

Introduced by: Mayor
at request of Clerk
Date: 12/07/93
Action: Adopted
Vote: Unanimous

**KENAI PENINSULA BOROUGH
RESOLUTION 93-133**

A RESOLUTION REVISING THE BOROUGH RECORDS RETENTION SCHEDULE

WHEREAS, sound administrative practice requires the borough to retain records in a systematic fashion; and

WHEREAS, certain state and federal statutes and regulations prescribe specific minimum periods during which certain records must be maintained; and

WHEREAS, it is desirable that unneeded records be destroyed after the expiration of the mandatory retention period; and

WHEREAS, Resolution 78-115 provided for the current records retention schedule and had not been revised in over ten years; and

WHEREAS, the current retention schedule should be revised in order to reflect continuing administration experience and alterations in federal and state regulations and statutes;

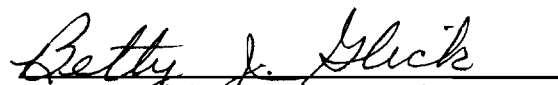
NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the records retention schedule entitled "KENAI PENINSULA BOROUGH RECORDS RETENTION SCHEDULE" dated November 1993 is adopted and is incorporated as a part of this resolution.


SECTION 2. That Resolution 79-126 is rescinded.

SECTION 3. That this resolution takes effect upon its adoption.

ADOPTED BY THE KENAI PENINSULA BOROUGH ASSEMBLY THIS 7th DAY OF DECEMBER, 1993.


Betty J. Glick, Assembly President

ATTEST:


Gaye J. Vaughan, Borough Clerk

RECORDS RETENTION SCHEDULE

DATE: 11/16/93 PAGE: 1

DEPARTMENT: ADP - DATA PROCESSING

DIVISION: ADM - DATA PROCESSING ADM

RECORD SERIES NO: ADP01
YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O
RECORD SYSTEM: DATA PROCESSING ADMIN
RECORD SERIES: DATA PROCESSING OPERATIONS

RECORD SERIES NO: ADP02
YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O
RECORD SYSTEM: DATA PROCESSING ADMIN
RECORD SERIES: DATA PROCESSING REFERENCE MATERIALS

RECORD SERIES NO: ADP03
YRS RETAINED: OFFICE 20 CENTER 00 TOTAL 20 MEDIA: P STATUS: O
RECORD SYSTEM: DATA PROCESSING ADMIN
RECORD SERIES: DATA PROCESSING WORK REQUESTS

DEPARTMENT: ASG - ASSESSING

DIVISION: ADM - ADMINISTRATION

RECORD SERIES NO: ASG01

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: ASSESSING DEPT OPERATIONS

RECORD SERIES NO: ASG02

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: FINANCIAL REPORTS

RECORD SERIES NO: ASG03

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: REAL PROPERTY TAX ADMIN

RECORD SERIES NO: ASG04

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: OIL RELATED ASSESSMENTS

RECORD SERIES NO: ASG05

YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: REFERENCE MATERIALS

RECORD SERIES NO: ASG06

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: REAL PROPERTY ASSESSMENT ADMIN

RECORD SERIES NO: ASG07

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN - APPRAISALS
RECORD SERIES: PROPERTY CARDS

RECORD SERIES NO: ASG08

YRS RETAINED: OFFICE 05 CENTER 00 TOTAL 05 MEDIA: G STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: OIL ASSESSMENT REPORTS
NOTES: THESE RECORDS ARE ON MICROFICHE BACK TO 1988 AS A PART
OF THE REAL PROPERTY CERTIFIED ROLL.

RECORD SERIES NO: ASG09

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: G STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: REPORT OF CERTIFIED VALUATION
NOTES: THIS IS KNOWN AS THE "ONE-LINER" REPORT. (USED ONLY
FOR RESEARCH.)

RECORD SERIES NO: ASG10

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: HISTORY OF ASSESSOR'S MAP BOOKS

DEPARTMENT: ASG - ASSESSING

DIVISION: ADM - ADMINISTRATION

RECORD SERIES NO: ASG11
YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: ORIGINALS - ASSESSOR'S MAP BOOKS

RECORD SERIES NO: ASG12
YRS RETAINED: OFFICE 01 CENTER 03 TOTAL 04 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: PROPERTY OWNER ADDRESSES

RECORD SERIES NO: ASG13
YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: ACTIVE BUSINESS PERSONAL PROPERTY

RECORD SERIES NO: ASG14
YRS RETAINED: OFFICE 08 CENTER 00 TOTAL 08 MEDIA: G STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: SURVEYS - BOATS, AIR CRAFT, MOBILE HOMES

RECORD SERIES NO: ASG15
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: CERTIFIED SUMMARY OF PERSONAL PROPERTY & BUSINESS ASSESSMENTS
NOTES: THESE RECORDS ARE BEING PLACED ON ROLL FILM (PTX 6) BY BATCH AND NUMERIC

