES - REVENUE &amp; EXPENDITURES</b></p> <p>Revenue and expenditure detail shown in the general ledger. Fiscal year end report.</p>	<p><b>Permanent</b></p>
<b>ACC-09</b>		
<b>ACC-10</b>	<p><b>ACCOUNTS PAYABLE WARRANTS &amp; BACKUP</b></p> <p>Warrants, invoices, purchase orders, miscellaneous backup.</p>	<p>1 year/office</p> <p>6 years/in Records Ctr</p>
<b>ACC-11</b>	<p><b>1989 OIL SPILL DOCUMENTS</b></p> <p>All time sheets, printouts, accounts payable checks with backup pertaining to the 1989 oil spill.</p>	<p><b>Permanent</b></p>

## FIN/ADMIN - RECORDS RETENTION SERIES

<b>FIN-01</b>	<b>DEPARTMENT OPERATIONS</b>  Time sheets, budget work papers, travel expenses, training & education. Authorization for credit cards.	1 year/office  2 years/in Records Ctr
<b>FIN-02</b>	<b>REFERENCE MATERIALS</b>  Reading files, office procedures, inter-office correspondence.	1 year/ office
<b>FIN-03</b>	<b>BIDS</b>	Moved to Purchasing
<b>FIN-04</b>	<b>BIDS</b>	Moved to Purchasing
<b>FIN-05</b>	<b>VEHICLE LICENSING</b>	Moved to Purchasing
<b>FIN-06</b>	<b>BOND ADMINISTRATION</b>  Administration of bonds for schools, solid waste projects, and hospitals. Bond accounting bank statements, all documentation. Bond/coupon register (numeric listing of bonds/coupons).	<b>Permanent</b>
<b>FIN-07</b>	<b>BUDGET REQUESTS &amp; DEPT COPIES</b>  Budget instructions, department submissions, annual estimate of revenue, budget work papers.  FINAL BUDGET TO CLERK'S OFFICE	1 year/office    2 years/in Records Ctr
<b>FIN-08</b>	<b>TAX ADMINISTRATION</b>  Correspondence relating to real and personal property and sales tax administration.	2 years/office  2 years/in Records Ctr
<b>FIN-09</b>		
<b>FIN-10</b>	<b>GRANTS</b>	Moved to Mayor's Office
<b>FIN-11</b>	<b>YEAR END AUDIT &amp; FINANCIAL STATEMENTS</b>  Comprehensive Annual Financial Report (CAFR).  FINAL AUDIT & CAFR TO CLERK'S OFFICE	1 year/office    2 years/in Records Ctr



## **FIN/ADMIN - RECORDS RETENTION SERIES**

<b>FIN-12</b>	<b>SPECIAL ASSESSMENT DISTRICTS</b>  Reports for Utility Special Assessment Districts (USAD) and Road Improvement Assessment Districts (RIAD)	2 years/office  12 years/in Records Ctr
<b>FIN-13</b>	<b>FIXED ASSETS</b>  Fixed assets inventory; additions and deletions to the assets of all borough departments.	<b>Permanent</b>
<b>FIN-14</b>	<b>LAND TRUST FUND</b>  Land trust escrow documents.	<b>Permanent</b>

## FIN/AUDIT - RECORDS RETENTION SERIES

<b>AUD-01</b>	<p style="text-align: center;"><b>AUDIT CASE FILES</b></p> <p>Spread sheets, tax returns, correspondence, business records, work papers, field notes, billing records and other items used in auditing businesses for compliance with borough sales and personal tax regulations.</p>	<p>1 year/office</p>   <p>6 years/in Records Ctr</p>
<b>AUD-02</b>	<p style="text-align: center;"><b>BUSINESS TAX ESTIMATES / COMPUTATIONS</b></p> <p>Records related to computation of taxes owed by businesses, when businesses do not compute their taxes. Records include requests for estimate, resulting tax due, list of other charges.</p>	<p>1 year/office</p>   <p>5 years/in Records Ctr</p>
<b>AUD-03</b>	<p style="text-align: center;"><b>ROUTINE CORRESPONDENCE</b></p> <p>Letters written to businesses providing information or direction for the basis of taxes paid. Letters from taxpayers.</p>	<p>2 years/office</p>

## FIN/CASH MGT - RECORDS RETENTION SERIES

<b>CSH-01</b>	<p><b>REAL/PERSONAL TAX ADJUSTMENT REQUESTS</b></p> <p>Request forms for adjustment in assessed value of real or personal property taxes. TAR Report.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>CSH-02</b>	<p><b>REAL/PERSONAL TAX ADJUSTMENTS</b></p> <p>Backup information relating to adjustments for real and personal property accounts.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>CSH-03</b>	<p><b>CASH MANAGEMENT INTERNAL ADMIN</b></p> <p>Policies and procedures, information on department accounting practices.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CSH-04</b>	<p><b>REAL PROPERTY BILLING AND FORECLOSURE</b></p> <p>Annual process of billing and foreclosure of property. "End of Redemption" process, including lists of delinquent accounts.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p> <p>AS 09.10.030</p>
<b>CSH-05</b>		
<b>CSH-06</b>	<p><b>CASH POSTING JOURNAL REPORT/TAX/JUD</b></p> <p>Daily cash posting journal report, booked by month, showing amounts collected for real and personal property tax. Deposit slips and listing of check amounts attached to report.</p>	<p>1 year/office</p> <p>6 years/in Records Ctr</p>
<b>CSH-07</b>	<p><b>CASH RECEIPT BOOKS</b></p> <p>Daily reports, booked by month, listing cash received for sales tax and use of borough-owned facilities and service areas. Filing fees, grant funds, etc. with deposit slips and receipts attached to report.</p>	<p>1 year/office</p> <p>6 years/ in Records Ctr</p>
<b>CSH-08</b>	<p><b>REVENUE CONTROL REPORT</b></p> <p>Annual register of revenues received. Tax system control reports and copies of cash receipt printouts.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>CSH-09</b>		

<b>CSH-10</b>	<b>MISC. MONEY RECEIPT BOOKS</b>  Receipt books for cash/checks received for various taxes and services. Original receipt to taxpayer; copies of receipts are included with batch tapes.	1 year/office  6 years/in Records Ctr
<b>CSH-11</b>	<b>DAILY BANK STATEMENTS / EXCEL SHEET</b>  Daily excel spreadsheet showing total of revenues received, listed by batch.	1 year/office  6 years/in Records Ctr
<b>CSH-12</b>		
<b>CSH-13</b>	<b>FORECLOSURE JUDGEMENT &amp; REDEMPTION REPORT</b>  Copy of list of judgements sent to the court requesting foreclosure redemption reports of real property—recorded with Alaska Recording Districts.	3 years/office  7 years/in Records Ctr  AS 09.10.030
<b>CSH-14</b>	<b>REAL PROPERTY FORECLOSURE PUBLICATIONS</b>  Annual report listing foreclosures. Real and personal property tax list published in the newspaper as part of the foreclosure process.	3 year/office  7 years/in Records Ctr  AS 09.10.030
<b>CSH-15</b>	<b>BANK DEPOSIT BOOKS</b>  Deposit slips and tapes listing amounts of checks and cash deposited.	1 year/office  2 years/in Records Ctr
<b>CSH-16</b>	<b>END OF YEAR PAYMENT PROOF AND TRIAL BALANCE REPORTS</b>  Annual report showing all real and personal property revenue received in numerical order by account number. Trial balance lists the amounts owed.	Stored on CD
<b>CSH-17</b>	<b>TAX BILLS - REAL &amp; PERSONAL PROPERTY</b>  Invoices to taxpayers returned with payments. Sorted by bank deposit batch numbers; adjustments to amounts.	<b>Permanent</b>

<b>CSH-18</b>	<b>TAX SERVICE REPORTS</b>  Annual report of property taxes owed to borough. Printed during billing cycle for reference and data input.	1 year/office
<b>CSH-19</b>		
<b>CSH-20</b>	<b>TAR SUMMARY (YEAR-END)</b>  Report showing year-end status of assessed valuation of real and personal property.	Stored on CD
<b>CSH-21</b>	<b>BANKING RECORDS</b>  Daily banking transactions, bank statements and monthly investment activity reports. Bank account reconciliation backup.	3 years/office
<b>CSH-22</b>	<b>STATE SHARED REVENUES MANAGEMENT</b>  Records related to revenue sharing, municipal assistance, national forestry receipts, fish tax, school debt reimbursement.	1 year/office 4 years/in Records Ctr
<b>CSH-23</b>	<b>DEBT SERVICE RECORDS</b>  Amortization schedules and annual debt services payment schedules.	1 year/office 5 years/in Records Ctr
<b>CSH-24</b>	<b>REAL &amp; PERSONAL PROPERTY TAX ARCHIVAL REPORTS (1982-1989)</b>	<b>Permanent</b>
<b>CSH-25</b>	<b>JUDGEMENTS - ADJUSTMENTS &amp; PAYMENTS</b>  Payment receipts or tickets; adjustment tickets.	<b>Permanent</b>
<b>CSH-26</b>	<b>SPECIAL ASSESSMENT DISTRICTS</b>  Payment receipts for Utility Special Assessment Districts (USAD) and Road Improvement Assessment Districts (RIAD). Sorted by bank deposit batch numbers. Adjustments.	<b>Permanent</b>
<b>CSH-27</b>	<b>SPECIAL ASSESSMENT DISTRICT REPORTS</b>  Daily cash journal listing amounts collected by borough.	1 year/office 6 years/in Records Ctr
<b>CSH-28</b>	<b>WRITE OFF TO COLLECTIONS</b> <i>(Beginning Batch Number is W0001)</i>	<b>Permanent</b>

## FIN/DEL - RECORDS RETENTION SERIES

<b>DEL-01</b>	<b>LEGAL DEPT COLLECTION STATUS REPORTS</b>  Reports indicating status of collections by Legal Department relating to sales tax owed.	1 year/office  2 years/in Records Ctr
<b>DEL-02</b>	<b>TAX FILES - COLLECTION AGENCY</b>  Sales tax, judgements, personal property accounts administered under contract/collection agency.	1 year/office  9 years/in Records Ctr
<b>DEL-03</b>	<b>PERSONAL PROPERTY FILES - CONTRACT SERVICES</b>  Personal property judgements and collections administered under contract/collection agency.	1 year/office  9 years/in Records Ctr
<b>DEL-04</b>	<b>REAL PROPERTY TAX FORECLOSURE -PAID FILES</b>  Real property addresses, owners, etc. for amounts due which were paid prior to completion of foreclosure proceedings.	1 year/office  9 years/in Records Ctr
<b>DEL-05</b>	<b>REPURCHASE OF TAX FORECLOSED REAL PROPERTY</b>  Repurchase of real property which the borough has completed tax foreclosure proceedings.	<b>Permanent</b>
<b>DEL-06</b>	<b>QUITCLAIM DEEDS</b>	Moved to Assessing
<b>DEL-07</b>	<b>PERSONAL PROPERTY/SALES TAX JUDGEMENT</b>  Personal property and sales tax files containing information obtaining and collecting judgement and satisfaction.	1 year/office  5 years/in Records Ctr
<b>DEL-08</b>	<b>SALES TAX FILES - CLOSED ACCOUNTS</b>  Sales tax closed delinquent accounts collected without litigation.	1 year/office  2 years/in Records Ctr
<b>DEL-09</b>	<b>PROPERTY TAX FILES - CLOSED ACCOUNTS</b>  Property tax closed delinquent accounts collected without litigation.	1 year/office  2 years/in Records Ctr

## FIN/DEL - RECORDS RETENTION SERIES

<b>DEL-10</b>	<b>LIQUOR LICENSE ADMIN</b>  New applications, renewals or transfers of liquor licenses.	1 year/office  2 years/in Records Ctr
<b>DEL-11</b>	<b>REAL PROPERTY FORECLOSURE JUDGEMENT</b>  Real property judgement and master foreclosure records.	<b>Permanent</b>
<b>DEL-12</b>	<b>REFERENCE MATERIALS - DELINQUENT ACCOUNTS</b>  Reports used for work purposes, i.e. personal property collection, closed sales tax reports, listing of open and closed bankruptcies, balance due on sales tax.	1 year/office
<b>DEL-13</b>	<b>SALES TAX-UNENFORCEABLE &amp; JUDGEMENTS</b>  Sales tax files with unenforceable amounts due and still owing. Judgement Statue of Limitations (SOL).	1 year/office  6 years/in Records Ctr
<b>DEL-14</b>		
<b>DEL-15</b>	<b>JUDGEMENT SYSTEM - COLLECTION REPORTS</b>  Cash posting and general ledger. Interface and trial balance. Escrow collection reports on delinquent sales tax and personal property tax.	1 year/office  6 years/in Records Ctr
<b>DEL-16</b>	<b>COLLECTIONS - DELINQUENT AMOUNTS DUE</b>  Spread sheets containing annual and monthly total amounts collected by DAC for sales tax, personal and real property taxes.	1 year/office
<b>DEL-17</b>	<b>SALES TAX COLLECTION - CONTRACT ADMIN</b>  Monthly activity, summary and collection reports showing amount of money collateral and efforts made by attorney/agency under contract to collect delinquent amounts.	1 year/office  9 years/in Records Ctr
<b>DEL-18</b>	<b>BANKRUPTCY ADMIN - TAXES COLLECTED</b>  Bankruptcies filed and taxes collected during the completion of bankruptcy process.	1 year/office  4 years/in Records Ctr

## FIN/DEL - RECORDS RETENTION SERIES

<b>DEL-19</b>	<b>ADDRESS CHANGES &amp; PERSONAL PROPERTY UNENFORCEABLE ACCOUNTS</b>  Information for determining an account uncollectible. Back-up information on address changes for real and personal property.	1 year/office  10 years/in Records Ctr
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## FIN/PAYROLL - RECORDS RETENTION SERIES

<b>PAY-01</b>	<p><b>PAYROLL CHECK COPIES/STUBS</b></p> <p>Copies of payroll checks paid to employees. Stub showing gross, deductions and net paid.</p>	2 years/office
<b>PAY-02</b>	<p><b>PAYROLL CHECKS - CANCELLED CHECKS</b></p> <p>Cancelled checks returned by bank after payment of funds.</p>	2 years/ office
<b>PAY-03</b>	<p><b>EMPLOYMENT SECURITY DIVISION - PAYMENTS</b></p> <p>Employment Security Division (ESD) payments to State.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-04</b>	<p><b>EMPLOYMENT SECURITY DIVISION - REPORTS</b></p> <p>Employment Security Division (ESD) reports to State.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-05</b>	<p><b>PAYROLL REPORTS</b></p> <p>Quarterly 941 reports on FICA/Federal tax.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-06</b>	<p><b>COMPLETED W2 FORMS</b></p> <p>Federal withholding tax statements.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-07</b>	<p><b>PERSONNEL TIME SHEETS</b></p> <p>Documenting earnings, deductions, leave for employees.</p>	1 year/office <b>Permanent</b>
<b>PAY-08</b>	<p><b>PERS CONTRIBUTION REPORT</b></p> <p>Employee/Employer contributions.</p>	<b>Permanent</b>
<b>PAY-09</b>	<p><b>PAYROLL REGISTER</b></p> <p>Bi-weekly register of payroll checks issued.</p>	2 years/office 5 years/in Records Ctr
<b>PAY-10</b>	<p><b>GENERAL LEDGER - DEPT DISTRIBUTION</b></p> <p>Bi-weekly payroll department distribution report.</p>	1 year/office 3 years/ in Records Ctr

