

Introduced by: Mayor @ request of
Borough Clerk
Date: 1/07/92
Action: Adopted
Vote: Unanimous

**KENAI PENINSULA BOROUGH
RESOLUTION 92-06**

**AUTHORIZING THE DISPOSAL OF BOROUGH RECORDS WHICH ARE OUTDATED
AND SCHEDULED FOR DISPOSAL UNDER
THE BOROUGH'S RECORDS MANAGEMENT SYSTEM**

WHEREAS, the Records Management Division has continued to implement the program for records management; and

WHEREAS, additional records have been identified as outdated and no longer of any use in accordance with the regulations and retention periods provided; and


WHEREAS, outdated and useless records waste valuable storage space in Borough facilities;

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

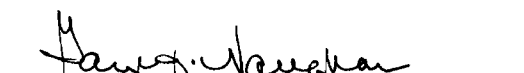
Section 1: That the records identified and set forth in Attachment A to this resolution are authorized to be disposed of in accordance with the requirements of Resolution 79-126. The completed records transfer/control forms pertaining to these records are incorporated by reference as a part of this resolution.

Section 2: That the Borough Clerk is authorized to effectuate this resolution which takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF JANUARY, 1992.


Betty J. Glick, Assembly President

ATTEST:


Gaye J. Vaughan, Borough Clerk

ATTACHMENT ARES. 92-06

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

<u>RECORD 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