RECORD SERIES NO: ASG16
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: DEEDS
NOTES: THESE RECORDS ARE BEING PLACED ON ROLL FILM (RTX 14)

RECORD SERIES NO: ASG17
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: PERSONEL PROPERTY STATEMENTS
NOTES: THESE RECORDS ARE BEING PLACED ON ROLL FILM (PTX 5-1)

RECORD SERIES NO: ASG18
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: TARS-TAX ADJUSTMENT REQUESTS-REF COPIES

RECORD SERIES NO: ASG19
YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: LIENHOLDERS LIST (REAL PROPERTY)

RECORD SERIES NO: ASG20
YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: MASTER LISTING OF MICROFILMED RECORDS

DEPARTMENT: ASG - ASSESSING

DIVISION: ADM - ADMINISTRATION

RECORD SERIES NO: ASG21

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: EXEMPTIONS - SR EXCESS (EXEMPT SRS)

RECORD SERIES NO: ASG22

YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: EXEMPTIONS - SR STATE RPT (TAX RECEIVABLES - SRS & VETERANS)

RECORD SERIES NO: ASG23

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: EXEMPTIONS - 10K REPORT LIST (ALL 10K PARCELS)

RECORD SERIES NO: ASG24

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: CERTIFIED PERSONAL PROPERTY ASSESSMENT ROLL

NOTES: THIS REPORT IS BEING FILMED ON COMFICHE

RECORD SERIES NO: ASG25

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: BOATS & AIRCRAFT SURVEYS

RECORD SERIES NO: ASG26

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: PERSONAL PROPERTY ALPHA LIST

RECORD SERIES NO: ASG27

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: PERSONAL PROPERTY 1-LINER LIST

RECORD SERIES NO: ASG28

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: PERSONAL PROPERTY TCA DETAIL REPORT

RECORD SERIES NO: ASG29

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: REAL PROPERTY CERTIFIED ONE-LINER

RECORD SERIES NO: ASG30

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: 0

RECORD SYSTEM: ASSESSING DEPT ADMIN

RECORD SERIES: REAL PROPERTY CERTIFIED ASSESSMENT ROLL

NOTES: THIS IS BEING PLACED ON MICROFICHE

DEPARTMENT: ASG - ASSESSING

DIVISION: ADM - ADMINISTRATION

RECORD SERIES NO: ASG31
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: G STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: REAL PROPERTY PC ANALYSIS

RECORD SERIES NO: ASG32
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: G STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: REAL PROPERTY 1-LINER REPORT

RECORD SERIES NO: ASG33
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: ASSESSING DEPT ADMIN
RECORD SERIES: REAL & PERSONAL PROPERTY 10K EXEMPTIONS
NOTES: THESE RECORDS ARE BEING PLACED ON ROLL FILM (RTX 9)

DEPARTMENT: CLK - BOROUGH CLERK

DIVISION: ADM - ADMIN

RECORD SERIES NO: CLK01

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: BOROUGH ASSEMBLY/MAYOR ORGANIZATIONAL RECORDS & MEETING MINUTES

RECORD SERIES NO: CLK02

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: A STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: ASSEMBLY, BD OF ADJUSTMENT/BD OF EQUALIZATION MEETING TAPES, MEETING NOTICES & AFFIDAVITS OF PUBLICATIONS.

RECORD SERIES NO: CLK03

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: OATHS OF OFFICE

RECORD SERIES NO: CLK04

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: BOROUGH ASSEMBLY/MAYOR ADMINISTRATION

RECORD SERIES NO: CLK05

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: BOARD & COMMISSION ORGANIZATIONAL RECORDS

RECORD SERIES NO: CLK06

YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: REFERENCE MATERIALS

RECORD SERIES NO: CLK07

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: BOROUGH HISTORICAL RECORDS

RECORD SERIES NO: CLK08

YRS RETAINED: OFFICE 05 CENTER 00 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: PUBLIC RELATIONS ISSUES

RECORD SERIES NO: CLK09

YRS RETAINED: OFFICE 05 CENTER 00 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: BOROUGH MEMBERSHIPS/REPRESENTATION

RECORD SERIES NO: CLK10

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: BOROUGH CLERK DEPARTMENT OPERATIONS

DEPARTMENT: CLK - BOROUGH CLERK

DIVISION: ADM - ADMIN

RECORD SERIES NO: CLK11
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: GRANT/BOND ADMINISTRATION

RECORD SERIES NO: CLK12
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: RISK MGMT

RECORD SERIES NO: CLK13
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: BUDGET/CAPITAL IMPROVEMENTS

RECORD SERIES NO: CLK14
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: FINANCIAL MGMT/REPORTS

RECORD SERIES NO: CLK15
YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: PURCHASING RECORDS

RECORD SERIES NO: CLK16
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: INVESTMENT ADMIN

RECORD SERIES NO: CLK17
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: LICENSE AND PERMIT ADMINISTRATION

RECORD SERIES NO: CLK18
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: REVENUE & TAXATION PROGRAMS AND TAXES LEVIED/PAID.