## FIN/PAYROLL - RECORDS RETENTION SERIES

<b>PAY-11</b>	<b>PAYROLL TOTALS</b>	Stored on CD
<b>PAY-12</b>	<b>ACCRUALS REPORT - SICK/ANNUAL LEAVE</b>	Stored on CD
<b>PAY-13</b>	<b>AUTO DEPOSIT LISTING</b>	Stored on CD
<b>PAY-14</b>	<b>DEFERRED COMPENSATION DEDUCTIONS LIST</b>	Stored on CD
<b>PAY-15</b>		
<b>PAY-16</b>		
<b>PAY-17</b>	<b>PAYROLL RECONCILIATION</b>	Stored on CD
<b>PAY-18</b>	<b>PAYROLL EXCEPTIONS / GARNISHMENTS</b>  Garnishments, payroll deductions by court order.	<b>Permanent</b>
<b>PAY-19</b>	<b>LIFE INSURANCE PREMIUMS PAID</b>  Monthly report indicating insurance premiums paid for employees.	1 year/office  6 years/in Records Ctr
<b>PAY-20</b>	<b>STANDARD DEDUCTIONS REPORT</b>  Bi-weekly individual deduction code listings. Includes individual earnings, deductions and other payments.	1 year/office  3 years/in Records Ctr
<b>PAY-21</b>	<b>CALENDAR YEAR-END PAYROLL REPORT</b>  Report showing calendar year end payroll totals.	1 year/office  3 years/in Records Ctr
<b>PAY-22</b>	<b>YEAR END ACCRUALS - LEAVE BALANCES</b>  Year end report of sick leave and annual leave accruals/balances.	1 year/office  3 years/in Records Ctr

## FIN/PURCHASING - RECORDS RETENTION SERIES

<b>PUR-01</b>	<p><b>FORMAL BIDS - LOSING BIDS</b></p> <p>Losing formal bids for projects and services costing more than \$15,000.</p>	1 year/office
<b>PUR-02</b>	<p><b>FORMAL BIDS - WINNING BIDS</b></p> <p>Requests for Proposals, notification of award, contract, amendments, special conditions, etc.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>PUR-03</b>	<p><b>OTHER PURCHASING RECORDS</b></p> <p>Licensing of borough-owned vehicles. Annual Auction; disposal of fixed assets.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>

## FIN/RISK MGT - RECORDS RETENTION SERIES

<b>RSK-01</b>	<p style="text-align: center;"><b>INSURANCE POLICIES</b></p> <p>Original insurance policies for borough liability, Workers' Compensation, health and life insurance for employees of borough, school district and service areas. Real property insurance. Notary bonds for employees.</p>	<b>Permanent</b>
<b>RSK-02</b>	<p style="text-align: center;"><b>LIABILITY CLAIM FILES</b></p> <p>Liability claims submitted to the borough, investigation reports, settlement releases and related correspondence to/from claims adjusters, private attorneys.</p> <p><i>(Retention period begins upon settlement date)</i></p>	<p>2 years/office</p>    <p>5 years/in Records Ctr</p>
<b>RSK-03</b>	<p style="text-align: center;"><b>REFERENCE MATERIALS</b></p> <p>Insurance manuals, work copies of insurance policies, etc.</p>	1 year/office
<b>RSK-04</b>	<p style="text-align: center;"><b>CERTIFICATES OF INSURANCE</b></p> <p>Certificates of insurance submitted to borough by firms conducting business with the borough.</p> <p><i>(Retention period begins when certificates expire)</i></p>	1 year/office
<b>RSK-05</b>	<p style="text-align: center;"><b>WORKERS' COMPENSATION CLAIMS</b></p> <p>May include time loss, no time loss, permanent total disability, and fatality cases. Reports of injury, medical reports, correspondence, release agreements, vocational rehabilitation reports/decisions. Second Injury Fund reimbursements.</p>	<b>Permanent</b>
<b>RSK-06</b>	<p style="text-align: center;"><b>WORKERS' COMPENSATION YEARLY AUDIT</b></p> <p>Fiscal year end Workers' Compensation totals for year end audit.</p>	<b>Permanent</b>

## FIN/SALES TAX - RECORDS RETENTION SERIES

<b>STX-04</b>	<b>SALES TAX RETURNS</b>  Sales tax registrations and reports completed by businesses and returned to borough. Correspondence, resale and exempt applications. Adjustments to accounts. Guide and compliance forms.	<b>Permanent</b>
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## LEGAL DEPARTMENT - RECORDS RETENTION SERIES

<b>LEG-01</b>	<b>ALASKA STATE STATUTES</b>  Statute books - various years.	<b>Permanent</b>
<b>LEG-02</b>	<b>LEGAL OPINIONS, INTERPRETATIONS, SETTLEMENTS</b>  Opinions and interpretations relating to all legal issues pertaining to the borough. Settlement Agreements.	<b>Permanent</b>
<b>LEG-03</b>	<b>LITIGATION CASE FILES</b>  Research materials, case law, briefs. Case expenses/billings, witness files, etc. Pleadings, summons, answers to summons, subpoenas, motions, opposition, etc. Real property tax foreclosure litigation. Bankruptcy cases and records.	2 years/office  8 years/in Records Ctr  Foreclosure = AS 09.10.030
<b>LEG-04</b>	<b>ALASKA ADMINISTRATIVE CODE AND OTHER REFERENCE MATERIALS</b>  Alaska Administrative Code (ACC) registers.	2 years/office  8 years/in Records Ctr
<b>LEG-05</b>	<b>CONTRACTS</b>  Duplicate contracts and related backup for legal department's use.	2 years/office  8 years/in Records Ctr

## MAINTENANCE - RECORDS RETENTION SERIES

<b>MTN-01</b>	<p><b>ADMINISTRATIVE RECORDS</b></p> <p>Office equipment listings. Purchase of supplies, small tools, equipment. Personnel insurance claims. Budget work papers, travel expenses.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>MTN-02</b>	<p><b>ANNUAL LISTING OF WORK ORDERS</b></p> <p>Work completed by each employee sorted by site, employee hours, materials used and cost.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>MTN-03</b>	<p><b>WORK ORDER REQUESTS</b></p> <p>Requests received for building maintenance, special orders, assistance.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>MTN-04</b>	<p><b>DAILY WORK SHEETS &amp; TIME CARDS</b></p> <p>Employee work sheets and time cards showing location of work, project, and materials used.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>MTN-05</b>	<p><b>TIME SHEETS &amp; LEAVE REQUESTS</b></p> <p>Daily clock-out forms, annual leave requests, copies of payroll time sheets.</p>	<p>1 year/office</p>
<b>MTN-06</b>	<p><b>SCHOOL MAINTENANCE CONTRACTS</b></p> <p>Duplicate copies of contracts. Related correspondence and reports. Building maintenance, snow removal, landscaping, grounds maintenance.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>MTN-07</b>	<p><b>ASBESTOS IDENTIFICATION/REMOVAL PROGRAM</b></p> <p>Inventory of asbestos present in facilities and response actions, employee training, medical records, asbestos removal processing for borough buildings and schools.</p>	<b>Permanent</b>
<b>MTN-08</b>	<p><b>REFERENCE MATERIALS</b></p> <p>Preventive maintenance program information, EDP reports, school construction notes and post-construction problems, vehicle inventory.</p>	<p>1 year/office</p>

## MAINTENANCE - RECORDS RETENTION SERIES

<b>MTN-09</b>	<p><b>FIRE CODE RECORDS</b></p> <p>New construction projects or upgrades completed to meet fire code requirements.</p>	<b>Permanent</b>
<b>MTN-10</b>	<p><b>SCHOOL SITE INFORMATION</b></p> <p>Location of drywells, cleanouts, utilities at borough schools.</p>	<b>Permanent</b>
<b>MTN-11</b>	<p><b>BUILDING PLANS</b></p> <p>Mylars of as-builts for borough administration building, public works/maintenance building and borough schools.</p>	<b>Permanent</b>
<b>MTN-12</b>	<p><b>VEHICLE MAINTENANCE</b></p> <p>Title, registration, work orders, damage/accident reports, photographs, service, maintenance and repair documents for borough vehicles.</p>	Retain until vehicle is disposed.
<b>MTN-13</b>	<p><b>VEHICLE HISTORY</b></p> <p>Vehicle History Summary Report.</p>	<b>Permanent</b>
<b>MTN-14</b>	<p><b>REQUISITIONS</b></p> <p>Copies of requisitions and other warehouse documents.</p>	3 years/office
<b>MTN-15</b>	<p><b>EQUIPMENT MAINTENANCE</b></p> <p>Maintenance and service for generators and other large equipment.</p>	2 years/office



## MAYOR'S OFFICE - RECORDS RETENTION SERIES

<b>MAY-01</b>	<p><b>ADMINISTRATIVE RECORDS</b></p> <p>News releases, photos, general correspondence. Borough, state, federal programs and projects. Budget work papers, travel expenses. Mayor's professional memberships. Fireworks permits.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>MAY-02</b>	<p><b>LEGISLATIVE ADVOCACY</b></p> <p>Position statements. Kenai Peninsula Caucus, Alaska Municipal League. Proposed legislation.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>MAY-03</b>	<p><b>GRANTS TO EDD, KPTMC AND OTHER LOCAL ENTITIES</b></p> <p>Grant agreements, reports, payments to Economic Development District, Kenai Peninsula Tourism Marketing Council and other local entities.</p>	<p>2 years/office</p> <p>5 years/in Records Ctr</p>
<b>MAY-04</b>	<p><b>INTERNATIONAL RELATIONS</b></p> <p>Sister city relationships, economic development opportunities.</p>	<b>Permanent</b>
<b>MAY-05</b>	<p><b>BOARDS &amp; COMMISSIONS</b></p> <p>Appointments and resignations; changes in structure or administration.</p>	<b>Permanent</b>
<b>MAY-06</b>	<p><b>PROCLAMATIONS</b></p> <p>Official proclamations issued/prepared by Mayor.</p>	<b>Permanent</b>
<b>MAY-07</b>	<p><b>GRANT ADMINISTRATION FILES</b></p> <p>Federal, state and local grants received. Applications, notification of award, receipt of monies, agreements, fiscal reports, closeout documents, etc.</p>	<p>3 years after grant closeout</p> <p>or as agency stipulates</p>

## OEM - RECORDS RETENTION SERIES

<b>EMR-01</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Staff training, memberships. Budget work papers, vendor information, travel expenses.</p>	2 years/office
<b>EMR-02</b>	<p><b>EMERGENCY BROADCAST SYSTEM ADMIN</b></p> <p>Installation and operation of alert sirens, periodic system testing. Maintenance records and inspection reports.</p>	1 year/office 10 years/in Records Ctr
<b>EMR-03</b>	<p><b>EMERGENCY/DISASTER EQUIPMENT ADMIN</b></p> <p>Lists, inventories, agreements on equipment for shelters and ongoing responses. Purchase and upgrade of radios, generators, pagers, repeaters, etc. Licenses &amp; permits, renewals, radio frequency list.</p>	1 year/office 20 years/in Records Ctr
<b>EMR-04</b>	<p><b>TRAINING &amp; EDUCATION</b></p> <p>Seminars, exercises and presentations by OEM. Applications to Emergency Management Institute.</p>	1 year/office 3 years/in Records Ctr
<b>EMR-05</b>	<p><b>EMERGENCY SHELTER ADMIN</b></p> <p>Site selection, management of shelters, food, beds, bedding, clothing &amp; supplies. Registration of occupants during time of use.</p>	1 year/office 10 years/in Records Ctr
<b>EMR-06</b>	<p><b>DISASTER PREPARATION / PLANNING</b></p> <p>Emergency plans, broadcast operations, in-place sheltering, warnings. Law enforcement, fire services, damage assessment, continuity of government and services.</p>	1 year/office 10 years/in Records Ctr
<b>EMR-07</b>	<p><b>NATURAL DISASTERS</b></p> <p>Incidents such as earthquakes, volcanic eruptions, floods, fires, etc.</p>	1 year/office 10 years/in Records Ctr

## OEM - RECORDS RETENTION SERIES

<b>EMR-08</b>	<p><b>HAZARDOUS MATERIALS ABATEMENT</b></p> <p>Testing, identification and mitigation of hazardous materials problems such as contamination of water, oil spills, chemical waste, various toxins, poisons, etc. Analysis, reports, correspondence, studies, data sheets. Superfund Amendment Reauthorization Act (SARA), Title III, Tier I &amp; II Material Safety data sheets. List of hazardous materials stored by private companies.</p>	<p>1 year/office</p> <p>10 years/in Records Ctr</p>
<b>EMR-09</b>	<p><b>TECHNOLOGICAL DISASTERS</b></p> <p>Incidents such as industrial accidents, radiation contamination, etc.</p>	<p>1 year/office</p> <p>10 years/in Records Ctr</p>
<b>EMR-10</b>	<p><b>EMERGENCY / DISASTER VOLUNTEER LIST</b></p> <p>List of volunteers with emergency management training in shelter management, first aid, CPR, radiological monitoring. List of inactive armed service personnel. Administration of volunteers.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>EMR-11</b>	<p><b>FEDERAL / STATE COORDINATION</b></p> <p>All aspects of emergency and disaster management, including legislation, funding, education and training issues.</p>	<p>1 year/office</p> <p>10 years/in Records Ctr</p>
<b>EMR-12</b>	<p><b>COMMUNICATIONS CENTER</b></p> <p>Administration of 911 Communications Center, including system enhancements, board of directors, agendas, minutes, membership records and correspondence.</p>	<b>Permanent</b>
<b>EMR-13</b>	<p><b>LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)</b></p> <p>Bylaws, agendas, minutes, membership records and correspondence.</p>	<b>Permanent</b>
<b>EMR-14</b>	<p><b>SEARCH &amp; RESCUE ACTIVITIES</b></p> <p>Coordination of equipment for rescue activities and disaster management. Mutual Aid Agreements. List of available personnel and equipment.</p>	<p>1 year/office</p> <p>3 years/in Records Ctr</p>

## OEM - RECORDS RETENTION SERIES

<b>EMR-15</b>	<b>FEDERAL DISASTERS (FEMA)</b>  Federal disaster cases.	<b>Permanent</b>
<b>EMR-16</b>	<b>LEPC MEETING TAPES</b>  Cassette tapes of Local Emergency Planning Committee meetings, work sessions, etc.	<b>Permanent</b>
<b>EMR-17</b>	<b>EMERGENCY / DISASTER RESPONSE ADMIN</b>  Disaster declarations issued by the Mayor. Response to local disasters and emergencies.	<b>Permanent</b>
<b>EMR-18</b>	<b>HAZARDOUS MATERIAL INCIDENTS</b>  Reports of hazardous material incidents. May include reports, narratives, memos, copies of fire/rescue reports.	<b>Permanent</b>

