


KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER?		RECORD SERIES NUMBER:	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		KSD54	
YEARS RETAINED <u>01</u> OFFICE <u>98</u> RECORDS CENTER <u>99</u> TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: KPB School District		RECORD SERIES: YTD - Reports - Revised Reports	
DESCRIPTION: <p style="text-align: center;">Change in years retained</p>			
REQUESTED BY: Melody Douglas		DATE: 9-26-96	
DEPARTMENT: School District		DIVISION: Accounting	
DEPARTMENT HEAD: Melody Douglas		DEPARTMENT HEAD SIGNATURE: Melody Douglas	
BOROUGH ATTORNEY USE ONLY N/A			
<input type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE:	
COMMENTS:		BOROUGH ATTORNEY:	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT School District	DIVISION:	DATE REVISED: 8/26/96	SIGNATURE: 
COMMENTS:			

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

RECORD SERIES NUMBER:

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

KS 055

YEARS RETAINED

MEDIA:

01 OFFICE
98 RECORDS CENTER
99 TOTAL

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

STATUS:

OPENED CLOSED (No longer generated within department)

RECORD SYSTEM:

RECORD SERIES:

KPB School District

XTO Paper Audit, Reports - Financial Report

DESCRIPTION:

Change in years retained

REQUESTED BY:

Melody Douglas

DATE:

8-26-96

DEPARTMENT:

School District

DIVISION:

Accounting

DEPARTMENT HEAD:

Melody Douglas

DEPARTMENT HEAD SIGNATURE:

Melody Douglas

BOROUGH ATTORNEY USE ONLY *N/A*

APPROVED FOR LEGAL SUFFICIENCY

DATE:

DENIED

COMMENTS:

BOROUGH ATTORNEY:

RECORDS MANAGEMENT USE ONLY

DEPARTMENT

DIVISION:

DATE REVISED:

SIGNATURE:


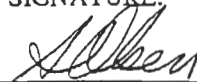
School District

8/26/96

[Signature]

COMMENTS:

KPI RECORDS RETENTION SCHEDULE REVISION REQUEST

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

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

RECORD SERIES NUMBER:

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

1KSD59

YEARS RETAINED

MEDIA:

01 OFFICE
98 RECORDS CENTER
99 TOTAL

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

STATUS:

0 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM:

RECORD SERIES:

1KBSchool District

Expenditure Summary
Reports - fund/loc/obj

DESCRIPTION:

Change in yrs retained

REQUESTED BY:

Melody Douglas

DATE:

8-26-96

DEPARTMENT:

School District

DIVISION:

Accounting

DEPARTMENT HEAD:

Melody Douglas

DEPARTMENT HEAD SIGNATURE:

Melody Douglas

BOROUGH ATTORNEY USE ONLY *N/A*

APPROVED FOR LEGAL SUFFICIENCY

DATE:

DENIED

COMMENTS:

BOROUGH ATTORNEY:

RECORDS MANAGEMENT USE ONLY

DEPARTMENT

DIVISION:

DATE REVISED:

SIGNATURE:

School District

8/30/96

J. Olsen

COMMENTS:

KPL RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		RECORD SERIES NUMBER: KSP60	
YEARS RETAINED <u>01</u> OFFICE <u>98</u> RECORDS CENTER <u>99</u> TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: KPB School District		RECORD SERIES: Expenditure Summary Reports - fund 1 only line	
DESCRIPTION: change in years retained			
REQUESTED BY: Melody Douglas		DATE: 8/26/96	
DEPARTMENT: School District		DIVISION: Accounts	
DEPARTMENT HEAD: Melody Douglas		DEPARTMENT HEAD SIGNATURE: 	
BOROUGH ATTORNEY USE ONLY N/A			
<input type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE:	
COMMENTS:		BOROUGH ATTORNEY:	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT School District	DIVISION:	DATE REVISED: 8/26/96	SIGNATURE:
COMMENTS:			

KPL RECORDS RETENTION SCHEDULE REVISION REQUEST

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: KSD 1047 KSD 70
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YEARS RETAINED <u>01</u> OFFICE <u>98</u> RECORDS CENTER <u>99</u> TOTAL	MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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STATUS:
 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM: HB School District	RECORD SERIES: 64045- ↑
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DESCRIPTION:
 Source of Revenue by fund (Detail)

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

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

DEPARTMENT School District	DIVISION:	DATE REVISED: 8/26/96	SIGNATURE:
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COMMENTS:

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER?