RECORD SERIES NO: CLK19
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: FINANCIAL AUDITS

RECORD SERIES NO: CLK20
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: ASSESSMENT DISTRICT ADMINISTRATION
NOTES: RETENTION BEGINS ON REIMBURSEMENT OF ALL ASSESSED FUNDS.

DEPARTMENT: CLK - BOROUGH CLERK

DIVISION: ADM - ADMIN

RECORD SERIES NO: CLK21

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: REAL PROPERTY TAX ASSESSMENTS

RECORD SERIES NO: CLK22

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: HEALTH SERVICES/HOSPITALS

RECORD SERIES NO: CLK23

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: DISASTER/EMERGENCY PLANNING & PROGRAMS

RECORD SERIES NO: CLK24

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: ENVIRONMENTAL QUALITY CONTROL

RECORD SERIES NO: CLK25

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: ANIMAL CONTROL

RECORD SERIES NO: CLK26

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: VACATIONS & EASEMENTS, STREET NAMES

RECORD SERIES NO: CLK27

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: SUBDIVISIONS

RECORD SERIES NO: CLK28

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: ZONING/COMPREHENSIVE PLAN

RECORD SERIES NO: CLK29

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: COASTAL MANAGEMENT, PORTS & HARBORS

RECORD SERIES NO: CLK30

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: ELECTION ADMIN - GENERAL

RECORD SERIES NO: CLK31

YRS RETAINED: OFFICE 00 CENTER 01 TOTAL 01 MEDIA: P STATUS: O

RECORD SYSTEM: SUBJECT FILING SYSTEM

RECORD SERIES: MUNICIPAL ELECTIONS-PRECLERANCE & ELECTION RESULTS

DEPARTMENT: CLK - BOROUGH CLERK

DIVISION: ADM - ADMIN

RECORD SERIES NO: CLK32
YRS RETAINED: OFFICE 00 CENTER 01 TOTAL 01 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: MUNICIPAL ELECTIONS-NOTICES, PUBLICATIONS & VOTERS
REGISTRATION.

RECORD SERIES NO: CLK33
YRS RETAINED: OFFICE 00 CENTER 01 TOTAL 01 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: MUNICIPAL ELECTIONS BALLOTS

RECORD SERIES NO: CLK34
YRS RETAINED: OFFICE 00 CENTER 01 TOTAL 01 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: MUNICIPAL ELECTIONS-PRECINCT MANAGEMENT

RECORD SERIES NO: CLK35
YRS RETAINED: OFFICE 00 CENTER 01 TOTAL 01 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: MUNICIPAL ELECTIONS - DECLARATION OF CANDIDACY

RECORD SERIES NO: CLK36
YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: ELECTION WORK FILES

RECORD SERIES NO: CLK37
YRS RETAINED: OFFICE 06 CENTER 00 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: CONFLICT OF INTEREST

RECORD SERIES NO: CLK39
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: RESOLUTIONS, ORDINANCES, DEEDS & BOROUGH CODE

RECORD SERIES NO: CLK40
YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: SUPPLIES & MATERIALS PURCHASE CONTRACTS.

RECORD SERIES NO: CLK41
YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: EQUIPMENT & VEHICLE PURCHASE CONTRACTS
NOTES: RETENTION PERIOD BEGINS WHEN EQUIPMENT OR VEHICLE GOES
OUT OF SERVICE.

RECORD SERIES NO: CLK42
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: CONSTRUCTION, IMPROVEMENT & RENOVATION CONTRACTS. SERVICE
CONTRACTS
NOTES: RETENTION PERIOD BEGINS WHEN PROJECT IS COMPLETE OR SERVICES
HAVE BEEN RENDERED

DEPARTMENT: CLK - BOROUGH CLERK

DIVISION: ADM - ADMIN

RECORD SERIES NO: CLK43
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: LITIGATION

RECORD SERIES NO: CLK44
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: BOROUGH-WIDE PERSONNEL ADMINISTRATION.