## ASSESSING - RECORDS RETENTION SERIES

<b>ASG-01</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>General office purchases; vendor information; training and education; memberships; dues and subscriptions; budget work papers; advertising; etc.</p>	<p>1 year/office</p> <p>2 years in Records Ctr</p>
<b>ASG-02</b>	<p><b>ANNUAL REPORTS</b></p> <p>“Alaska Taxable” State compilation of taxable property state-wide. Borough annual report showing assessed valuation of real and personal property by tax code area. Listing of “Top 10 Taxpayers.”</p>	<p>3 years/office</p> <p><b>Permanent</b></p>
<b>ASG-03</b>	<p><b>NOTICES OF ASSESSMENT</b></p> <p>Real and personal property assessment notices, including undeliverables.</p>	<p>1 year/office</p> <p>5 years in Records Ctr</p>
<b>ASG-04</b>	<p><b>OIL AND GAS ROLL</b></p> <p>Produced by Alaska Department of Natural Resources real property and structure listings used as basis for assessing oil companies.</p>	<p>5 years/office</p> <p>5 years in Records Ctr</p>
<b>ASG-05</b>	<p><b>REFERENCE MATERIALS</b></p>	<p>1 year/office</p>
<b>ASG-06</b>	<p><b>REAL &amp; PERSONAL PROPERTY . CORRESPONDENCE</b></p> <p>Routine correspondence on assessment of taxes on real and personal property-filed alphabetically by name of respondent.</p>	<p>1 year/office</p> <p>6 years in Records Ctr</p>
<b>ASG-07</b>	<p><b>PROPERTY CARDS</b></p> <p>Records and photos listing improvements, statistics and value of parcels.</p>	<p><b>Permanent</b></p>
<b>ASG-08</b>	<p><b>OIL ASSESSMENT REPORTS</b></p> <p>Reports listing the amounts oil companies are assessed by the state.</p>	<p>5 years/office</p>
<b>ASG-09</b>	<p><b>PROPERTY OWNERSHIP RECORDS</b></p> <p>“One-liner” report for research only listing certified values of property, sorted by parcel number.</p>	<p><b>Permanent</b> (retain in office for reference) AS 29.45.160</p>

## ASSESSING - RECORDS RETENTION SERIES

<b>ASG-10</b>	<p><b>ASSESSOR'S MAP BOOKS</b></p> <p>Historical pages of assessor's maps that have been replaced as a result of replatting of real property.</p>	<b>Permanent</b> (retain in office for reference)
<b>ASG-11</b>	<p><b>MYLARS</b></p> <p>Original mylars of assessor's map books.</p>	<b>Permanent</b> (retain in office for reference)
<b>ASG-12</b>	<p><b>PROPERTY OWNER ADDRESS CHANGES</b></p> <p>Address changes of real and personal property owners.</p>	1 year/office  6 years in Records Ctr
<b>ASG-13</b>	<p><b>BUSINESS PERSONAL PROPERTY - ACTIVE</b></p> <p>Fixed assets owned by commercial enterprises.</p> <p><i>(Retain current 5 years in office. Send older ACTIVE files to Records Center [ASG-13]. When business is closed/inactive, request all files and enter as [ASG-34].)</i></p>	5 years/office
<b>ASG-14</b>	<p><b>PROPERTY CARDS - PORTABLE STRUCTURES</b></p> <p>Property record cards and photos detailing improvements and values for <i>non-land</i> assessed real property, collected as personal property according to KPB 5.12.060</p>	2 years/office  3 years in Records Ctr
<b>ASG-15</b>	<p><b>CERTIFIED SUMMARY OF ASSESSMENTS</b></p> <p>Certified summary reports of personal property and business assessments.</p>	<b>Permanent</b>
<b>ASG-16</b>	<p><b>DEEDS</b></p> <p>Conveyance of real and personal property transactions, state leases, etc.</p>	2 years/office  <b>Permanent</b>
<b>ASG-17</b>	<p><b>PERSONAL PROPERTY STATEMENTS</b></p> <p>Forms completed by the owner regarding the value/updates on personal property.</p>	<b>Permanent</b>

## ASSESSING - RECORDS RETENTION SERIES

<b>ASG-18</b>	<p><b>TAX ADJUSTMENT REQUESTS (TARS)</b></p> <p>Requests for tax adjustments. Copies only. <i>SEE CSH-01.</i></p>	<p>2 years/office</p> <p>5 years in Records Ctr</p>
<b>ASG-19</b>		
<b>ASG-20</b>		
<b>ASG-21</b>		
<b>ASG-22</b>		
<b>ASG-23</b>	<p><b>EXEMPTIONS - \$20K REPORT LIST</b></p> <p>Annual report listing all parcels with \$20K exemption.</p>	<p>2 years/office</p>
<b>ASG-24</b>	<p><b>CERTIFIED PERSONAL PROPERTY ASSESSMENT ROLL</b></p> <p>Annual report listing personal property accounts by batch &amp; document number.</p>	<p><b>Permanent</b></p> <p>AS 29.45.160</p>
<b>ASG-25</b>	<p><b>BOAT AND AIRCRAFT SURVEYS</b></p> <p>Listing of boats and aircraft sited during field surveys.</p>	<p>1 year/office</p> <p>6 years in Records Ctr</p>
<b>ASG-26</b>	<p><b>PERSONAL PROPERTY - ALPHA LIST</b></p> <p>Annual listing of personal property accounts, sorted by last name. For reference only.</p>	<p><b>Permanent</b> (retain in office for reference)</p>
<b>ASG-27</b>	<p><b>PERSONAL PROPERTY - ONE LINER LIST</b></p> <p>Annual listing of personal property accounts, sorted by account number. For reference only.</p>	<p><b>Permanent</b> (retain in office for reference)</p>
<b>ASG-28</b>		
<b>ASG-29</b>	<p><b>REAL PROPERTY - ONE LINER LIST</b></p> <p>Annual listing of real property owners, addresses and assessed value at time of certification, sorted by last name. For reference only.</p>	<p>6 years/office</p>

## ASSESSING - RECORDS RETENTION SERIES

<b>ASG-30</b>	<p><b>REAL PROPERTY CERTIFIED ASSESSMENT ROLL</b></p> <p>Annual list of real property owners, addresses, legal descriptions and assessed values at time of certification.</p>	<p><b>Permanent</b></p> <p>AS 29.45.160</p>
<b>ASG-31</b>		
<b>ASG-32</b>		
<b>ASG-33</b>	<p><b>REAL AND PERSONAL PROPERTY - EXEMPTIONS</b></p> <p>Real and personal property exemptions forms for \$10K, \$20K, volunteer firefighters/emergency medical service (EMS), seniors, veterans and disabled persons. Also includes Kenai River Habitat Tax Credit.</p>	<p><b>Permanent</b></p>
<b>ASG-34</b>	<p><b>BUSINESS PERSONAL PROPERTY - INACTIVE</b></p> <p>Fixed assets owned by commercial enterprises—for closed/inactive businesses.</p> <p><i>(Request all active files from ASG-13 to include with inactive history.)</i></p>	<p>1 year/office</p> <p>6 years in Records Ctr</p>
<b>ASG-35</b>	<p><b>BOARD OF EQUALIZATION</b></p> <p>Corrected assessment letters, appeal log, appeal backup, appeal packets.</p>	<p>2 years/office</p> <p>5 years in Records Ctr</p>
<b>ASG-36</b>	<p><b>PERSONAL PROPERTY - VESSEL EXCLUSIONS</b></p> <p>Personal property exclusions for boat owners.</p>	<p>2 years/office</p> <p>5 years in Records Ctr</p>



## CES - RECORDS RETENTION SERIES

<b>SVC-01</b>	<p><b>ADMINISTRATIVE RECORDS</b></p> <p>Equipment &amp; vehicle maintenance. Radio licensing &amp; pagers. Time sheets, budget work papers, travel expenses, training &amp; education, volunteer services. Copies of mutual aid agreements and other contracts.</p>	<p>2 years/office</p> <p>2 years/in Records Ctr</p>
<b>SVC-02</b>	<p><b>REFERENCE MATERIALS</b></p> <p>Office use only.</p>	<p>1 year/office</p>
<b>SVC-03</b>	<p><b>DAILY FIRE/EMERGENCY ACTIVITY LOGS</b></p> <p>Descriptions of daily fire and emergency services provided and related events.</p>	<p><b>Permanent</b></p>
<b>SVC-04</b>	<p><b>MEDICAL SERVICE RECORDS - CONFIDENTIAL</b></p> <p>Descriptions of medical services provided to clients.</p>	<p><b>Permanent</b></p>
<b>SVC-05</b>	<p><b>SERVICE AREA BOARD ADMIN</b></p> <p>Board packets, agendas, notices, minutes, resolutions.</p>	<p><b>Permanent</b></p>
<b>SVC-06</b>	<p><b>PROFESSIONAL AFFILIATIONS</b></p> <p>Professional associations and issues, primarily medical and fire protection legislation and standards.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>SVC-07</b>	<p><b>FIRE INVESTIGATION FILES</b></p> <p>Department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators, state fire marshal, police, casualty or other insurance) memos, drawings, video evidence or other documentation.</p>	<p>10 years after case is closed</p>
<b>SVC-08</b>	<p><b>INSPECTION/COMPLIANCE FILES</b></p> <p>Fire safety inspections before and after building construction. May include building plans detailing fire detection specifications or other compliance requirements, certificates of inspection, violation appeals, department responses, and applications for variances.</p>	<p>Until building is no longer in use</p>

## CES - RECORDS RETENTION SERIES

<b>SVC-09</b>	<p><b>FIRE TRAINING FILES</b></p> <p>Correspondence, course descriptions, training dates and exam results for firefighters.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>SVC-10</b>	<p><b>EQUIPMENT INSPECTION RECORDS</b></p> <p>Inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, purchase date, type, cubic feet of tank).</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>SVC-11</b>	<p><b>APPARATUS ACCIDENT FILES</b></p> <p>Records of accidents involving fire/rescue vehicles. May include police reports, witness statements, diagrams, photographs and related documentation.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-01</b>	<p><b>MEETING MINUTES</b></p> <p>Official accounts of the proceedings and Action Agendas of the governing body (Assembly) and other boards, commissions, committees, and special work groups. Also includes Board of Equalization (BOE) and Board of Adjustment (BOA) minutes.</p>	<b>Permanent</b>
<b>CLK-02</b>	<p><b>MEETING NOTICES</b></p> <p>Notices, Newspaper and Affidavits of Publication regarding assembly meetings, service area vacancies, special meetings, public hearings, etc.</p>	<b>Permanent</b>
<b>CLK-03</b>	<p><b>MEETING PACKETS</b></p> <p>Packets from Assembly meetings and meeting files, Board of Equalization and Board of Adjustment hearings, and Bid Appeals, Street Name Appeals.</p>	<b>Permanent</b>
<b>CLK-04</b>	<p><b>ASSEMBLY/MAYOR ADMINISTRATION</b></p> <p>Assembly travel reports; awards/presentations; legislative liaison reports; mayor's reports; assembly goals; annual policy statements.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-05</b>	<p><b>BOARDS / COMMISSIONS / SERVICE AREA BOARDS</b></p> <p>Appointments and resignations; changes in structure or administration and other organizational issues; minutes; oaths of office.</p>	<p><b>Permanent</b></p> <p>AS 29.20.600</p>
<b>CLK-06</b>	<p><b>ASSEMBLY ORGANIZATIONAL RECORDS</b></p> <p>Oaths of office; resignations and appointments; appointments/representation to various entities.</p>	<p><b>Permanent</b></p> <p>AS 29.20.600</p>
<b>CLK-07</b>	<p><b>HISTORICAL RECORDS</b></p> <p>Borough history; incorporation files, major events; etc.</p>	<p><b>Permanent</b></p> <p>AS 29.05</p>
<b>CLK-08</b>	<p><b>PUBLIC RECORDS REQUESTS</b></p> <p>Written requests for public records. Also includes informal requests for borough/assembly action.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-09</b>	<p><b>BOROUGH MEMBERSHIPS / REPRESENTATION</b></p> <p>Borough memberships in various governmental entities or local organizations. Assembly members or others appointed to represent the borough. Reports and recommendations.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-10</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Office equipment &amp; furniture; budget work papers; memberships; personnel; fixed asset listing; vendor information.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-11</b>	<p><b>BOND ADMINISTRATION</b></p> <p>Copies only. Originals with Finance Department. SEE FIN-06</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-12</b>	<p><b>LEGISLATIVE PRIORITIES</b></p> <p>State and Federal Legislative Priority Books. Capital Improvement Projects (CIP) requests. State Transportation Improvement Projects (STIP) List.</p>	<b>Permanent</b>
<b>CLK-13</b>	<p><b>BUDGET</b></p> <p>Annual borough budget document and related review, adoption and revision papers.</p>	<b>Permanent</b>
<b>CLK-14</b>	<p><b>FINANCIAL MANAGEMENT / REPORTS</b></p> <p>Financial management issues and reports by borough staff or other agencies. Investment reports. <i>[Not Audit-SEE CLK-19]</i></p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-15</b>	<p><b>PURCHASING RECORDS</b></p> <p>Copies only. Originals in Purchasing Department. SEE PUR-02</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-16</b>	<p><b>INTENT TO DO BUSINESS/CONFLICT OF INTEREST FORMS</b> <i>(Borough employees)</i></p> <p>Completed forms from elected/appointed municipal officers or borough employees. <i>[Not for Elections-SEE CLK-37]</i></p>	<p>1 year/office</p> <p>5 years in Records Ctr</p> <p>AS 29.20.010</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-17</b>	<p><b>LICENSE &amp; PERMIT ADMINISTRATION</b></p> <p>Alcoholic Beverage Control Board applications (liquor license); restaurant designation permits; Games of Skill &amp; Chance permits.</p>	<p>Retain 3 years after permit expires</p> <p>AS 05.15.020</p>
<b>CLK-18</b>	<p><b>REVENUE &amp; TAXATION PROGRAMS (including taxes levied/paid)</b></p> <p>Borough revenue programs and taxes levied by the borough. Foreclosure lists. Sales tax information.</p>	<b>Permanent</b>
<b>CLK-19</b>	<p><b>FINANCIAL AUDITS</b></p> <p>Annual Audit, Comprehensive Annual Financial Report (CAFR), letters to management for borough and service areas.</p>	<b>Permanent</b>
<b>CLK-20</b>	<p><b>ASSESSMENT DISTRICTS (USAD &amp; RIAD)</b></p> <p>Formation of assessment districts. Utility Special Assessment Districts. Road Improvement Assessment Districts. See FIN-12 and RDI-04</p>	<b>Permanent</b>
<b>CLK-21</b>	<p><b>PROPERTY TAX ASSESSMENTS</b></p> <p>Annual assessment roll information. SEE ASG-24 (Personal Property) SEE ASG-30 (Real Property)</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>CLK-22</b>	<p><b>CONTRACTS - HOSPITALS/HEALTH SERVICES</b></p> <p>Hospitals; paramedic and ambulance services; clinics.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-23</b>	<p><b>DISASTER/ EMERGENCY PLANNING</b></p> <p>Disasters and emergencies; planning and programs, responses to incidents.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-24</b>	<p><b>CONTRACTS - ENVIRONMENTAL QUALITY CONTROL</b></p> <p>Air, noise, and hazardous materials pollution. Planning and programs for mitigation efforts. Environmental conservation planning and programs.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-25</b>	<p><b>REAPPORTIONMENT &amp; REDISTRICTING</b></p> <p>Municipal and school district reapportionment records, maps, state districting plans.</p>	<b>Permanent</b>
<b>CLK-26</b>	<p><b>VACATIONS &amp; EASEMENTS, STREET NAMES</b></p> <p>Petitions to vacate rights-of-way, roads, utilities, easements, etc. Naming/renaming of streets.</p>	<b>Permanent</b>
<b>CLK-27</b>		
<b>CLK-28</b>	<p><b>COMPREHENSIVE PLAN / LAND USE</b></p> <p>Rezoning of real property for specific uses and cases. Development and revision of Comprehensive Plan (Comp Plan). Annexation issues.</p>	<b>Permanent</b>
<b>CLK-29</b>	<p><b>ELECTIONS - UNDELIVERABLE MAIL</b></p> <p>Undeliverable items returned by postal service.</p>	Retain 1 year
<b>CLK-30</b>	<p><b>ELECTIONS - PETITIONS (<i>FAILED CERTIFICATION</i>)</b></p> <p>Petitions for initiatives, referenda or recall filed by private citizens or groups requesting action by the governing body which failed certification.</p>	<b>Permanent</b>
<b>CLK-31</b>	<p><b>ELECTIONS - PRECLEARANCE</b></p> <p>Department of Justice requests for preclearance and responses.</p>	<b>Permanent</b>
<b>CLK-32</b>	<p><b>ELECTIONS - NOTICES, SAMPLE BALLOTS, PROPOSITION LANGUAGE, RESULTS</b></p> <p>Canvass board results and certification of election. Notices and Affidavits of Publication for all types of elections. Sample ballots. Proposition summaries. Voter pamphlet.</p>	<b>Permanent</b>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-33</b>	<b>ELECTIONS - VOTED BALLOTS</b>  All voted ballots including questioned, absentee and special needs ballots. Ballot stubs.	Retain one month after certification - unless contested. AS 15.15.470
<b>CLK-34</b>	<b>ELECTIONS - PRECINCT INFORMATION</b>  Precinct maps and boundary descriptions.	<b>Permanent</b>
<b>CLK-35</b>	<b>ELECTIONS - CANDIDATES</b>  Declarations of Candidacy, Withdrawal of Candidacy. List of candidates with name, office sought and term.	Retain 4 years  AS 15.25.030
<b>CLK-36</b>	<b>ELECTIONS - REGISTERS</b>  All registers: precinct, questioned and absentee in person. Also includes special needs voting applications.	Retain 4 years  AS 15.15.470
<b>CLK-37</b>	<b>ELECTIONS - APOC DISCLOSURE STATEMENTS</b>  Alaska Public Offices Commission Financial Disclosure Statements ( <i>formerly "Conflict of Interest Statements - COI"</i> ) and Campaign Disclosure Statements.	Retain 6 years  AS 39.50
<b>CLK-38</b>	<b>ELECTIONS - RECOUNTS &amp; CONTEST</b>  Recount Petitions: Candidate requests for recount and results. Contest of Election: Request and results.	Retain 4 years
<b>CLK-39</b>	<b>RESOLUTIONS &amp; ORDINANCES</b>  Resolutions and ordinances with related backup documents.	<b>Permanent</b>  AS 29.20.380
<b>CLK-40</b>	<b>CONTRACTS - GENERAL PURCHASING/SERVICES</b>  Purchase of supplies, materials, equipment or vehicles. Contracts for related services, leases, etc.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-41</b>	<b>DEEDS</b>  Deeds, land patents, water rights, etc.	<b>Permanent</b>

## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-42</b>	<p><b>CONTRACTS - IMPROVEMENTS, RENOVATIONS, CONSTRUCTION</b></p> <p>Improvement, renovation or construction projects</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-43</b>	<p><b>LITIGATION</b></p> <p>Office copies only. See Legal Department.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-44</b>	<p><b>PERSONNEL ADMINISTRATION</b></p> <p>Office copies only. See Personnel Department.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CLK-45</b>	<p><b>CONTRACTS - SCHOOLS</b></p> <p>School construction, improvements, program administration.</p> <p>SEE PWK-05 (Public Works)</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-46</b>	<p><b>CONTRACTS - RECREATION</b></p> <p>Recreation programs and administration.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-47</b>	<p><b>CONTRACTS - SOLID WASTE</b></p> <p>Solid waste issues, transfer sites, landfill construction and operation.</p> <p>SEE SWD-01 (Solid Waste)</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>
<b>CLK-48</b>	<p><b>CONTRACTS - ROADS</b></p> <p>Road construction, improvements, maintenance.</p> <p>SEE RDI-01 AND RDM-01 (Roads)</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p> <p>AS 09.10.053</p>



## CLERK'S OFFICE - RECORDS RETENTION SERIES

<b>CLK-49</b>	<b>CONTRACTS - REAL PROPERTY MANAGEMENT</b>  Acquisition, lease, rental, disposition of real property by the borough. Rental or lease of other property by the borough.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-50</b>	<b>CONTRACTS - RESOURCE MGT &amp; ECONOMIC DEVELOPMENT</b>  Forestry, fisheries, oil & gas. Community promotion & economic development.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-51</b>	<b>CONTRACTS - INFORMATION MANAGEMENT</b>  Data processing hardware and software issues.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>CLK-52</b>	<b>RECORDS</b>  Management of active and retired records. Retention schedules.	<b>Permanent</b>
<b>CLK-53</b>	<b>BOROUGH CODE &amp; UPDATES</b>  Code of Ordinances and supplements/updates.	<b>Permanent</b>
<b>CLK-54</b>	<b>MEETING TAPES</b>  Assembly meeting cassette tapes, work sessions, public hearings, appeals. Board of Adjustment (BOA) and Board of Equalization (BOE) tapes.	1 year/office  9 years/in Records Ctr
<b>CLK-55</b>	<b>SETTLEMENTS</b>  Settlement agreements on borough matters.	<b>Permanent</b>
<b>CLK-56</b>	<b>POLICIES &amp; PROCEDURES (Major &amp; Minor)</b>  Major and minor policies and procedures (including rules and regulations) formalized by any Department.	<b>Permanent</b>

## DP / MIS - RECORDS RETENTION SERIES

<b>ADP-01</b>	<p><b>COMPUTER SYSTEM</b></p> <p>Program/system documentation; wiring records (specifications/drawings of buildings, cables or computer hardware connections); application software licenses/agreements; data systems and file specifications; security/password information; user guides; backup procedures.</p>	<p>Backup tapes stored at Records Ctr</p> <p>System data retained until system is obsolete or replaced.</p> <p>Retain documentation file until obsolete, superseded or administrative need is met.</p>
<b>ADP-02</b>	<p><b>INTERNET SITE DEVELOPMENT - WEB PAGE</b></p> <p>Web page data, statistics and other materials utilized in the creation/maintenance of borough's internet site.</p>	<p>Backup tapes stored at Records Ctr</p>
<b>ADP-03</b>	<p><b>SERVICE REQUESTS</b></p> <p>Requests for service from departments, i.e. upgrades, maintenance, replacement, and purchases.</p>	<p>3 years/office</p>

## FIN/ACC PAYABLE - RECORDS RETENTION SERIES

<b>ACC-01</b>	<b>CANCELLED CHECKS</b>  All cancelled checks from accounts payable.	2 years/office  8 years/in Records Ctr
<b>ACC-02</b>	<b>FORM 1099</b>  Copies of 1099 forms sent annually to IRS listing amounts paid to vendors. Reports by vendor and amount paid.	1 year/office  2 years/in Records Ctr
<b>ACC-03</b>		
<b>ACC-04</b>	<b>PAY LIST</b>  Bi-weekly report listing vendors paid with related account numbers and amounts paid, sorted by payment number.	2 years/office
<b>ACC-05</b>		
<b>ACC-06</b>	<b>GRANT MANAGEMENT FILES</b>  Copies of grant agreements, borough requests for reimbursement and related correspondence.	1 year/office  4 years/in Records Ctr
<b>ACC-07</b>	<b>GENERAL LEDGER - YEAR END REPORT</b>  Year end report containing final status of revenues and expenditures and balance sheet items for fiscal year.	<b>Permanent</b>
<b>ACC-08</b>	<b>JOURNAL ENTRIES - REVENUE &amp; EXPENDITURES</b>  Revenue and expenditure detail shown in the general ledger. Fiscal year end report.	<b>Permanent</b>
<b>ACC-09</b>		
<b>ACC-10</b>	<b>ACCOUNTS PAYABLE WARRANTS &amp; BACKUP</b>  Warrants, invoices, purchase orders, miscellaneous backup.	1 year/office  6 years/in Records Ctr
<b>ACC-11</b>	<b>1989 OIL SPILL DOCUMENTS</b>  All time sheets, printouts, accounts payable checks with backup pertaining to the 1989 oil spill.	<b>Permanent</b>

## FIN/ADMIN - RECORDS RETENTION SERIES

<b>FIN-01</b>	<b>DEPARTMENT OPERATIONS</b>  Time sheets, budget work papers, travel expenses, training & education. Authorization for credit cards.	1 year/office  2 years/in Records Ctr
<b>FIN-02</b>	<b>REFERENCE MATERIALS</b>  Reading files, office procedures, inter-office correspondence.	1 year/ office
<b>FIN-03</b>	<b>BIDS</b>	Moved to Purchasing
<b>FIN-04</b>	<b>BIDS</b>	Moved to Purchasing
<b>FIN-05</b>	<b>VEHICLE LICENSING</b>	Moved to Purchasing
<b>FIN-06</b>	<b>BOND ADMINISTRATION</b>  Administration of bonds for schools, solid waste projects, and hospitals. Bond accounting bank statements, all documentation. Bond/coupon register (numeric listing of bonds/coupons).	<b>Permanent</b>
<b>FIN-07</b>	<b>BUDGET REQUESTS &amp; DEPT COPIES</b>  Budget instructions, department submissions, annual estimate of revenue, budget work papers.  FINAL BUDGET TO CLERK'S OFFICE	1 year/office    2 years/in Records Ctr
<b>FIN-08</b>	<b>TAX ADMINISTRATION</b>  Correspondence relating to real and personal property and sales tax administration.	2 years/office  2 years/in Records Ctr
<b>FIN-09</b>		
<b>FIN-10</b>	<b>GRANTS</b>	Moved to Mayor's Office
<b>FIN-11</b>	<b>YEAR END AUDIT &amp; FINANCIAL STATEMENTS</b>  Comprehensive Annual Financial Report (CAFR).  FINAL AUDIT & CAFR TO CLERK'S OFFICE	1 year/office    2 years/in Records Ctr

## FIN/ADMIN - RECORDS RETENTION SERIES

<b>FIN-12</b>	<b>SPECIAL ASSESSMENT DISTRICTS</b>  Reports for Utility Special Assessment Districts (USAD) and Road Improvement Assessment Districts (RIAD)	2 years/office  12 years/in Records Ctr
<b>FIN-13</b>	<b>FIXED ASSETS</b>  Fixed assets inventory; additions and deletions to the assets of all borough departments.	<b>Permanent</b>
<b>FIN-14</b>	<b>LAND TRUST FUND</b>  Land trust escrow documents.	<b>Permanent</b>

## FIN/AUDIT - RECORDS RETENTION SERIES

<b>AUD-01</b>	<p style="text-align: center;"><b>AUDIT CASE FILES</b></p> <p>Spread sheets, tax returns, correspondence, business records, work papers, field notes, billing records and other items used in auditing businesses for compliance with borough sales and personal tax regulations.</p>	<p>1 year/office</p>    <p>6 years/in Records Ctr</p>
<b>AUD-02</b>	<p style="text-align: center;"><b>BUSINESS TAX ESTIMATES / COMPUTATIONS</b></p> <p>Records related to computation of taxes owed by businesses, when businesses do not compute their taxes. Records include requests for estimate, resulting tax due, list of other charges.</p>	<p>1 year/office</p>    <p>5 years/in Records Ctr</p>
<b>AUD-03</b>	<p style="text-align: center;"><b>ROUTINE CORRESPONDENCE</b></p> <p>Letters written to businesses providing information or direction for the basis of taxes paid. Letters from taxpayers.</p>	<p>2 years/office</p>

## FIN/CASH MGT - RECORDS RETENTION SERIES

<b>CSH-01</b>	<p><b>REAL/PERSONAL TAX ADJUSTMENT REQUESTS</b></p> <p>Request forms for adjustment in assessed value of real or personal property taxes. TAR Report.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>CSH-02</b>	<p><b>REAL/PERSONAL TAX ADJUSTMENTS</b></p> <p>Backup information relating to adjustments for real and personal property accounts.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>CSH-03</b>	<p><b>CASH MANAGEMENT INTERNAL ADMIN</b></p> <p>Policies and procedures, information on department accounting practices.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>CSH-04</b>	<p><b>REAL PROPERTY BILLING AND FORECLOSURE</b></p> <p>Annual process of billing and foreclosure of property. "End of Redemption" process, including lists of delinquent accounts.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p> <p>AS 09.10.030</p>
<b>CSH-05</b>		
<b>CSH-06</b>	<p><b>CASH POSTING JOURNAL REPORT/TAX/JUD</b></p> <p>Daily cash posting journal report, booked by month, showing amounts collected for real and personal property tax. Deposit slips and listing of check amounts attached to report.</p>	<p>1 year/office</p> <p>6 years/in Records Ctr</p>
<b>CSH-07</b>	<p><b>CASH RECEIPT BOOKS</b></p> <p>Daily reports, booked by month, listing cash received for sales tax and use of borough-owned facilities and service areas. Filing fees, grant funds, etc. with deposit slips and receipts attached to report.</p>	<p>1 year/office</p> <p>6 years/ in Records Ctr</p>
<b>CSH-08</b>	<p><b>REVENUE CONTROL REPORT</b></p> <p>Annual register of revenues received. Tax system control reports and copies of cash receipt printouts.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>CSH-09</b>		

<b>CSH-10</b>	<b>MISC. MONEY RECEIPT BOOKS</b>  Receipt books for cash/checks received for various taxes and services. Original receipt to taxpayer; copies of receipts are included with batch tapes.	1 year/office  6 years/in Records Ctr
<b>CSH-11</b>	<b>DAILY BANK STATEMENTS / EXCEL SHEET</b>  Daily excel spreadsheet showing total of revenues received, listed by batch.	1 year/office  6 years/in Records Ctr
<b>CSH-12</b>		
<b>CSH-13</b>	<b>FORECLOSURE JUDGEMENT &amp; REDEMPTION REPORT</b>  Copy of list of judgements sent to the court requesting foreclosure redemption reports of real property—recorded with Alaska Recording Districts.	3 years/office  7 years/in Records Ctr  AS 09.10.030
<b>CSH-14</b>	<b>REAL PROPERTY FORECLOSURE PUBLICATIONS</b>  Annual report listing foreclosures. Real and personal property tax list published in the newspaper as part of the foreclosure process.	3 year/office  7 years/in Records Ctr  AS 09.10.030
<b>CSH-15</b>	<b>BANK DEPOSIT BOOKS</b>  Deposit slips and tapes listing amounts of checks and cash deposited.	1 year/office  2 years/in Records Ctr
<b>CSH-16</b>	<b>END OF YEAR PAYMENT PROOF AND TRIAL BALANCE REPORTS</b>  Annual report showing all real and personal property revenue received in numerical order by account number. Trial balance lists the amounts owed.	Stored on CD
<b>CSH-17</b>	<b>TAX BILLS - REAL &amp; PERSONAL PROPERTY</b>  Invoices to taxpayers returned with payments. Sorted by bank deposit batch numbers; adjustments to amounts.	<b>Permanent</b>