RECORD SERIES NUMBER:

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

KSD 10

YEARS RETAINED

MEDIA:

01 OFFICE
06 RECORDS CENTER
07 TOTAL

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

STATUS:

0 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM:

RECORD SERIES:

KPB School District

Exempt - Paris - Register

DESCRIPTION:

change in yrs retained

REQUESTED BY:

Melody Douglas

DATE:

8-26-96

DEPARTMENT:

School District

DIVISION:

Accounting

DEPARTMENT HEAD:

Melody Douglas

DEPARTMENT HEAD SIGNATURE:

Melody Douglas

BOROUGH ATTORNEY USE ONLY

N/A

APPROVED FOR LEGAL SUFFICIENCY

DATE:

DENIED

COMMENTS:

BOROUGH ATTORNEY:

RECORDS MANAGEMENT USE ONLY

DEPARTMENT

DIVISION:

DATE REVISED:

SIGNATURE:

School District

8/26/96

SD Olson

COMMENTS:

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: <p align="center" style="font-size: 1.2em;">KSD68</p>
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YEARS RETAINED <u>01</u> OFFICE <u>98</u> RECORDS CENTER <u>99</u> TOTAL	MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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STATUS:
 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM: KPB School District	RECORD SERIES: Policy Manual
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DESCRIPTION:
 Policy manuals copy in 1992 returned

REQUESTED BY: Sally Luchek	DATE: 7-23-96
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DEPARTMENT: Instruction	DIVISION:
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DEPARTMENT HEAD: Tom Thorpe	DEPARTMENT HEAD SIGNATURE: see attached
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BOROUGH ATTORNEY USE ONLY N/A

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

DEPARTMENT: School District	DIVISION:	DATE REVISED: 8/30/96	SIGNATURE: J. Olsen
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COMMENTS:

**KY RECORDS RETENTION SCHEDULE
REVISION REQUEST**

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

RECORD SYSTEM: Subject Filing	RECORD SERIES: Department Operational Files
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DESCRIPTION:
 Records Related to Purchase of Supplies, Tools, Office Furniture, ~~Vendor~~ Vendor info

REQUESTED BY: Lisa Parker	DATE: 5-31-96
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DEPARTMENT: Planning	DIVISION:
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DEPARTMENT HEAD: Lisa Parker	DEPARTMENT HEAD SIGNATURE: 
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BOROUGH ATTORNEY USE ONLY

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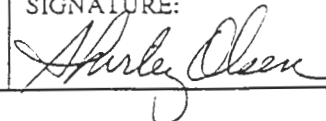
COMMENTS:	BOROUGH ATTORNEY: 
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RECORDS MANAGEMENT USE ONLY


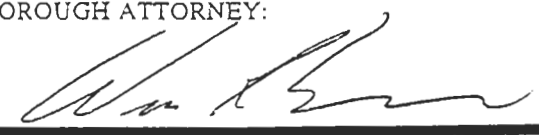
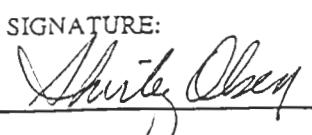
DEPARTMENT: PLN	DIVISION: ADM	DATE REVISED: 7/8/96	SIGNATURE: 
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COMMENTS:

**KP RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		RECORD SERIES NUMBER: <i>PLN 02</i>	
YEARS RETAINED <u>5</u> OFFICE <u>5</u> RECORDS CENTER <u>10</u> TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <u>2</u> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: <i>Subject Filing</i>		RECORD SERIES: <i>Dept. Admin. - General</i>	
DESCRIPTION: <i>Routine Correspondence to & from other agencies, private firms and the public. Re: Subdivision, Wastewater MGMT, Seismic activities, Fish & Game, Forestry, O & G, Fed/ST Regs</i>			
REQUESTED BY: <i>Lisa Parker</i>		DATE: <i>5-31-96</i>	
DEPARTMENT: <i>Planning</i>		DIVISION:	
DEPARTMENT HEAD: <i>Lisa Parker</i>		DEPARTMENT HEAD SIGNATURE: 	
BOROUGH ATTORNEY USE ONLY			
<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE: <i>7/5/96</i>	
COMMENTS:		BOROUGH ATTORNEY: 	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT <i>PLN</i>	DIVISION: <i>ADM</i>	DATE REVISED: <i>7/8/96</i>	SIGNATURE: 
COMMENTS:			

**KP RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		RECORD SERIES NUMBER: PLN 05	
YEARS RETAINED 5 OFFICE 08 RECORDS CENTER 510 TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: Subject Filing		RECORD SERIES: Reference Material	
DESCRIPTION: so Magazines, Training, Education, Work Files, Vendor Info Policies & Procedures moved to PLN01			
REQUESTED BY: Lisa Parker		DATE: 5-31-96	
DEPARTMENT: Planning		DIVISION:	
DEPARTMENT HEAD: Lisa Parker		DEPARTMENT HEAD SIGNATURE: 	
BOROUGH ATTORNEY USE ONLY			
<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE: 7/5/96	
COMMENTS:		BOROUGH ATTORNEY: 	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT PLN	DIVISION: ADM	DATE REVISED: 7/8/96	SIGNATURE: 
COMMENTS:			

**KP RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: PLN 07
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YEARS RETAINED 2 OFFICE 20 RECORDS CENTER 22 TOTAL	MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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STATUS:
 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM: Subject Filing	RECORD SERIES: Natural Resource MGMT. Records
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DESCRIPTION:
 Oil & Gas Leases, Coal Mining, Fisheries, Aquatic Farming, Timber, Watershed Studies, Duplicate Joint Funding


REQUESTED BY: Lisa Parker	DATE: 5-31-96
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DEPARTMENT: Planning	DIVISION:
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DEPARTMENT HEAD: Lisa Parker	DEPARTMENT HEAD SIGNATURE: 
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BOROUGH ATTORNEY USE ONLY

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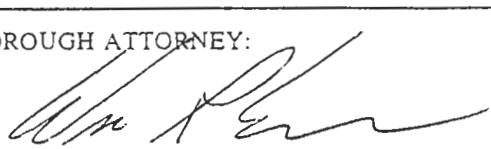
COMMENTS:	BOROUGH ATTORNEY: 
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RECORDS MANAGEMENT USE ONLY

DEPARTMENT PLN	DIVISION: ABM	DATE REVISED: 7/8/96	SIGNATURE: 
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COMMENTS:

**KP RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		RECORD SERIES NUMBER: PLN 08	
YEARS RETAINED <u>05</u> OFFICE <u>05</u> RECORDS CENTER <u>10</u> TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: Subject Filing System		RECORD SERIES: Transportation Records	
DESCRIPTION: Studies, Surveys & Records Related to Highways, airports, ports, harbors, marine highways, Regulations, railroads & transportation generally			
REQUESTED BY: Lisa Parker		DATE: 5-31-96	
DEPARTMENT: Planning		DIVISION:	
DEPARTMENT HEAD: Lisa Parker		DEPARTMENT HEAD SIGNATURE: 	
BOROUGH ATTORNEY USE ONLY			
<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE: 7/5/96	
COMMENTS:		BOROUGH ATTORNEY: 	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT PLN	DIVISION: ADM	DATE REVISED: 7/8/96	SIGNATURE: Shirley Olsen
COMMENTS:			

**KP RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: PLN 09
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YEARS RETAINED <u>09</u> OFFICE <i>office only</i> <u>99</u> RECORDS CENTER 99 TOTAL	MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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STATUS:
 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM: <i>Subject Finding System</i>	RECORD SERIES: <i>Flood Plain Development Permits</i>
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DESCRIPTION:
Flood Plain Development Permits & Related Responses