RECORD SERIES NO: CLK45
YRS RETAINED: OFFICE 05 CENTER 05 TOTAL 10 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: SCHOOLS

RECORD SERIES NO: CLK46
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: RECREATION & PARKS

RECORD SERIES NO: CLK47
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: SOLID WASTE MGMT

RECORD SERIES NO: CLK48
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: ROADS CONSTRUCTION, IMPROVEMENT & MAINTENANCE

RECORD SERIES NO: CLK49
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: REAL PROPERTY MANAGEMENT

RECORD SERIES NO: CLK50
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: RESOURCE MANAGEMENT & ECONOMIC DEVELOPMENT

RECORD SERIES NO: CLK51
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: RECORDS & INFORMATION MANAGEMENT

RECORD SERIES NO: CLK52
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: WASTEWATER MGMT

RECORD SERIES NO: CLK53
YRS RETAINED: OFFICE 00 CENTER 05 TOTAL 05 MEDIA: P STATUS: C
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: AGENDA PACKETS & RESOLUTION/ORDINANCE BACKUP

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: ACC - ACCOUNTS PAYABLE

RECORD SERIES NO: ACC01
 YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: ACCOUNTS PAYABLE WARRANTS & BACKUP
 NOTES: THESE ARE BEING FILMED ON ROLL FILM DUE TO HIGH RETRIEVAL
 RATE (FILM# IN OLD SYSTEM: ACC01)

RECORD SERIES NO: ACC02
 YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: FORM 1099 - AMOUNTS PAID TO VENDORS

RECORD SERIES NO: ACC03
 YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: G STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: WARRANT LIST (LIST OF WARRANTS PAID)
 NOTES: RECOMMEND PLACEMENT ON MICROFICHE.

RECORD SERIES NO: ACC04
 YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: G STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: PAY LIST (LIST OF VENDORS PAID BY BOROUGH)

RECORD SERIES NO: ACC05
 YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: G STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: INVOICE REGISTER (LIST OF INVOICES RECEIVED)

RECORD SERIES NO: ACC06
 YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: GRANT MANAGEMENT FILES

RECORD SERIES NO: ACC07
 YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: GENERAL LEDGER--YEAR-END REPORT
 NOTES: (1984 FILMED ON COMFICHE. CONTINUE TO PLACE ON COMFICHE.)

RECORD SERIES NO: ACC08
 YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: JOURNAL ENTRIES (REVENUE & EXPENDITURE DETAIL)
 NOTES: (1984-90 ON COMFICHE. CONTINUE TO PLACE ON COMFICHE.)

RECORD SERIES NO: ACC09
 YRS RETAINED: OFFICE 03 CENTER 04 TOTAL 07 MEDIA: P STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: PURCHASE ORDERS - FILED IN NUMERICAL ORDER

RECORD SERIES NO: ACC10
 YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O
 RECORD SYSTEM: ACCOUNTING DIVISION ADMIN
 RECORD SERIES: BANK STATEMENTS & CANCELLED CHECKS

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: ADM - ADMINISTRATION

RECORD SERIES NO: FIN01

YRS RETAINED: OFFICE 02 CENTER 01 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: FINANCE DEPT OPERATIONS

RECORD SERIES NO: FIN02

YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: FINANCE DEPT REFERENCE MATERIALS

RECORD SERIES NO: FIN03

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: PROJECTS AND SERVICES - LOSING BIDS

RECORD SERIES NO: FIN04

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: PROJECTS AND SERVICES - REQUESTS FOR BIDS

RECORD SERIES NO: FIN05

YRS RETAINED: OFFICE 02 CENTER 03 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: DEPARTMENTAL ACCOUNTING ADMIN

RECORD SERIES NO: FIN06

YRS RETAINED: OFFICE 02 CENTER 02 TOTAL 04 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: BOND ADMIN

NOTES: RETENTION PERIOD BEGINS WHEN BOND MATURES AND IS PAID OFF.

RECORD SERIES NO: FIN07

YRS RETAINED: OFFICE 02 CENTER 01 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: BUDGET REQUESTS & DEPT COPY OF BUDGETS

RECORD SERIES NO: FIN08

YRS RETAINED: OFFICE 02 CENTER 02 TOTAL 04 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: REAL, PERSONAL, PROPERTY AND SALES TAX ADMIN

RECORD SERIES NO: FIN09

YRS RETAINED: OFFICE 02 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: STUDIES, SURVEYS AND PLANS

RECORD SERIES NO: FIN10

YRS RETAINED: OFFICE 02 CENTER 03 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: GRANTS

RECORDS RETENTION SCHEDULE

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DEPARTMENT: FIN - FINANCE DEPT

DIVISION: ADM - ADMINISTRATION

RECORD SERIES NO: FIN11

YRS RETAINED: OFFICE 02 CENTER 01 TOTAL 03

MEDIA: P

STATUS: 

RECORD SYSTEM: FINANCE DEPT ADMIN

RECORD SERIES: FINANCIAL YEAR END AUDIT & DEPT COPIES OF FINANCIAL
STATEMENTS

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: AUD - AUDIT

RECORD SERIES NO: AUD01

YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: P STATUS: O

RECORD SYSTEM: AUDIT DIVISION ADMIN

RECORD SERIES: AUDIT CASE FILES

RECORD SERIES NO: AUD02

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: AUDIT DIVISION ADMIN

RECORD SERIES: BUSINESS TAX ESTIMATES - COMPUTATION OF TAXES

RECORD SERIES NO: AUD03

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: O

RECORD SYSTEM: AUDIT DIVISION ADMIN

RECORD SERIES: CORRESPONDENCE TO AND FROM TAXPAYERS - ROUTINE

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: CSH - CASH MANAGEMENT

RECORD SERIES NO: CSH01
YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL/PERSONAL TAX ADJUSTMENT REQUEST FORMS & TAR REPORT.