<b>CSH-18</b>	<b>TAX SERVICE REPORTS</b>  Annual report of property taxes owed to borough. Printed during billing cycle for reference and data input.	1 year/office
<b>CSH-19</b>		
<b>CSH-20</b>	<b>TAR SUMMARY (YEAR-END)</b>  Report showing year-end status of assessed valuation of real and personal property.	Stored on CD
<b>CSH-21</b>	<b>BANKING RECORDS</b>  Daily banking transactions, bank statements and monthly investment activity reports. Bank account reconciliation backup.	3 years/office
<b>CSH-22</b>	<b>STATE SHARED REVENUES MANAGEMENT</b>  Records related to revenue sharing, municipal assistance, national forestry receipts, fish tax, school debt reimbursement.	1 year/office 4 years/in Records Ctr
<b>CSH-23</b>	<b>DEBT SERVICE RECORDS</b>  Amortization schedules and annual debt services payment schedules.	1 year/office 5 years/in Records Ctr
<b>CSH-24</b>	<b>REAL &amp; PERSONAL PROPERTY TAX ARCHIVAL REPORTS (1982-1989)</b>	<b>Permanent</b>
<b>CSH-25</b>	<b>JUDGEMENTS - ADJUSTMENTS &amp; PAYMENTS</b>  Payment receipts or tickets; adjustment tickets.	<b>Permanent</b>
<b>CSH-26</b>	<b>SPECIAL ASSESSMENT DISTRICTS</b>  Payment receipts for Utility Special Assessment Districts (USAD) and Road Improvement Assessment Districts (RIAD). Sorted by bank deposit batch numbers. Adjustments.	<b>Permanent</b>
<b>CSH-27</b>	<b>SPECIAL ASSESSMENT DISTRICT REPORTS</b>  Daily cash journal listing amounts collected by borough.	1 year/office 6 years/in Records Ctr
<b>CSH-28</b>	<b>WRITE OFF TO COLLECTIONS</b> <i>(Beginning Batch Number is W0001)</i>	<b>Permanent</b>

## FIN/DEL - RECORDS RETENTION SERIES

<b>DEL-01</b>	<b>LEGAL DEPT COLLECTION STATUS REPORTS</b>  Reports indicating status of collections by Legal Department relating to sales tax owed.	1 year/office  2 years/in Records Ctr
<b>DEL-02</b>	<b>TAX FILES - COLLECTION AGENCY</b>  Sales tax, judgements, personal property accounts administered under contract/collection agency.	1 year/office  9 years/in Records Ctr
<b>DEL-03</b>	<b>PERSONAL PROPERTY FILES - CONTRACT SERVICES</b>  Personal property judgements and collections administered under contract/collection agency.	1 year/office  9 years/in Records Ctr
<b>DEL-04</b>	<b>REAL PROPERTY TAX FORECLOSURE -PAID FILES</b>  Real property addresses, owners, etc. for amounts due which were paid prior to completion of foreclosure proceedings.	1 year/office  9 years/in Records Ctr
<b>DEL-05</b>	<b>REPURCHASE OF TAX FORECLOSED REAL PROPERTY</b>  Repurchase of real property which the borough has completed tax foreclosure proceedings.	<b>Permanent</b>
<b>DEL-06</b>	<b>QUITCLAIM DEEDS</b>	Moved to Assessing
<b>DEL-07</b>	<b>PERSONAL PROPERTY/SALES TAX JUDGEMENT</b>  Personal property and sales tax files containing information obtaining and collecting judgement and satisfaction.	1 year/office  5 years/in Records Ctr
<b>DEL-08</b>	<b>SALES TAX FILES - CLOSED ACCOUNTS</b>  Sales tax closed delinquent accounts collected without litigation.	1 year/office  2 years/in Records Ctr
<b>DEL-09</b>	<b>PROPERTY TAX FILES - CLOSED ACCOUNTS</b>  Property tax closed delinquent accounts collected without litigation.	1 year/office  2 years/in Records Ctr

## FIN/DEL - RECORDS RETENTION SERIES

<b>DEL-10</b>	<b>LIQUOR LICENSE ADMIN</b>  New applications, renewals or transfers of liquor licenses.	1 year/office  2 years/in Records Ctr
<b>DEL-11</b>	<b>REAL PROPERTY FORECLOSURE JUDGEMENT</b>  Real property judgement and master foreclosure records.	<b>Permanent</b>
<b>DEL-12</b>	<b>REFERENCE MATERIALS - DELINQUENT ACCOUNTS</b>  Reports used for work purposes, i.e. personal property collection, closed sales tax reports, listing of open and closed bankruptcies, balance due on sales tax.	1 year/office
<b>DEL-13</b>	<b>SALES TAX-UNENFORCEABLE &amp; JUDGEMENTS</b>  Sales tax files with unenforceable amounts due and still owing. Judgement Statue of Limitations (SOL).	1 year/office  6 years/in Records Ctr
<b>DEL-14</b>		
<b>DEL-15</b>	<b>JUDGEMENT SYSTEM - COLLECTION REPORTS</b>  Cash posting and general ledger. Interface and trial balance. Escrow collection reports on delinquent sales tax and personal property tax.	1 year/office  6 years/in Records Ctr
<b>DEL-16</b>	<b>COLLECTIONS - DELINQUENT AMOUNTS DUE</b>  Spread sheets containing annual and monthly total amounts collected by DAC for sales tax, personal and real property taxes.	1 year/office
<b>DEL-17</b>	<b>SALES TAX COLLECTION - CONTRACT ADMIN</b>  Monthly activity, summary and collection reports showing amount of money collateral and efforts made by attorney/agency under contract to collect delinquent amounts.	1 year/office  9 years/in Records Ctr
<b>DEL-18</b>	<b>BANKRUPTCY ADMIN - TAXES COLLECTED</b>  Bankruptcies filed and taxes collected during the completion of bankruptcy process.	1 year/office  4 years/in Records Ctr

## FIN/DEL - RECORDS RETENTION SERIES

<b>DEL-19</b>	<b>ADDRESS CHANGES &amp; PERSONAL PROPERTY UNENFORCEABLE ACCOUNTS</b>  Information for determining an account uncollectible. Back-up information on address changes for real and personal property.	1 year/office  10 years/in Records Ctr
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## FIN/PAYROLL - RECORDS RETENTION SERIES

<b>PAY-01</b>	<p><b>PAYROLL CHECK COPIES/STUBS</b></p> <p>Copies of payroll checks paid to employees. Stub showing gross, deductions and net paid.</p>	2 years/office
<b>PAY-02</b>	<p><b>PAYROLL CHECKS - CANCELLED CHECKS</b></p> <p>Cancelled checks returned by bank after payment of funds.</p>	2 years/ office
<b>PAY-03</b>	<p><b>EMPLOYMENT SECURITY DIVISION - PAYMENTS</b></p> <p>Employment Security Division (ESD) payments to State.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-04</b>	<p><b>EMPLOYMENT SECURITY DIVISION - REPORTS</b></p> <p>Employment Security Division (ESD) reports to State.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-05</b>	<p><b>PAYROLL REPORTS</b></p> <p>Quarterly 941 reports on FICA/Federal tax.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-06</b>	<p><b>COMPLETED W2 FORMS</b></p> <p>Federal withholding tax statements.</p>	1 year/office 3 years/in Records Ctr
<b>PAY-07</b>	<p><b>PERSONNEL TIME SHEETS</b></p> <p>Documenting earnings, deductions, leave for employees.</p>	1 year/office <b>Permanent</b>
<b>PAY-08</b>	<p><b>PERS CONTRIBUTION REPORT</b></p> <p>Employee/Employer contributions.</p>	<b>Permanent</b>
<b>PAY-09</b>	<p><b>PAYROLL REGISTER</b></p> <p>Bi-weekly register of payroll checks issued.</p>	2 years/office 5 years/in Records Ctr
<b>PAY-10</b>	<p><b>GENERAL LEDGER - DEPT DISTRIBUTION</b></p> <p>Bi-weekly payroll department distribution report.</p>	1 year/office 3 years/ in Records Ctr

## FIN/PAYROLL - RECORDS RETENTION SERIES

<b>PAY-11</b>	<b>PAYROLL TOTALS</b>	Stored on CD
<b>PAY-12</b>	<b>ACCRUALS REPORT - SICK/ANNUAL LEAVE</b>	Stored on CD
<b>PAY-13</b>	<b>AUTO DEPOSIT LISTING</b>	Stored on CD
<b>PAY-14</b>	<b>DEFERRED COMPENSATION DEDUCTIONS LIST</b>	Stored on CD
<b>PAY-15</b>		
<b>PAY-16</b>		
<b>PAY-17</b>	<b>PAYROLL RECONCILIATION</b>	Stored on CD
<b>PAY-18</b>	<b>PAYROLL EXCEPTIONS / GARNISHMENTS</b>  Garnishments, payroll deductions by court order.	<b>Permanent</b>
<b>PAY-19</b>	<b>LIFE INSURANCE PREMIUMS PAID</b>  Monthly report indicating insurance premiums paid for employees.	1 year/office  6 years/in Records Ctr
<b>PAY-20</b>	<b>STANDARD DEDUCTIONS REPORT</b>  Bi-weekly individual deduction code listings. Includes individual earnings, deductions and other payments.	1 year/office  3 years/in Records Ctr
<b>PAY-21</b>	<b>CALENDAR YEAR-END PAYROLL REPORT</b>  Report showing calendar year end payroll totals.	1 year/office  3 years/in Records Ctr
<b>PAY-22</b>	<b>YEAR END ACCRUALS - LEAVE BALANCES</b>  Year end report of sick leave and annual leave accruals/balances.	1 year/office  3 years/in Records Ctr

## FIN/PURCHASING - RECORDS RETENTION SERIES

<b>PUR-01</b>	<b>FORMAL BIDS - LOSING BIDS</b>  Losing formal bids for projects and services costing more than \$15,000.	1 year/office
<b>PUR-02</b>	<b>FORMAL BIDS - WINNING BIDS</b>  Requests for Proposals, notification of award, contract, amendments, special conditions, etc.	1 year/office  2 years/in Records Ctr  AS 09.10.053
<b>PUR-03</b>	<b>OTHER PURCHASING RECORDS</b>  Licensing of borough-owned vehicles. Annual Auction; disposal of fixed assets.	1 year/office  2 years/in Records Ctr

## FIN/RISK MGT - RECORDS RETENTION SERIES

<b>RSK-01</b>	<p><b>INSURANCE POLICIES</b></p> <p>Original insurance policies for borough liability, Workers' Compensation, health and life insurance for employees of borough, school district and service areas. Real property insurance. Notary bonds for employees.</p>	<b>Permanent</b>
<b>RSK-02</b>	<p><b>LIABILITY CLAIM FILES</b></p> <p>Liability claims submitted to the borough, investigation reports, settlement releases and related correspondence to/from claims adjusters, private attorneys.</p> <p><i>(Retention period begins upon settlement date)</i></p>	<p>2 years/office</p>    <p>5 years/in Records Ctr</p>
<b>RSK-03</b>	<p><b>REFERENCE MATERIALS</b></p> <p>Insurance manuals, work copies of insurance policies, etc.</p>	1 year/office
<b>RSK-04</b>	<p><b>CERTIFICATES OF INSURANCE</b></p> <p>Certificates of insurance submitted to borough by firms conducting business with the borough.</p> <p><i>(Retention period begins when certificates expire)</i></p>	1 year/office
<b>RSK-05</b>	<p><b>WORKERS' COMPENSATION CLAIMS</b></p> <p>May include time loss, no time loss, permanent total disability, and fatality cases. Reports of injury, medical reports, correspondence, release agreements, vocational rehabilitation reports/decisions. Second Injury Fund reimbursements.</p>	<b>Permanent</b>
<b>RSK-06</b>	<p><b>WORKERS' COMPENSATION YEARLY AUDIT</b></p> <p>Fiscal year end Workers' Compensation totals for year end audit.</p>	<b>Permanent</b>



## FIN/SALES TAX - RECORDS RETENTION SERIES

<b>STX-04</b>	<b>SALES TAX RETURNS</b>  Sales tax registrations and reports completed by businesses and returned to borough. Correspondence, resale and exempt applications. Adjustments to accounts. Guide and compliance forms.	<b>Permanent</b>
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## LEGAL DEPARTMENT - RECORDS RETENTION SERIES

<b>LEG-01</b>	<b>ALASKA STATE STATUTES</b>  Statute books - various years.	<b>Permanent</b>
<b>LEG-02</b>	<b>LEGAL OPINIONS, INTERPRETATIONS, SETTLEMENTS</b>  Opinions and interpretations relating to all legal issues pertaining to the borough. Settlement Agreements.	<b>Permanent</b>
<b>LEG-03</b>	<b>LITIGATION CASE FILES</b>  Research materials, case law, briefs. Case expenses/billings, witness files, etc. Pleadings, summons, answers to summons, subpoenas, motions, opposition, etc. Real property tax foreclosure litigation. Bankruptcy cases and records.	2 years/office  8 years/in Records Ctr  Foreclosure = AS 09.10.030
<b>LEG-04</b>	<b>ALASKA ADMINISTRATIVE CODE AND OTHER REFERENCE MATERIALS</b>  Alaska Administrative Code (ACC) registers.	2 years/office  8 years/in Records Ctr
<b>LEG-05</b>	<b>CONTRACTS</b>  Duplicate contracts and related backup for legal department's use.	2 years/office  8 years/in Records Ctr

## MAINTENANCE - RECORDS RETENTION SERIES

<b>MTN-01</b>	<p><b>ADMINISTRATIVE RECORDS</b></p> <p>Office equipment listings. Purchase of supplies, small tools, equipment. Personnel insurance claims. Budget work papers, travel expenses.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>MTN-02</b>	<p><b>ANNUAL LISTING OF WORK ORDERS</b></p> <p>Work completed by each employee sorted by site, employee hours, materials used and cost.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>MTN-03</b>	<p><b>WORK ORDER REQUESTS</b></p> <p>Requests received for building maintenance, special orders, assistance.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>MTN-04</b>	<p><b>DAILY WORK SHEETS &amp; TIME CARDS</b></p> <p>Employee work sheets and time cards showing location of work, project, and materials used.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>MTN-05</b>	<p><b>TIME SHEETS &amp; LEAVE REQUESTS</b></p> <p>Daily clock-out forms, annual leave requests, copies of payroll time sheets.</p>	<p>1 year/office</p>
<b>MTN-06</b>	<p><b>SCHOOL MAINTENANCE CONTRACTS</b></p> <p>Duplicate copies of contracts. Related correspondence and reports. Building maintenance, snow removal, landscaping, grounds maintenance.</p>	<p>1 year/office</p> <p>4 years/in Records Ctr</p>
<b>MTN-07</b>	<p><b>ASBESTOS IDENTIFICATION/REMOVAL PROGRAM</b></p> <p>Inventory of asbestos present in facilities and response actions, employee training, medical records, asbestos removal processing for borough buildings and schools.</p>	<b>Permanent</b>
<b>MTN-08</b>	<p><b>REFERENCE MATERIALS</b></p> <p>Preventive maintenance program information, EDP reports, school construction notes and post-construction problems, vehicle inventory.</p>	<p>1 year/office</p>