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

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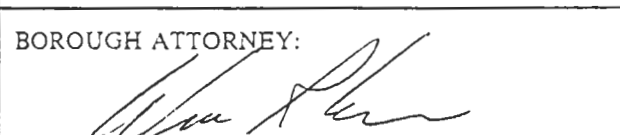
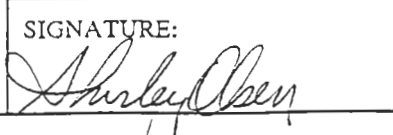
COMMENTS: <i>I read as 99.</i>	BOROUGH ATTORNEY: <i>[Signature]</i>
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RECORDS MANAGEMENT USE ONLY

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

**KP RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		RECORD SERIES NUMBER: PLN 10	
YEARS RETAINED <u>05</u> OFFICE <u>99</u> RECORDS CENTER <u>99</u> 10 TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: Subject Filing		RECORD SERIES: Flood Plain/Flood Insurance Records	
DESCRIPTION: Flood Insurance Info, Regs, Flood Hazard Mgmt, Planning, Mitigation & Mgmt. Programs, Historical Flood Data, Mapping, Legislation, Applications to National Program for Flood Insurance			
REQUESTED BY: Lora Parker		DATE: 5-31-96	
DEPARTMENT: Planning		DIVISION:	
DEPARTMENT HEAD: Lora Parker		DEPARTMENT HEAD SIGNATURE: 	
BOROUGH ATTORNEY USE ONLY			
<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE: 7/5/96	
COMMENTS: I read as 99.		BOROUGH ATTORNEY: 	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT PLN	DIVISION: ADM	DATE REVISED: 7/8/96	SIGNATURE: 
COMMENTS:			

**KP RECORDS RETENTION SCHEDULE
REVISION REQUEST**

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

RECORD SERIES NUMBER:
 PLN 11

YEARS RETAINED
05 OFFICE
3 RECORDS CENTER
8 TOTAL

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

STATUS:
 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM:
 Subject Filing

RECORD SERIES:
 Federal/State Land MGMT.

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

REQUESTED BY:
 Lisa Parker

DATE:
 5-31-96

DEPARTMENT:
 Planning

DIVISION:

DEPARTMENT HEAD:
 Lisa Parker

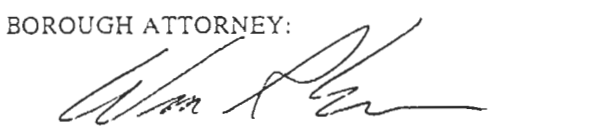
DEPARTMENT HEAD SIGNATURE:


BOROUGH ATTORNEY USE ONLY

APPROVED FOR LEGAL SUFFICIENCY
 DENIED

DATE:
 7/5/96

COMMENTS:

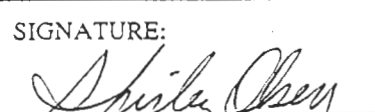
BOROUGH ATTORNEY:


RECORDS MANAGEMENT USE ONLY

DEPARTMENT:
 PLN

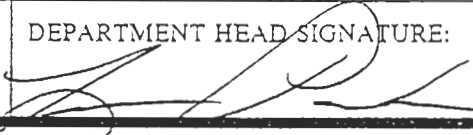
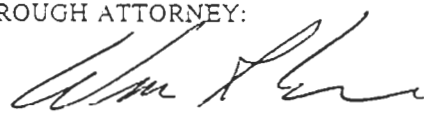
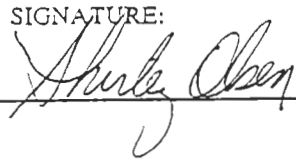
DIVISION:
 ADM

DATE REVISED:
 7/8/96

SIGNATURE:


COMMENTS:

**KF RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)		RECORD SERIES NUMBER: PLN 16	
YEARS RETAINED <u>05</u> OFFICE <u>20</u> RECORDS CENTER <u>25</u> TOTAL		MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE	
STATUS: <input checked="" type="checkbox"/> OPENED <input type="checkbox"/> CLOSED (No longer generated within department)			
RECORD SYSTEM: <i>Subject Filing</i>		RECORD SERIES: <i>MGMT. of Comprehensive Plans</i>	
DESCRIPTION: <i>adoption & amendments of Plans for Borough, Cities, Villages & Unincorporated areas</i>			
REQUESTED BY: <i>Lisa Parker</i>		DATE: <i>5-31-96</i>	
DEPARTMENT: <i>Planning</i>		DIVISION:	
DEPARTMENT HEAD: <i>Lisa Parker</i>		DEPARTMENT HEAD SIGNATURE: 	
BOROUGH ATTORNEY USE ONLY			
<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED		DATE: <i>7/5/96</i>	
COMMENTS: <i>I can envision no cause of action for which these docs. would be necessary occurring beyond 25 years.</i>		BOROUGH ATTORNEY: 	
RECORDS MANAGEMENT USE ONLY			
DEPARTMENT <i>PLN</i>	DIVISION: <i>ASM</i>	DATE REVISED: <i>7/8/96</i>	SIGNATURE: 
COMMENTS:			

**KPI RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Robin

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: PAY25 24
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YEARS RETAINED <u>1</u> OFFICE <u>6</u> RECORDS CENTER <u>7</u> TOTAL	MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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STATUS:
 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM: ACCOUNTING DIVISION ADMIN-PAYROLL	RECORD SERIES: WORKMAN'S COMP YEARLY AUDIT
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DESCRIPTION:
FISCAL YEAR END WORKMAN'S COMPENSATION TOTALS FOR YEAR END
AUDIT.

REQUESTED BY: ROBIN L. ADAMS	DATE: 04/22/96
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DEPARTMENT: FINANCE	DIVISION: PAYROLL
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DEPARTMENT HEAD: LAWRENCE A. SEMMENS	DEPARTMENT HEAD SIGNATURE: <i>L. Semmens</i>
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BOROUGH ATTORNEY USE ONLY

<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	DATE: 4/12/96
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COMMENTS:	BOROUGH ATTORNEY: <i>Adam A. [Signature]</i>
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RECORDS MANAGEMENT USE ONLY

DEPARTMENT <i>Finance</i>	DIVISION: <i>Payroll</i>	DATE REVISED: 4/12/96	SIGNATURE: <i>[Signature]</i>
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COMMENTS:

**KPI RECORDS RETENTION SCHEDULE
REVISION REQUEST**

IS REQUEST FOR A NEW RECORD SERIES NUMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, provide records series number you wish to revise)	RECORD SERIES NUMBER: CLK53
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YEARS RETAINED <input type="checkbox"/> OFFICE <input type="checkbox"/> RECORDS CENTER <input type="checkbox"/> TOTAL	MEDIA: <input type="checkbox"/> (A) AUDIO TAPES <input checked="" type="checkbox"/> (P) PAPER <input type="checkbox"/> (V) VIDEO TAPES <input type="checkbox"/> (F) MICROFILM <input type="checkbox"/> (M) MICROFICHE
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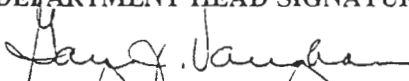
STATUS:
 OPENED CLOSED (No longer generated within department)

RECORD SYSTEM: Subject filing system	RECORD SERIES: Agenda Packets (Assembly & Board of Equalization) Resolutions & Ordinance Backup
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DESCRIPTION:
To change the retention of this record series number and to add the Board of Equalization packets to this record series number. Staff reports, letters and other materials submitted to the Assembly and Board of Equalization. Documents filed behind the the related ordinance or resolution number, or filed in agenda or appeal packets.


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

<input checked="" type="checkbox"/> APPROVED FOR LEGAL SUFFICIENCY <input type="checkbox"/> DENIED	DATE: 4/12/96
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COMMENTS:	BOROUGH ATTORNEY: 
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RECORDS MANAGEMENT USE ONLY

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