RECORD SERIES NO: CSH02
YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL/PERSONAL TAX ADJUSTMENT CORRESPONDENCE

RECORD SERIES NO: CSH03
YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: CASH MGMT INTERNAL ADMIN

RECORD SERIES NO: CSH04
YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL PROPERTY BILLING AND FORECLOSURE ADMIN

RECORD SERIES NO: CSH05
YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REFERENCE MATERIALS

RECORD SERIES NO: CSH06
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: PERSONAL/REAL PROPERTY TAX & CASH POSTING JOURNAL REPORT.

RECORD SERIES NO: CSH07
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: CASH RECEIPTS REPORTS

RECORD SERIES NO: CSH08
YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REVENUE CONTROL REPORT

RECORD SERIES NO: CSH09
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: ANNUAL SPREAD SHEET - MISC REVENUE ADJUSTMENTS
NOTES: DOES THIS NEED TO BE FILMED?
AFTER TWO YEARS THIS CAN BE PUT ON FLOPPY DISK.

RECORD SERIES NO: CSH10
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: CASH RECEIPT BOOK

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: CSH - CASH MANAGEMENT

RECORD SERIES NO: CSH11
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REVENUE BATCH BOOK

RECORD SERIES NO: CSH12
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: ADJUSTMENT BATCH REPORT

RECORD SERIES NO: CSH13
YRS RETAINED: OFFICE 03 CENTER 07 TOTAL 10 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: FORECLOSURE JUDGEMENT & REDEMPTION REPORT

RECORD SERIES NO: CSH14
YRS RETAINED: OFFICE 03 CENTER 07 TOTAL 10 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL PROPERTY FORECLOSURE PUBLICATION REPORTS

RECORD SERIES NO: CSH15
YRS RETAINED: OFFICE 02 CENTER 06 TOTAL 08 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: BANK DEPOSIT BOOKS

RECORD SERIES NO: CSH16
YRS RETAINED: OFFICE 02 CENTER 05 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL/PERSONAL PROPERTY END OF YEAR PAYMENT PROOF
AND TRIAL BALANCE REPORTS.

RECORD SERIES NO: CSH17
YRS RETAINED: OFFICE 00 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL & PROPERTY TAX BILLS
NOTES: THESE ARE PLACED ON ROLL FILM (PTX 8-3 & RTX 11-3) LISTED
AS "TAX RECORDS".)

RECORD SERIES NO: CSH18
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: TAX SERVICE REPORTS - PROPERTY TAXES OWED TO BOROUGH.

RECORD SERIES NO: CSH19
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL/PERSONAL PROPERTY TAX EXEMPTIONS - SENIOR CITIZENS
EXEMPTION REPORT.

RECORD SERIES NO: CSH20
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL/PERSONAL PROPERTY TAX ADJ REQUEST (TAR) SUMMARY
YEAR-END ANNUAL

RECORDS RETENTION SCHEDULE

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DEPARTMENT: FIN - FINANCE DEPT

DIVISION: CSH - CASH MANAGEMENT

RECORD SERIES NO: CSH21
YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: BANKING RECORDS

RECORD SERIES NO: CSH22
YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: STATE SHARED REVENUES MGMT

RECORD SERIES NO: CSH23
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: DEBT SERVICE RECORDS

RECORD SERIES NO: CSH24
YRS RETAINED: OFFICE 00 CENTER 99 TOTAL 99 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT ADMIN
RECORD SERIES: REAL & PERSONAL PROPERTY TAX ARCHIVAL REPORTS
NOTES: LISTING OF AMOUNTS PAID AND ACCOUNTS CLOSED FOR THE
YEAR SHOWING YEARS FOR WHICH TAXES WERE PAID.