## MAINTENANCE - RECORDS RETENTION SERIES

<b>MTN-09</b>	<p><b>FIRE CODE RECORDS</b></p> <p>New construction projects or upgrades completed to meet fire code requirements.</p>	<b>Permanent</b>
<b>MTN-10</b>	<p><b>SCHOOL SITE INFORMATION</b></p> <p>Location of drywells, cleanouts, utilities at borough schools.</p>	<b>Permanent</b>
<b>MTN-11</b>	<p><b>BUILDING PLANS</b></p> <p>Mylars of as-builts for borough administration building, public works/maintenance building and borough schools.</p>	<b>Permanent</b>
<b>MTN-12</b>	<p><b>VEHICLE MAINTENANCE</b></p> <p>Title, registration, work orders, damage/accident reports, photographs, service, maintenance and repair documents for borough vehicles.</p>	Retain until vehicle is disposed.
<b>MTN-13</b>	<p><b>VEHICLE HISTORY</b></p> <p>Vehicle History Summary Report.</p>	<b>Permanent</b>
<b>MTN-14</b>	<p><b>REQUISITIONS</b></p> <p>Copies of requisitions and other warehouse documents.</p>	3 years/office
<b>MTN-15</b>	<p><b>EQUIPMENT MAINTENANCE</b></p> <p>Maintenance and service for generators and other large equipment.</p>	2 years/office

## MAYOR'S OFFICE - RECORDS RETENTION SERIES

<b>MAY-01</b>	<p><b>ADMINISTRATIVE RECORDS</b></p> <p>News releases, photos, general correspondence. Borough, state, federal programs and projects. Budget work papers, travel expenses. Mayor's professional memberships. Fireworks permits.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>MAY-02</b>	<p><b>LEGISLATIVE ADVOCACY</b></p> <p>Position statements. Kenai Peninsula Caucus, Alaska Municipal League. Proposed legislation.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>MAY-03</b>	<p><b>GRANTS TO EDD, KPTMC AND OTHER LOCAL ENTITIES</b></p> <p>Grant agreements, reports, payments to Economic Development District, Kenai Peninsula Tourism Marketing Council and other local entities.</p>	<p>2 years/office</p> <p>5 years/in Records Ctr</p>
<b>MAY-04</b>	<p><b>INTERNATIONAL RELATIONS</b></p> <p>Sister city relationships, economic development opportunities.</p>	<b>Permanent</b>
<b>MAY-05</b>	<p><b>BOARDS &amp; COMMISSIONS</b></p> <p>Appointments and resignations; changes in structure or administration.</p>	<b>Permanent</b>
<b>MAY-06</b>	<p><b>PROCLAMATIONS</b></p> <p>Official proclamations issued/prepared by Mayor.</p>	<b>Permanent</b>
<b>MAY-07</b>	<p><b>GRANT ADMINISTRATION FILES</b></p> <p>Federal, state and local grants received. Applications, notification of award, receipt of monies, agreements, fiscal reports, closeout documents, etc.</p>	<p>3 years after grant closeout</p> <p>or as agency stipulates</p>

## OEM - RECORDS RETENTION SERIES

<b>EMR-01</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Staff training, memberships. Budget work papers, vendor information, travel expenses.</p>	2 years/office
<b>EMR-02</b>	<p><b>EMERGENCY BROADCAST SYSTEM ADMIN</b></p> <p>Installation and operation of alert sirens, periodic system testing. Maintenance records and inspection reports.</p>	1 year/office 10 years/in Records Ctr
<b>EMR-03</b>	<p><b>EMERGENCY/DISASTER EQUIPMENT ADMIN</b></p> <p>Lists, inventories, agreements on equipment for shelters and ongoing responses. Purchase and upgrade of radios, generators, pagers, repeaters, etc. Licenses &amp; permits, renewals, radio frequency list.</p>	1 year/office 20 years/in Records Ctr
<b>EMR-04</b>	<p><b>TRAINING &amp; EDUCATION</b></p> <p>Seminars, exercises and presentations by OEM. Applications to Emergency Management Institute.</p>	1 year/office 3 years/in Records Ctr
<b>EMR-05</b>	<p><b>EMERGENCY SHELTER ADMIN</b></p> <p>Site selection, management of shelters, food, beds, bedding, clothing &amp; supplies. Registration of occupants during time of use.</p>	1 year/office 10 years/in Records Ctr
<b>EMR-06</b>	<p><b>DISASTER PREPARATION / PLANNING</b></p> <p>Emergency plans, broadcast operations, in-place sheltering, warnings. Law enforcement, fire services, damage assessment, continuity of government and services.</p>	1 year/office 10 years/in Records Ctr
<b>EMR-07</b>	<p><b>NATURAL DISASTERS</b></p> <p>Incidents such as earthquakes, volcanic eruptions, floods, fires, etc.</p>	1 year/office 10 years/in Records Ctr

## OEM - RECORDS RETENTION SERIES

<b>EMR-08</b>	<p><b>HAZARDOUS MATERIALS ABATEMENT</b></p> <p>Testing, identification and mitigation of hazardous materials problems such as contamination of water, oil spills, chemical waste, various toxins, poisons, etc. Analysis, reports, correspondence, studies, data sheets. Superfund Amendment Reauthorization Act (SARA), Title III, Tier I &amp; II Material Safety data sheets. List of hazardous materials stored by private companies.</p>	<p>1 year/office</p> <p>10 years/in Records Ctr</p>
<b>EMR-09</b>	<p><b>TECHNOLOGICAL DISASTERS</b></p> <p>Incidents such as industrial accidents, radiation contamination, etc.</p>	<p>1 year/office</p> <p>10 years/in Records Ctr</p>
<b>EMR-10</b>	<p><b>EMERGENCY / DISASTER VOLUNTEER LIST</b></p> <p>List of volunteers with emergency management training in shelter management, first aid, CPR, radiological monitoring. List of inactive armed service personnel. Administration of volunteers.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>EMR-11</b>	<p><b>FEDERAL / STATE COORDINATION</b></p> <p>All aspects of emergency and disaster management, including legislation, funding, education and training issues.</p>	<p>1 year/office</p> <p>10 years/in Records Ctr</p>
<b>EMR-12</b>	<p><b>COMMUNICATIONS CENTER</b></p> <p>Administration of 911 Communications Center, including system enhancements, board of directors, agendas, minutes, membership records and correspondence.</p>	<b>Permanent</b>
<b>EMR-13</b>	<p><b>LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)</b></p> <p>Bylaws, agendas, minutes, membership records and correspondence.</p>	<b>Permanent</b>
<b>EMR-14</b>	<p><b>SEARCH &amp; RESCUE ACTIVITIES</b></p> <p>Coordination of equipment for rescue activities and disaster management. Mutual Aid Agreements. List of available personnel and equipment.</p>	<p>1 year/office</p> <p>3 years/in Records Ctr</p>

## OEM - RECORDS RETENTION SERIES

<b>EMR-15</b>	<b>FEDERAL DISASTERS (FEMA)</b>  Federal disaster cases.	<b>Permanent</b>
<b>EMR-16</b>	<b>LEPC MEETING TAPES</b>  Cassette tapes of Local Emergency Planning Committee meetings, work sessions, etc.	<b>Permanent</b>
<b>EMR-17</b>	<b>EMERGENCY / DISASTER RESPONSE ADMIN</b>  Disaster declarations issued by the Mayor. Response to local disasters and emergencies.	<b>Permanent</b>
<b>EMR-18</b>	<b>HAZARDOUS MATERIAL INCIDENTS</b>  Reports of hazardous material incidents. May include reports, narratives, memos, copies of fire/rescue reports.	<b>Permanent</b>



## HUMAN RESOURCES - RECORDS RETENTION SERIES

<b>PER-01</b>	<p><b>EMPLOYEE CASE FILES</b></p> <p>Full-time, part-time, on-call/volunteer, assembly members, board and commission members. Contains application/resume, immigration eligibility form, tax forms, payroll deduction authorizations, test and scores, retirement data, medical and life insurance data, references, evaluations, transfers, promotions/demotions, salary increases/decreases, levies/attachments, deferred compensation data, disciplinary actions.</p>	<b>Permanent</b>
<b>PER-02</b>	<p><b>EMPLOYEE MEDICAL RECORDS</b></p> <p>Workers' Comp claims, on-the-job accidents, lost time documentation, pre-hire and periodic physical exams, medical history, correspondence with physicians, etc.</p>	<p><b>Permanent</b></p> <p>Confidential AS 40.25.120</p>
<b>PER-03</b>	<p><b>PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)</b></p> <p>PERS contract and amendments, contribution rates. PERS-Retirement Incentive Program (RIP).</p>	<b>Permanent</b>
<b>PER-04</b>	<p><b>LABOR RELATIONS ADMIN</b></p> <p>Collective bargaining agreement and contract amendments, proposals and counter proposals, arbitration decisions. Labor negotiation files. Grievances. Complaints to Human Rights Commission.</p>	<b>Permanent</b>
<b>PER-05</b>	<p><b>REGULATIONS</b></p> <p>State and Federal Statutes, COBRA regulations, consumer price index reports, census information, occupational surveys, wage surveys.</p>	<p>2 years/office</p> <p>3 years/in Records Ctr</p>
<b>PER-06</b>	<p><b>JOB DESCRIPTIONS &amp; CLASSIFICATIONS</b></p> <p>Organizational charts, salary schedules, job descriptions, job classifications. Sample of each test or examination used for prospective employees, including answer key.</p>	<b>Permanent</b>

## HUMAN RESOURCES - RECORDS RETENTION SERIES

<b>PER-07</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY ADMIN</b>  Equal Employment Opportunity (EEO) statistics, compliance and annual reports and related information.	1 year/office  9 years/in Records Ctr  AS 18.80.115
<b>PER -08</b>	<b>DEPARTMENT OPERATIONS</b>  Office procedures, budget work papers, purchasing/vendor information, time sheets, staff travel, building key control data.	1 year/office  2 years/in Records Ctr
<b>PER-09</b>	<b>RECRUITMENT &amp; SELECTION</b>  Job announcements, solicited applications, transcripts, test scores, interview schedules and selection.	1 year/office  3 years/in Records Ctr
<b>PER-10</b>	<b>EMPLOYEE BENEFITS</b>  Health plan insurance adjustment records and related correspondence. COBRA participant records. Workers' Compensation data and related OSHA reports. Deferred compensation plans.	<b>Permanent</b>
<b>PER-11</b>	<b>JOB APPLICATIONS (UNSOLICITED)</b>	1 year/office
<b>PER-12</b>	<b>UNFAIR LABOR PRACTICES CASE FILES</b>  Written complaints, correspondence, notice of hearing, transcripts and exhibits, witness lists, tapes, copy of final decision and order. Also includes cases dismissed, withdrawn or settled.	1 year/office  9 years/in Records Ctr
<b>PER-13</b>	<b>EEO COMPLAINT CASE FILES</b>  Discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar position and departmental action. Discrimination charges may be on the basis of race, color, religion, national origin, gender, etc.	1 year/office  5 years/in Records Ctr  Title VII Civil Rights Act of 1964 & AS 18.80.115

## HUMAN RESOURCES - RECORDS RETENTION SERIES

<b>PER-14</b>	<p><b>I-9 FORMS</b></p> <p>Employment Eligibility Verification forms retained by employer.</p>	3 years/office from date of hire/or one year after termination
<b>PER-15</b>	<p><b>ALASKA HUMAN RIGHTS ACT RECORDS</b></p> <p>Age, race, and sex of all applicants for employment and all employees.</p>	2 years/office  AS 18.80
<b>PER-20</b>	<p><b>JANITORIAL ADMIN</b></p> <p>Bids, contracts, etc. for janitorial services at borough facilities.</p>	1 year/office
<b>PER-21</b>	<p><b>RETIREMENT SYSTEMS</b></p> <p>Travelers retirement system participation and provision/coverage changes. <i>(SEE PER-03 for PERS)</i></p>	<b>Permanent</b>

## PLANNING - RECORDS RETENTION SERIES

<b>PLN-01</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>General office purchases; training and education; memberships, travel expenses; advertising; budget work papers.</p>	1 year/office
<b>PLN-02</b>	<p><b>OFFICE CORRESPONDENCE</b></p> <p>Routine correspondence to and from other agencies, private firms and members of the public.</p>	3 years/office
<b>PLN-03</b>	<p><b>DEMOGRAPHIC RECORDS</b></p> <p>Census information, surveys, studies, etc. relating to income, cost of living, labor, and other demographic information.</p>	2 year/office  8 years/in Records Ctr  AS. 29.60
<b>PLN-04</b>	<p><b>MUNICIPAL ENTITLEMENT</b></p> <p>History of land acquired from the State (selection, patent).</p>	<b>Permanent</b>
<b>PLN-05</b>	<p><b>LIBRARY / ARCHIVES</b></p> <p>Publications, books, reports.</p>	5 years/office  5 years/in Records Ctr
<b>PLN-06</b>	<p><b>RIVER MANAGEMENT</b></p> <p>Preservation and management plans for Kenai River and other waterways.</p>	1 year/office  5 years/in Records Ctr
<b>PLN-07</b>	<p><b>NATURAL RESOURCE MANAGEMENT</b></p> <p>Management of oil &amp; gas leases, mining, fisheries, aquatic farming, timber. Water and watershed studies.</p>	2 years/office  20 years/in Records Ctr
<b>PLN-08</b>	<p><b>TRANSPORTATION</b></p> <p>Studies and records relating to highways, airports, ports, harbors, marine highways, railroads.</p>	5 years/office  5 years/in Records Ctr
<b>PLN-09</b>	<p><b>FLOOD PLAIN DEVELOPMENT</b></p> <p>Permits and related responses, correspondence.</p>	<b>Permanent</b>

