

ATTACHMENT A
RES. 92-06

The records identified and set forth below are incorporated as ATTACHMENT A to Resolution 92-06:

<u>RECORD</u> <u>SERIES</u>	<u>DESCRIPTION</u>	<u>BOX#</u>	<u>RETENTION</u>
<u>ASSESSING</u>			
PTX 4	References 1989	06-2-42	AR
PTX 5	Blue Books 1982-85 DMV Printout 1984	13-5-36	C+5
RTX 14-2	Deeds/Address Changes 1986	16-2-30	C+4
RTX 14-2	Address Changes 1987	06-3-09	C+4
	Address Changes Alpha 1987	06-2-03	C+4
RTX 18-2	Oil Roll Certified 1982	15-1-31	C+9
RTX 19-3	TAR Reports 1979-85	16-3-26	C+1+5
<u>FINANCE</u>			
ACC 7-2	Payroll Accurals 1985/88	12-3-25	C+1/1
ACC 7-7	Payroll Other 1985	07-2-13	C+1+5
ACC 9-2	Cash Receipt Books 1983-85	11-4-11	C+1+5
ACC 9-4	Cancelled Checks 1985	07-2-27	C+1+6
ACC 10	Accounts Payable Check Copies 1982-84	11-1-05	C+1+5
ACC 10-1	Purchase Orders 1982-84	12-1-08	7 yrs.
ACC 10-2	Receipts 1982-85	11-2-21	C+1+5
ACC 10-3	Vouchers/Payments 1984-5	11-2-21	C+1+5
ACC 11-3	Payroll Register 1988	12-1-10	C+2
ACC 11-3	Payroll Register 1988	13-3-26	C+2
ACC 11-3	Payroll Register 1987	12-2-05	C+2
FIN 5-2	Telephone System 1988	07-1-05	C+2
FIN 10	Budget Workpapers 1984-85	10-3-19	C+3+3
FIN 10	Budget Backup & Prep 1984-83	15-3-19	C+3+3
FIN 12-1	Federal Revenue Sharing 1986-87	11-1-14	C+1+3STC
FIN 12-2	State Rev. Sharing 1986-87	11-1-14	C+1+3STC
FIN 14-3	Bid Proposals 1986-88	11-1-28	C+3
FIN 14-3	Bid Proposals	12-4-25	C+3
LEG 8-2	Contract/Agreement/Services 1979-81	14-4-32	C+10STC
LEG 8-3	Contract Labaor	14-4-32	C+10STC
LEG 17-3	Leases 1981-84	10-3-20	C+7STC
LND 7-2	Land Sale Registration 1984	13-1-36	C+7STC
STX 10	Closed Enforcement 1984	11-1-19	C+7
STX 10	Closed Enforcement 1984	12-3-16	C+7
STX 10	Closed Enforcement 1984	12-4-13	C+7
STX 10	Closed Enforcement 1984	16-4-37	C+7

STX 10	Closed Enforcement 1984	16-4-38	C+7
STX 10	Closed Enforcement 1984	16-4-39	C+7
STX 10	Closed Enforcement 1984	16-4-40	C+7

FINANCE.2

5	General Ledger Interface	1988	3 yrs.
34	General Ledger Interface	1988	3 yrs.
55	Daily Cash Receipts	1984	7 yrs.
57	Daily Cash Receipts	1984	7 yrs.
62	Daily Cash Receipts	1984	7 yrs.
65	Daily Cash Receipts	1984	7 yrs.
66	Cash Posting Journals	1984	7 yrs.
75	Daily Cash Receipts	1984	7 yrs.
76	Daily Cash Receipts	1984	7 yrs.
78	Cash Posting Journal	1984	7 yrs.
79	Cash Posting Journal	1984	7 yrs.
81	Daily Cash Receipts	1984	7 yrs.
82	Daily Cash Receipts	1984	7 yrs.
84	Cash Posting Journal	1984	7 yrs.
98	Cash Posting Journals	1984	7 yrs.
102	General Ledger Interface	1988	3 yrs.
103	General Ledger Interface	1988	3 yrs.

CLERK

ASB 6	Petitions 1981	12-3-14	C+1/9STC
ASB 7-1	Assembly Meeting Packets 1985	13-4-35	C+1+4
		13-4-35	
ASB 14-4	Assessing Publications 1980-84	12-3-07	C+1+3
ELC 5-1	Election Publications 1986	11-3-01	C+4
ELC 8-1	Precinct Certifications 1986	11-3-01	C+1+4
ELC 8-4	Absentee Ballot Cert. 1986	08-1-12	C+1+4
ELC 8-4	Absentee Ballot Regist. 1986	11-3-01	C+1+4
ELC 8-5	Recounts 1984	11-3-01	C+4
ELC 10-1	Nominating Petitions 1985	07-4-31	C+3+3
ELC 10-2	Financial Disclosures 1985	07-4-31	C+3+3
ELC 10-3	Campaign Disclosures 1984-85	07-4-31	C+3+3
LEG 8-2	Contract Agreement Services 1978-81	14-2-33	10STC
LEG 8-2	Contract Agreement/Services 1981	07-1-26	10STC
LEG 8-2	Contract Agreement/Services 1974-80	16-4-21	10STC
LEG 8-2	Contract Agreement/Services 1975	11-2-31	10STC
LEG 8-2	Contract Agreement/Services 1977-81	11-1-08	10STC
LEG 17-3	Leases 1970-80	16-4-28	AR/AD

PLANNING

DEV 8-14/15	Rural Development 1977-86	13-4-06	AR/AD
DEV 9-1	Energy Conservation 1974-84	15-2-27	AR/AD
DEV 9-5	Coastal Management 1986	13-1-30	AR/AD
PLN 15-2	Cities/Planning-Kenai 1975-77	16-1-25	AR/AD
PLN 15-4	Cities/Planning-Seward 1978	16-1-25	AR/AD

PUBLIC WORKS

ASB 15-3	Board Meeting Tapes 1984-85	12-4-02	C+5
PWK 12-2	Landfill Operation/Maint.	14-1-12	C+2/10T
PWK 12-3	Landfill/Logs	14-1-12	C+2T