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: DEL - DELINQUENT ACCTS

RECORD SERIES NO: DEL01

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: LEGAL DEPT COLLECTION STATUS REPORTS

RECORD SERIES NO: DEL02

YRS RETAINED: OFFICE 01 CENTER 09 TOTAL 10 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: SALES TAX FILES-CONTRACT SERVICES

RECORD SERIES NO: DEL03

YRS RETAINED: OFFICE 01 CENTER 09 TOTAL 10 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: PERSONAL PROPERTY FILES

RECORD SERIES NO: DEL04

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: REAL PROPERTY TAX FORECLOSURE ADMIN-PAID FILES

RECORD SERIES NO: DEL05

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: REPURCHASE OF TAX FORECLOSED REAL PROPERTY

RECORD SERIES NO: DEL06

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: QUITCLAIM DEEDS

NOTES: THESE RECORDS ARE BEING MICROFILMED.

RECORD SERIES NO: DEL07

YRS RETAINED: OFFICE 05 CENTER 00 TOTAL 05 MEDIA: G STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: JUDGEMENT SYSTEM-PERSONAL PROPERTY/SALES TAX

RECORD SERIES NO: DEL08

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: SALES TAX FILES-CLOSED ACCOUNTS

RECORD SERIES NO: DEL09

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: PROPERTY TAX FILES-CLOSED ACCOUNTS

RECORD SERIES NO: DEL10

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0

RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS

RECORD SERIES: LIQUOR LICENSE ADMIN

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: DEL - DELINQUENT ACCTS

RECORD SERIES NO: DEL11
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: LAND SALES ADMIN

RECORD SERIES NO: DEL12
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: REFERENCE MATERIALS-DELINQUENT ACCOUNTS

RECORD SERIES NO: DEL13
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: SALES TAX- UNENFORCEABLE ACCOUNTS

RECORD SERIES NO: DEL14
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: WATCH/HOT LIST REPORT-LIST OF 500 LARGEST BUSINESSES IN
BOROUGH WITH TAXABLE SALES.

RECORD SERIES NO: DEL15
YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: G STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: FIRST NATIONAL BANK COLLECTION REPORTS

RECORD SERIES NO: DEL16
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: COLLECTION RECORDS- DELINQUENT AMOUNTS DUE. RECAP
OF AMOUNTS COLLECTED.

RECORD SERIES NO: DEL17
YRS RETAINED: OFFICE 01 CENTER 09 TOTAL 10 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: SALES TAX COLLECTION CONTRACT ADMIN

RECORD SERIES NO: DEL18
YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: CASH MGMT-DELINQUENT ACCOUNTS
RECORD SERIES: BANKRUPTCY ADMIN - TAXES COLLECTED

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: PAY - PAYROLL

RECORD SERIES NO: PAY01

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PAYROLL CHECK COPIES & STUBS

RECORD SERIES NO: PAY02

YRS RETAINED: OFFICE 01 CENTER 03 TOTAL 04 MEDIA: P STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PAYROLL CHECKS - CANCELLED CHECKS

RECORD SERIES NO: PAY03

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: EMPLOYMENT SECURITY (UNEMPLOYMENT) PAYMENTS TO STATE.

RECORD SERIES NO: PAY04

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: G STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: EMPLOYMENT SECURITY (UNEMPLOYMENT) PAYMENTS TO STATE.

RECORD SERIES NO: PAY05

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: 941 REPORTS ON FICA/FEDERAL TAX

RECORD SERIES NO: PAY06

YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: P STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: COMPLETED W2 FORMS
NOTES: THESE RECORDS ARE BEING FILMED ON ROLL FILM. (ACC7-7) DO
WE NEED TO FILM IF WE LOWER RETENTION TO 4 YRS.?

RECORD SERIES NO: PAY07

YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: P STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PERSONNEL TIME SHEETS
NOTES: THESE RECORDS ARE BEING FILMED ON ROLL FILM. (ACC 7-1)
DO WE NEED TO FILM IF WE LOWER RETENTION TO 4 YRS.?

RECORD SERIES NO: PAY08

YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: G STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PERS CONTRIBUTION REPORT
NOTES: RECOMMEND WE CHECK TO SEE IF WE CAN OBTAIN COPY ON FILM
FROM PERS.

RECORD SERIES NO: PAY09

YRS RETAINED: OFFICE 02 CENTER 05 TOTAL 07 MEDIA: G STATUS: O
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PAYROLL REGISTER

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: PAY - PAYROLL

RECORD SERIES NO: PAY10
YRS RETAINED: OFFICE 02 CENTER 05 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: GENERAL LEDGER INTERFACE - DEPT DISTRIBUTION
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY11
YRS RETAINED: OFFICE 02 CENTER 05 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: YR-TO-DATE/QUARTER-TO-DATE PAYROLL TOTALS
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY12
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: ACCRUALS REPORT - SICK/ANNUAL LEAVE
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY13
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: AUTO DEPOSIT LISTING - BANK LISTINGS OF DEPOSITS
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY14
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: DEFERRED COMPENSATION DEDUCTIONS LIST
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY15
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: RETIREMENT REPORT - BALANCES FOR EMPLOYEES
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY16
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PERS REPORT - BIWEEKLY RETIREMENT CONTRIBUTIONS
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY17
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PAYROLL RECONCILIATION - CHECK LISTINGS
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY18
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: 0
RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL
RECORD SERIES: PAYROLL EXCEPTIONS REPORTS - LIST OF EXCEPTIONS TO NORMAL PAYMENTS TO EMPLOYEES.
NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: PAY - PAYROLL