## PLANNING - RECORDS RETENTION SERIES

<b>PLN-10</b>	<p><b>FLOOD PLAIN INSURANCE</b></p> <p>Flood hazard mapping, mitigation and management programs, applications, regulations, historical flooding data.</p>	<b>Permanent</b>
<b>PLN-11</b>	<p><b>FEDERAL / STATE LAND MANAGEMENT</b></p> <p>Reports, studies, correspondence on management of state and federal parks, wildlife refuge.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>PLN-12</b>	<p><b>COASTAL MANAGEMENT &amp; WETLANDS</b></p> <p>Coastal management reviews and plans. Wetlands mapping and permits.</p>	<p>1 year/office</p> <p>11 years/in Records Ctr</p>
<b>PLN-13</b>	<p><b>GEOGRAPHICAL NAMES</b></p> <p>Applications and backup data relating to the naming of mountains, lakes, streams and other geographical features.</p>	<b>Permanent</b>
<b>PLN-14</b>	<p><b>NOXIOUS, INJURIOUS &amp; HAZARDOUS USES</b></p> <p>Problems caused by asphalt plants, gravel pits, contaminated soil, septic disposal, animals, etc.</p>	<p>1 year/office</p> <p>5 years/in Records Ctr</p>
<b>PLN-15</b>	<p><b>ROAD/STREET NAMES</b></p> <p>Street and road naming, assignment, and changes.</p>	<b>Permanent</b>
<b>PLN-16</b>	<p><b>COMPREHENSIVE PLANS</b></p> <p>Adoption and amendments to comprehensive plans for the borough and cities.</p>	<p>5 years/office</p> <p>20 years/in Records Ctr or until superceded</p>
<b>PLN-17</b>	<p><b>COMMISSION &amp; COMMITTEE RECORDS</b></p> <p>Minutes, agendas, resolutions, etc. for the Planning Commission, Plat Committee, and Advisory Planning Commissions. Appointments and resignations.</p>	<b>Permanent</b>

## PLANNING - RECORDS RETENTION SERIES

<b>PLN-18</b>	<p><b>SUBDIVISION - PLATTING FILES</b></p> <p>Platting and replatting of land and related actions, such as section line easements, vacations, right of way issues, setbacks, plat waivers, records of survey.</p>	<b>Permanent</b>
<b>PLN-19</b>	<p><b>LAND MANAGEMENT/ LEASES / AUCTIONS</b></p> <p>Acquisition, use, disposal of lands, lease agreements, auctions. Township/Range/Section files. Classification or reclassification of lands.</p>	<b>Permanent</b>
<b>PLN-20</b>	<p><b>LAND USE REGULATION / LOZ / PERMITS</b></p> <p>Regulation of the use of private property, conditional and temporary use permits. Local Option Zoning (LOZ) program.</p>	<b>Permanent</b>
<b>PLN-21</b>	<p><b>ZONING</b></p> <p>Appeals and zoning violations. City zoning codes.</p>	<b>Permanent</b>
<b>PLN-22</b>	<p><b>MEETING TAPES</b></p> <p>Cassette tapes of Planning Commission, Plat Committee, work sessions, public meetings, etc.</p>	<b>Permanent</b>

## PUBLIC WORKS - RECORDS RETENTION SERIES

<b>PWK-01</b>	<p><b>SOIL &amp; WATER TESTS / SITE DEVELOPMENT</b></p> <p>Site selection for proposed facilities. Completed soil &amp; water tests, reports, correspondence, test results. Environmental reports; asbestos reports.</p>	<b>Permanent</b>
<b>PWK-02</b>	<p><b>MAJOR CONSTRUCTION (PRE-BID DOCUMENTS)</b></p> <p>Contracts with architects and engineers for preparation of project plans, specs, cost estimates. Project planning and design development.</p>	<p>2 years/office</p> <p>8 years/in Records Ctr</p>
<b>PWK-03</b>	<p><b>MAJOR CONSTRUCTION (PRE-PROPOSAL)</b></p> <p>Bidding information. Pre-proposal conference notes, invitation to bid, requests for proposals. Planning and funding issues. Agendas, minutes, reports, and recommendations from project advisory board and school administration.</p>	<p>2 years/office</p> <p>5 years/in Records Ctr</p>
<b>PWK-04</b>	<p><b>PROJECT TESTS (Mortar, Cement, Gravel, Other)</b></p> <p>Documentation on mortar, cement, gravel and other tests. Reports, correspondence, and test results. Inspections for foundations, framing, electrical, plumbing, and fire safety. <i>(NOT SOIL &amp; WATER – SEE PWK-01)</i></p>	<p>1 years/office</p> <p>5 years/in Records Ctr</p>
<b>PWK-05</b>	<p><b>MAJOR CONSTRUCTION (POST-BID)</b></p> <p>Duplicate originals of contract and subcontract documents. Change Orders, requests for final payment. Mylars and as-builts. Operations and maintenance manuals for materials and equipment. Insurance certificates, permits, DCVRs. Submittals; photographic records.</p>	<p>2 years/office</p> <p>28 years/in Records Ctr (<u>or</u> life of the facility)</p>
<b>PWK-06</b>	<p><b>MINOR PROJECTS</b></p> <p>Contracts and change orders for maintenance, renovation, replacement or upgrades to public facilities.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p>
<b>PWK-07</b>	<p><b>OFFICE ADMINISTRATION</b></p> <p>Purchasing, vendor information, office equipment. Copies of time sheets, advertising costs, utilities, staff travel, budget work papers.</p>	2 years/office
<b>PWK-08</b>		

## PUBLIC WORKS - RECORDS RETENTION SERIES

<b>PWK-09</b>		
<b>PWK-10</b>	<p><b>MAJOR CONSTRUCTION (INSPECTION REPORTS)</b></p> <p>Warranty and substantial completion inspections. Reports from prime contractor, architect, project manager engineer, other agencies. Claims.</p>	<p>2 years/office</p> <p>6 years/in Records Ctr</p>
<b>PWK-11</b>	<p><b>MAJOR CONSTRUCTION (REFERENCE RECORDS)</b></p> <p>Copies only. Requests for proposals, program reports, project descriptions, status reports to funding agencies. Department of Labor reports.</p>	<p>2 years/office</p>
<b>PWK-12</b>	<p><b>MAJOR CONSTRUCTION (PROJECT BILLINGS)</b></p> <p>Invoices, submittals and payments to contractor, architect, project manager. <i>(NOT FOR FINAL BILLINGS—SEE PWK-05)</i></p>	<p>2 years/office</p>
<b>PWK-13</b>	<p><b>EMERGENCY CONSTRUCTION PROJECTS</b></p> <p>Relating to floods, earthquakes, other disasters. Contracts, administration, construction of dikes, detours, repair of roads, culverts, etc.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p>



## RECORDS CENTER - RECORDS RETENTION SERIES

<b>REC-01</b>	<b>REACTIVATED RECORDS</b>  List of records reactivated and returned to department.	<b>Permanent</b>
<b>REC-02</b>	<b>RECORDS TO STATE ARCHIVES</b>  List of roll film sent to state archivist.	<b>Permanent</b>
<b>REC-03</b>	<b>FILM QUALITY TESTS</b>  Copies of methylene blue certification forms and test results.	3 years/office
<b>REC-04</b>	<b>DEPARTMENT OPERATIONS</b>  Purchase of film and related materials, vendor information, equipment lists.	3 years/office
<b>REC-05</b>	<b>MICROFICHE REQUEST FORMS</b>  Forms issued to vendors listing contents of magnetic tape and required format for microfiche report.	2 years/office
<b>REC-06</b>	<b>DESTRUCTION OF OBSOLETE RECORDS</b>  Listing of items destroyed with department's authorization to proceed. Certificates of destruction.	<b>Permanent</b>
<b>REC-07</b>	<b>SERVICE COST LIST</b>  Costs for processing film for school district.	2 years/office
<b>REC-08</b>	<b>RECORDS REQUEST FORMS</b>  Completed by users requesting retrieval of retired records.	3 years/office
<b>REC-09</b>	<b>TRANSFER REQUEST FORMS</b>  Completed by users requesting retirement of inactive records maintained in departments.	<b>Permanent</b>
<b>REC-10</b>	<b>FILMED RECORDS LOG</b>  Log of records placed on roll film.	<b>Permanent</b>
<b>REC-11</b>	<b>FILM INDEX / INSPECTION REPORT</b>	<b>Permanent</b>

# **RECORDS CENTER - RECORDS RETENTION SERIES**

## **ROAD IMP - RECORDS RETENTION SERIES**

<b>RDI-01</b>	<p><b>ROAD IMPROVEMENT PROJECT FILES</b></p> <p>Contracts, payment records, grant funding within specific projects, correspondence, reports relating to completion of road improvement projects.</p>	<p>1 year/office</p> <p>8 years/in Records Ctr</p>
<b>RDI-02</b>	<p><b>GRANT FUND ADMINISTRATION</b></p> <p>Reports related to process of obtaining state and federal grant funds for road improvement projects.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>RDI-03</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Records related to internal administration, office, photo and automotive supplies, fuel, small tools, equipment and road signs. Budget work papers, expenses, staff travel.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>RDI-04</b>	<p><b>ROAD IMPROVEMENT ASSESSMENT DISTRICTS</b></p> <p>Reports and information on Road Improvement Assessment Districts (RIAD).</p>	<p>2 years/office</p> <p>12 years/in Records Ctr</p>

## ROAD MAINT - RECORDS RETENTION SERIES

<b>RDM-01</b>	<p><b>ROAD MAINTENANCE PROJECT FILES</b></p> <p>Contracts, reports, correspondence, etc. relating to completion of road maintenance projects: grading, sanding, snow plowing and snow removal, graveling, pothole filling, ditching, brushing, culvert replacement and repair.</p>	<p>1 year/office</p> <p>8 years/in Records Ctr</p>
<b>RDM-02</b>	<p><b>ROAD MAINTENANCE REPORTS</b></p> <p>Reports related to road maintenance revenues, maintenance expenditures and status of projects.</p>	<p>1 year/office</p> <p>8 years/in Records Ctr</p>
<b>RDM-03</b>	<p><b>ROAD SERVICE AREA BOARD RECORDS</b></p> <p>Service Area Board agendas, staff reports, meeting packets.</p>	<b>Permanent</b>
<b>RDM-04</b>	<p><b>STATE &amp; FEDERAL GRANTS - STIP/CIP LIST</b></p> <p>Work papers, correspondence, copy of grant awards provided for road maintenance or improvements, i.e. STIP; ISTEA.</p>	<p>Retain 6 years after project completion <u>or</u> per grant requirements AS 29.35.100</p>
<b>RDM-05</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Purchase of office, photo and automotive supplies; fuel; small tools; equipment and road signs. Budget work papers. Expenditure reports. Staff travel. Board member expenses.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>RDM-06</b>	<p><b>ROAD SYSTEM STANDARDS / ADMITTANCE</b></p> <p>Borough road standards. Admittance for acceptance and related correspondence, rejections, etc. Road System List.</p>	<b>Permanent</b>
<b>RDM-07</b>	<p><b>WORK/REPAIR REQUESTS &amp; COMPLAINTS</b></p> <p>Requests for work or repairs initiated by citizen complaint. Include name and contact information of complainant, location and type of work to be performed, dates and time of response.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>

## SOLID WASTE - RECORDS RETENTION SERIES

<b>SWD-01</b>	<p><b>FACILITIES AND SITE MANAGEMENT</b></p> <p>Operating contracts and related documentation for landfills, baling facilities, transfer facilities, transfer sites and closed solid waste sites. Monitoring logs, field tests, ground water samples, etc.</p>	<p><b>Permanent</b></p> <p>EPA</p>
<b>SWD-02</b>	<p><b>PLANNING, REPORTS &amp; STUDIES</b></p> <p>Solid waste reports and studies; Waste Disposal Commission records.</p>	<b>Permanent</b>
<b>SWD-03</b>	<p><b>ENVIRONMENTAL PROGRAM MANAGEMENT</b></p> <p>Property assessment and cleanup for underground tank removal, site assessments, site cleanup projects, etc.</p>	<p><b>Permanent</b></p> <p>AS 46.03.360 thru 450</p>
<b>SWD-04</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Routine correspondence, vendor files, travel and expense reports, budget work papers, etc.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>SWD-05</b>	<p><b>HAZARDOUS WASTE RECORDS</b></p> <p>Record of hazardous material transfer, asbestos disposal, special waste disposal authorization.</p>	<b>Permanent</b>

## HUMAN RESOURCES - RECORDS RETENTION SERIES

<b>PER-01</b>	<p><b>EMPLOYEE CASE FILES</b></p> <p>Full-time, part-time, on-call/volunteer, assembly members, board and commission members. Contains application/resume, immigration eligibility form, tax forms, payroll deduction authorizations, test and scores, retirement data, medical and life insurance data, references, evaluations, transfers, promotions/demotions, salary increases/decreases, levies/attachments, deferred compensation data, disciplinary actions.</p>	<b>Permanent</b>
<b>PER-02</b>	<p><b>EMPLOYEE MEDICAL RECORDS</b></p> <p>Workers' Comp claims, on-the-job accidents, lost time documentation, pre-hire and periodic physical exams, medical history, correspondence with physicians, etc.</p>	<p><b>Permanent</b></p> <p>Confidential AS 40.25.120</p>
<b>PER-03</b>	<p><b>PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)</b></p> <p>PERS contract and amendments, contribution rates. PERS-Retirement Incentive Program (RIP).</p>	<b>Permanent</b>
<b>PER-04</b>	<p><b>LABOR RELATIONS ADMIN</b></p> <p>Collective bargaining agreement and contract amendments, proposals and counter proposals, arbitration decisions. Labor negotiation files. Grievances. Complaints to Human Rights Commission.</p>	<b>Permanent</b>
<b>PER-05</b>	<p><b>REGULATIONS</b></p> <p>State and Federal Statutes, COBRA regulations, consumer price index reports, census information, occupational surveys, wage surveys.</p>	<p>2 years/office</p> <p>3 years/in Records Ctr</p>
<b>PER-06</b>	<p><b>JOB DESCRIPTIONS &amp; CLASSIFICATIONS</b></p> <p>Organizational charts, salary schedules, job descriptions, job classifications. Sample of each test or examination used for prospective employees, including answer key.</p>	<b>Permanent</b>

## HUMAN RESOURCES - RECORDS RETENTION SERIES

<b>PER-07</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY ADMIN</b>  Equal Employment Opportunity (EEO) statistics, compliance and annual reports and related information.	1 year/office  9 years/in Records Ctr  AS 18.80.115
<b>PER -08</b>	<b>DEPARTMENT OPERATIONS</b>  Office procedures, budget work papers, purchasing/vendor information, time sheets, staff travel, building key control data.	1 year/office  2 years/in Records Ctr
<b>PER-09</b>	<b>RECRUITMENT &amp; SELECTION</b>  Job announcements, solicited applications, transcripts, test scores, interview schedules and selection.	1 year/office  3 years/in Records Ctr
<b>PER-10</b>	<b>EMPLOYEE BENEFITS</b>  Health plan insurance adjustment records and related correspondence. COBRA participant records. Workers' Compensation data and related OSHA reports. Deferred compensation plans.	<b>Permanent</b>
<b>PER-11</b>	<b>JOB APPLICATIONS (UNSOLICITED)</b>	1 year/office
<b>PER-12</b>	<b>UNFAIR LABOR PRACTICES CASE FILES</b>  Written complaints, correspondence, notice of hearing, transcripts and exhibits, witness lists, tapes, copy of final decision and order. Also includes cases dismissed, withdrawn or settled.	1 year/office  9 years/in Records Ctr
<b>PER-13</b>	<b>EEO COMPLAINT CASE FILES</b>  Discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar position and departmental action. Discrimination charges may be on the basis of race, color, religion, national origin, gender, etc.	1 year/office  5 years/in Records Ctr  Title VII Civil Rights Act of 1964 & AS 18.80.115

## HUMAN RESOURCES - RECORDS RETENTION SERIES

<b>PER-14</b>	<p><b>I-9 FORMS</b></p> <p>Employment Eligibility Verification forms retained by employer.</p>	3 years/office from date of hire/or one year after termination
<b>PER-15</b>	<p><b>ALASKA HUMAN RIGHTS ACT RECORDS</b></p> <p>Age, race, and sex of all applicants for employment and all employees.</p>	2 years/office  AS 18.80
<b>PER-20</b>	<p><b>JANITORIAL ADMIN</b></p> <p>Bids, contracts, etc. for janitorial services at borough facilities.</p>	1 year/office
<b>PER-21</b>	<p><b>RETIREMENT SYSTEMS</b></p> <p>Travelers retirement system participation and provision/coverage changes. <i>(SEE PER-03 for PERS)</i></p>	<b>Permanent</b>



## PLANNING - RECORDS RETENTION SERIES

<b>PLN-01</b>	<b>DEPARTMENT OPERATIONS</b>  General office purchases; training and education; memberships, travel expenses; advertising; budget work papers.	1 year/office
<b>PLN-02</b>	<b>OFFICE CORRESPONDENCE</b>  Routine correspondence to and from other agencies, private firms and members of the public.	3 years/office
<b>PLN-03</b>	<b>DEMOGRAPHIC RECORDS</b>  Census information, surveys, studies, etc. relating to income, cost of living, labor, and other demographic information.	2 year/office  8 years/in Records Ctr  AS. 29.60
<b>PLN-04</b>	<b>MUNICIPAL ENTITLEMENT</b>  History of land acquired from the State (selection, patent).	<b>Permanent</b>
<b>PLN-05</b>	<b>LIBRARY / ARCHIVES</b>  Publications, books, reports.	5 years/office  5 years/in Records Ctr
<b>PLN-06</b>	<b>RIVER MANAGEMENT</b>  Preservation and management plans for Kenai River and other waterways.	1 year/office  5 years/in Records Ctr
<b>PLN-07</b>	<b>NATURAL RESOURCE MANAGEMENT</b>  Management of oil & gas leases, mining, fisheries, aquatic farming, timber. Water and watershed studies.	2 years/office  20 years/in Records Ctr
<b>PLN-08</b>	<b>TRANSPORTATION</b>  Studies and records relating to highways, airports, ports, harbors, marine highways, railroads.	5 years/office  5 years/in Records Ctr
<b>PLN-09</b>	<b>FLOOD PLAIN DEVELOPMENT</b>  Permits and related responses, correspondence.	<b>Permanent</b>

## PLANNING - RECORDS RETENTION SERIES

<b>PLN-10</b>	<b>FLOOD PLAIN INSURANCE</b>  Flood hazard mapping, mitigation and management programs, applications, regulations, historical flooding data.	<b>Permanent</b>
<b>PLN-11</b>	<b>FEDERAL / STATE LAND MANAGEMENT</b>  Reports, studies, correspondence on management of state and federal parks, wildlife refuge.	1 year/office  5 years/in Records Ctr
<b>PLN-12</b>	<b>COASTAL MANAGEMENT &amp; WETLANDS</b>  Coastal management reviews and plans. Wetlands mapping and permits.	1 year/office  11 years/in Records Ctr
<b>PLN-13</b>	<b>GEOGRAPHICAL NAMES</b>  Applications and backup data relating to the naming of mountains, lakes, streams and other geographical features.	<b>Permanent</b>
<b>PLN-14</b>	<b>NOXIOUS, INJURIOUS &amp; HAZARDOUS USES</b>  Problems caused by asphalt plants, gravel pits, contaminated soil, septic disposal, animals, etc.	1 year/office  5 years/in Records Ctr
<b>PLN-15</b>	<b>ROAD/STREET NAMES</b>  Street and road naming, assignment, and changes.	<b>Permanent</b>
<b>PLN-16</b>	<b>COMPREHENSIVE PLANS</b>  Adoption and amendments to comprehensive plans for the borough and cities.	5 years/office  20 years/in Records Ctr or until superceded
<b>PLN-17</b>	<b>COMMISSION &amp; COMMITTEE RECORDS</b>  Minutes, agendas, resolutions, etc. for the Planning Commission, Plat Committee, and Advisory Planning Commissions. Appointments and resignations.	<b>Permanent</b>

## PLANNING - RECORDS RETENTION SERIES

<b>PLN-18</b>	<p><b>SUBDIVISION - PLATTING FILES</b></p> <p>Platting and replatting of land and related actions, such as section line easements, vacations, right of way issues, setbacks, plat waivers, records of survey.</p>	<b>Permanent</b>
<b>PLN-19</b>	<p><b>LAND MANAGEMENT/ LEASES / AUCTIONS</b></p> <p>Acquisition, use, disposal of lands, lease agreements, auctions. Township/Range/Section files. Classification or reclassification of lands.</p>	<b>Permanent</b>
<b>PLN-20</b>	<p><b>LAND USE REGULATION / LOZ / PERMITS</b></p> <p>Regulation of the use of private property, conditional and temporary use permits. Local Option Zoning (LOZ) program.</p>	<b>Permanent</b>
<b>PLN-21</b>	<p><b>ZONING</b></p> <p>Appeals and zoning violations. City zoning codes.</p>	<b>Permanent</b>
<b>PLN-22</b>	<p><b>MEETING TAPES</b></p> <p>Cassette tapes of Planning Commission, Plat Committee, work sessions, public meetings, etc.</p>	<b>Permanent</b>

## PUBLIC WORKS - RECORDS RETENTION SERIES

<b>PWK-01</b>	<p><b>SOIL &amp; WATER TESTS / SITE DEVELOPMENT</b></p> <p>Site selection for proposed facilities. Completed soil &amp; water tests, reports, correspondence, test results. Environmental reports; asbestos reports.</p>	<b>Permanent</b>
<b>PWK-02</b>	<p><b>MAJOR CONSTRUCTION (PRE-BID DOCUMENTS)</b></p> <p>Contracts with architects and engineers for preparation of project plans, specs, cost estimates. Project planning and design development.</p>	<p>2 years/office</p> <p>8 years/in Records Ctr</p>
<b>PWK-03</b>	<p><b>MAJOR CONSTRUCTION (PRE-PROPOSAL)</b></p> <p>Bidding information. Pre-proposal conference notes, invitation to bid, requests for proposals. Planning and funding issues. Agendas, minutes, reports, and recommendations from project advisory board and school administration.</p>	<p>2 years/office</p> <p>5 years/in Records Ctr</p>
<b>PWK-04</b>	<p><b>PROJECT TESTS (Mortar, Cement, Gravel, Other)</b></p> <p>Documentation on mortar, cement, gravel and other tests. Reports, correspondence, and test results. Inspections for foundations, framing, electrical, plumbing, and fire safety. <i>(NOT SOIL &amp; WATER – SEE PWK-01)</i></p>	<p>1 years/office</p> <p>5 years/in Records Ctr</p>
<b>PWK-05</b>	<p><b>MAJOR CONSTRUCTION (POST-BID)</b></p> <p>Duplicate originals of contract and subcontract documents. Change Orders, requests for final payment. Mylars and as-builts. Operations and maintenance manuals for materials and equipment. Insurance certificates, permits, DCVRs. Submittals; photographic records.</p>	<p>2 years/office</p> <p>28 years/in Records Ctr (<u>or</u> life of the facility)</p>
<b>PWK-06</b>	<p><b>MINOR PROJECTS</b></p> <p>Contracts and change orders for maintenance, renovation, replacement or upgrades to public facilities.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p>
<b>PWK-07</b>	<p><b>OFFICE ADMINISTRATION</b></p> <p>Purchasing, vendor information, office equipment. Copies of time sheets, advertising costs, utilities, staff travel, budget work papers.</p>	2 years/office
<b>PWK-08</b>		

## PUBLIC WORKS - RECORDS RETENTION SERIES

<b>PWK-09</b>		
<b>PWK-10</b>	<p><b>MAJOR CONSTRUCTION (INSPECTION REPORTS)</b></p> <p>Warranty and substantial completion inspections. Reports from prime contractor, architect, project manager engineer, other agencies. Claims.</p>	<p>2 years/office</p> <p>6 years/in Records Ctr</p>
<b>PWK-11</b>	<p><b>MAJOR CONSTRUCTION (REFERENCE RECORDS)</b></p> <p>Copies only. Requests for proposals, program reports, project descriptions, status reports to funding agencies. Department of Labor reports.</p>	<p>2 years/office</p>
<b>PWK-12</b>	<p><b>MAJOR CONSTRUCTION (PROJECT BILLINGS)</b></p> <p>Invoices, submittals and payments to contractor, architect, project manager. <i>(NOT FOR FINAL BILLINGS—SEE PWK-05)</i></p>	<p>2 years/office</p>
<b>PWK-13</b>	<p><b>EMERGENCY CONSTRUCTION PROJECTS</b></p> <p>Relating to floods, earthquakes, other disasters. Contracts, administration, construction of dikes, detours, repair of roads, culverts, etc.</p>	<p>1 year/office</p> <p>9 years/in Records Ctr</p>

## RECORDS CENTER - RECORDS RETENTION SERIES

<b>REC-01</b>	<b>REACTIVATED RECORDS</b>  List of records reactivated and returned to department.	<b>Permanent</b>
<b>REC-02</b>	<b>RECORDS TO STATE ARCHIVES</b>  List of roll film sent to state archivist.	<b>Permanent</b>
<b>REC-03</b>	<b>FILM QUALITY TESTS</b>  Copies of methylene blue certification forms and test results.	3 years/office
<b>REC-04</b>	<b>DEPARTMENT OPERATIONS</b>  Purchase of film and related materials, vendor information, equipment lists.	3 years/office
<b>REC-05</b>	<b>MICROFICHE REQUEST FORMS</b>  Forms issued to vendors listing contents of magnetic tape and required format for microfiche report.	2 years/office
<b>REC-06</b>	<b>DESTRUCTION OF OBSOLETE RECORDS</b>  Listing of items destroyed with department's authorization to proceed. Certificates of destruction.	<b>Permanent</b>
<b>REC-07</b>	<b>SERVICE COST LIST</b>  Costs for processing film for school district.	2 years/office
<b>REC-08</b>	<b>RECORDS REQUEST FORMS</b>  Completed by users requesting retrieval of retired records.	3 years/office
<b>REC-09</b>	<b>TRANSFER REQUEST FORMS</b>  Completed by users requesting retirement of inactive records maintained in departments.	<b>Permanent</b>
<b>REC-10</b>	<b>FILMED RECORDS LOG</b>  Log of records placed on roll film.	<b>Permanent</b>
<b>REC-11</b>	<b>FILM INDEX / INSPECTION REPORT</b>	<b>Permanent</b>

# **RECORDS CENTER - RECORDS RETENTION SERIES**

## **ROAD IMP - RECORDS RETENTION SERIES**

<b>RDI-01</b>	<p><b>ROAD IMPROVEMENT PROJECT FILES</b></p> <p>Contracts, payment records, grant funding within specific projects, correspondence, reports relating to completion of road improvement projects.</p>	<p>1 year/office</p> <p>8 years/in Records Ctr</p>
<b>RDI-02</b>	<p><b>GRANT FUND ADMINISTRATION</b></p> <p>Reports related to process of obtaining state and federal grant funds for road improvement projects.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>RDI-03</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Records related to internal administration, office, photo and automotive supplies, fuel, small tools, equipment and road signs. Budget work papers, expenses, staff travel.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>RDI-04</b>	<p><b>ROAD IMPROVEMENT ASSESSMENT DISTRICTS</b></p> <p>Reports and information on Road Improvement Assessment Districts (RIAD).</p>	<p>2 years/office</p> <p>12 years/in Records Ctr</p>



## ROAD MAINT - RECORDS RETENTION SERIES

<b>RDM-01</b>	<p><b>ROAD MAINTENANCE PROJECT FILES</b></p> <p>Contracts, reports, correspondence, etc. relating to completion of road maintenance projects: grading, sanding, snow plowing and snow removal, graveling, pothole filling, ditching, brushing, culvert replacement and repair.</p>	<p>1 year/office</p> <p>8 years/in Records Ctr</p>
<b>RDM-02</b>	<p><b>ROAD MAINTENANCE REPORTS</b></p> <p>Reports related to road maintenance revenues, maintenance expenditures and status of projects.</p>	<p>1 year/office</p> <p>8 years/in Records Ctr</p>
<b>RDM-03</b>	<p><b>ROAD SERVICE AREA BOARD RECORDS</b></p> <p>Service Area Board agendas, staff reports, meeting packets.</p>	<b>Permanent</b>
<b>RDM-04</b>	<p><b>STATE &amp; FEDERAL GRANTS - STIP/CIP LIST</b></p> <p>Work papers, correspondence, copy of grant awards provided for road maintenance or improvements, i.e. STIP; ISTEA.</p>	<p>Retain 6 years after project completion <u>or</u> per grant requirements AS 29.35.100</p>
<b>RDM-05</b>	<p><b>DEPARTMENT OPERATIONS</b></p> <p>Purchase of office, photo and automotive supplies; fuel; small tools; equipment and road signs. Budget work papers. Expenditure reports. Staff travel. Board member expenses.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>RDM-06</b>	<p><b>ROAD SYSTEM STANDARDS / ADMITTANCE</b></p> <p>Borough road standards. Admittance for acceptance and related correspondence, rejections, etc. Road System List.</p>	<b>Permanent</b>
<b>RDM-07</b>	<p><b>WORK/REPAIR REQUESTS &amp; COMPLAINTS</b></p> <p>Requests for work or repairs initiated by citizen complaint. Include name and contact information of complainant, location and type of work to be performed, dates and time of response.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>

## SOLID WASTE - RECORDS RETENTION SERIES

<b>SWD-01</b>	<p style="text-align: center;"><b>FACILITIES AND SITE MANAGEMENT</b></p> <p>Operating contracts and related documentation for landfills, baling facilities, transfer facilities, transfer sites and closed solid waste sites. Monitoring logs, field tests, ground water samples, etc.</p>	<p><b>Permanent</b></p> <p>EPA</p>
<b>SWD-02</b>	<p style="text-align: center;"><b>PLANNING, REPORTS &amp; STUDIES</b></p> <p>Solid waste reports and studies; Waste Disposal Commission records.</p>	<b>Permanent</b>
<b>SWD-03</b>	<p style="text-align: center;"><b>ENVIRONMENTAL PROGRAM MANAGEMENT</b></p> <p>Property assessment and cleanup for underground tank removal, site assessments, site cleanup projects, etc.</p>	<p><b>Permanent</b></p> <p>AS 46.03.360 thru 450</p>
<b>SWD-04</b>	<p style="text-align: center;"><b>DEPARTMENT OPERATIONS</b></p> <p>Routine correspondence, vendor files, travel and expense reports, budget work papers, etc.</p>	<p>1 year/office</p> <p>2 years/in Records Ctr</p>
<b>SWD-05</b>	<p style="text-align: center;"><b>HAZARDOUS WASTE RECORDS</b></p> <p>Record of hazardous material transfer, asbestos disposal, special waste disposal authorization.</p>	<b>Permanent</b>