RECORD SERIES NO: PAY19

YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O

RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL

RECORD SERIES: LISTING OF EMPLOYER/EMPLOYEE LIFE INSURANCE PREMIUMS
PAID MONTHLY.NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY20

YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: G STATUS: O

RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL

RECORD SERIES: STANDARD DEDUCTION REPORTS - DEDUCTIONS FROM EMPLOYEE
GROSS EARNINGSNOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY21

YRS RETAINED: OFFICE 02 CENTER 05 TOTAL 07 MEDIA: G STATUS: O

RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL

RECORD SERIES: CALENDAR YEAR-END REPORT OF PAYROLL TOTALS.

NOTES: RECOMMEND THESE BE PLACED ON COMFICHE IF RETAINED 7 YRS.

RECORD SERIES NO: PAY22

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: G STATUS: O

RECORD SYSTEM: ACCOUNTING DIVISION ADMIN - PAYROLL

RECORD SERIES: YEAR-END ACCRUALS REPORT-SICK/ANNUAL LEAVE BALANCES

DEPARTMENT: FIN - FINANCE DEPT

DIVISION: RSK - RISK MANAGEMENT

RECORD SERIES NO: RSK01
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: RISK MGMT ADMIN
RECORD SERIES: INSURANCE POLICIES

RECORD SERIES NO: RSK02
YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: 0
RECORD SYSTEM: RISK MGMT ADMIN
RECORD SERIES: CLAIMS FILES
NOTES: RETENTION PERIOD BEGINS; 1) UPON SETTLEMENT DATE, OR 2) WHEN
CLAIMANT IS A MINOR, WHEN HE OR SHE REACHES AGE OF MAJORITY.

RECORD SERIES NO: RSK03
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: 0
RECORD SYSTEM: RISK MGMT ADMIN
RECORD SERIES: REFERENCE MATERIALS

RECORD SERIES NO: RSK04
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: 0
RECORD SYSTEM: RISK MGMT ADMIN
RECORD SERIES: CERTIFICATES OF INSURANCE
NOTES: RETENTION PERIOD BEGINS WHEN CERTIFICATES EXPIRE.

DEPARTMENT: FIN -- FINANCE DEPT

DIVISION: STX - SALES TAX

RECORD SERIES NO: STX01
YRS RETAINED: OFFICE 02 CENTER 99 TOTAL 99 MEDIA: G STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: LAND SALES ESCROW PRINTOUTS

RECORD SERIES NO: STX02
YRS RETAINED: OFFICE 02 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: LAND SALES ESCROW RECORDS

RECORD SERIES NO: STX03
YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: PROTEST OF SALES TAX - REQUESTS FOR ADJUSTMENTS

RECORD SERIES NO: STX04
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: SALES TAX RETURNS - COMPLETED BY BUSINESSES AND RETURNED
TO BOROUGH.
NOTES: THESE RECORDS ARE BEING FILMED ON ROLL FILM WHEN THEY
ARE 3 MONTHS OLD. (STX 5-6)

RECORD SERIES NO: STX05
YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: P STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: SALES TAX ADMIN CORRESPONDENCE & REPORTS

RECORD SERIES NO: STX06
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: EXCEPTION NOTICES - LIST OF EXCEPTIONS

RECORD SERIES NO: STX07
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: NOTIFICATION OF CHANGES

RECORD SERIES NO: STX08
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: CLOSED ACCOUNT NOTICES

RECORD SERIES NO: STX09
YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: P STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: BATCH BOOKS
NOTES: THESE RECORDS ARE BEING FILMED.

RECORD SERIES NO: STX10
YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: 0
RECORD SYSTEM: SALES TAX ADMIN
RECORD SERIES: SALES TAX REFERENCE MATERIALS

RECORDS RETENTION SCHEDULE

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DEPARTMENT: FIN - FINANCE DEPT

DIVISION: STX - SALES TAX

RECORD SERIES NO: STX11

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01

MEDIA: P

STATUS: 

RECORD SYSTEM: SALES TAX ADMIN

RECORD SERIES: DATA PROCESSING WORK REQUESTS

DEPARTMENT: LGL - LEGAL DEPT

DIVISION: ADM - LEGAL ADMIN

RECORD SERIES NO: LEG01

YRS RETAINED: OFFICE 02 CENTER 03 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: LEGISLATIVE SERVICES ADMIN

RECORD SERIES: LEGAL DEPT OPERATIONS

RECORD SERIES NO: LEG02

YRS RETAINED: OFFICE 05 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: LEGISLATIVE SERVICES ADMIN

RECORD SERIES: LEGAL SERVICES ADMIN

RECORD SERIES NO: LEG03

YRS RETAINED: OFFICE 02 CENTER 08 TOTAL 10 MEDIA: P STATUS: O

RECORD SYSTEM: LEGISLATIVE SERVICES ADMIN

RECORD SERIES: LITIGATION CASE FILES

RECORD SERIES NO: LEG04

YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O

RECORD SYSTEM: LEGISLATIVE SERVICES ADMIN

RECORD SERIES: REFERENCE MATERIALS

DEPARTMENT: MAY - MAYOR

DIVISION: ADM - MAYOR ADMIN

RECORD SERIES NO: MAY01
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: OFFICE OF THE MAYOR-ADMIN
RECORD SERIES: MAYOR'S ADMINISTRATIVE RECORDS

RECORD SERIES NO: MAY02
YRS RETAINED: OFFICE 01 CENTER 03 TOTAL 04 MEDIA: P STATUS: O
RECORD SYSTEM: OFFICE OF THE MAYOR-ADMIN
RECORD SERIES: LEGISLATIVE ADVOCACY

RECORD SERIES NO: MAY03
YRS RETAINED: OFFICE 02 CENTER 03 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: OFFICE OF THE MAYOR-ADMIN
RECORD SERIES: ECONOMIC DEVELOPMENT

RECORD SERIES NO: MAY04
YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: OFFICE OF THE MAYOR-ADMIN
RECORD SERIES: EMERGENCY/DISASTER PREPARATION/RESPONSE

RECORD SERIES NO: MAY05
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: OFFICE OF THE MAYOR-ADMIN
RECORD SERIES: REFERENCE MATERIALS

RECORD SERIES NO: MAY06
YRS RETAINED: OFFICE 01 CENTER 03 TOTAL 04 MEDIA: P STATUS: O
RECORD SYSTEM: OFFICE OF THE MAYOR-ADMIN
RECORD SERIES: BOROUGH FUND REQUESTS TO STATE & FEDERAL GOV'T.

DEPARTMENT: MTN - MAINTENANCE

DIVISION: ADM - MAINTENANCE ADM

RECORD SERIES NO: MTN01

YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: DEPT ADMIN FILES

RECORD SERIES NO: MTN02

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: ANNUAL LISTING OF WORK ORDERS

RECORD SERIES NO: MTN03

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: WORK ORDER REQUESTS

RECORD SERIES NO: MTN04

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: DAILY WORK SHEETS & TIME CARDS

RECORD SERIES NO: MTN05

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: LEAVE REQUESTS

RECORD SERIES NO: MTN06

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: SCHOOL MAINTENANCE CONTRACTS

RECORD SERIES NO: MTN07

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: ASBESTOS IDENTIFICATION & REMOVAL PROGRAM (AHERA)

RECORD SERIES NO: MTN08

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: MAINTENANCE DEPT REFERENCE MATERIALS

RECORD SERIES NO: MTN09

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: FIRE CODE CONSTRUCTION/UPGRADE PLANS/RECORDS

RECORD SERIES NO: MTN10

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: SCHOOL SITE INFORMATION

RECORD SERIES NO: MTN11


YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: 0

RECORD SYSTEM: MAINTENANCE DEPT ADMIN

RECORD SERIES: MAINTENANCE BUILDING PLANS

DEPARTMENT: MTN - MAINTENANCE

DIVISION: ADM - MAINTENANCE ADM

RECORD SERIES NO: MTN12
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: 
RECORD SYSTEM: MAINTENANCE DEPT ADMIN
RECORD SERIES: VEHICLE/EQUIPMENT MAINTENANCE RECORDS
NOTES: RETENTION BEGINS WHEN VEHICLE OR EQUIPMENT IS TAKEN OUT OF SERVICES FOR GOOD OR IS SOLD.

RECORD SERIES NO: MTN13
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: G STATUS: O
RECORD SYSTEM: MAINTENANCE DEPT ADMIN
RECORD SERIES: VEHICLE HISTORY SUMMARY REPORT
NOTES: THIS REPORT NEEDS TO BE PLACED ON COM FICHE AT THE END OF EACH CALENDAR YEAR.

DEPARTMENT: OEM - OFC OF EMERGENCY SVC

DIVISION: ADM - OEM ADMIN

RECORD SERIES NO: EMR01

YRS RETAINED: OFFICE 01 CENTER 01 TOTAL 02 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: OEM OPERATIONS

RECORD SERIES NO: EMR02

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY BROADCAST SYSTEM ADMIN

RECORD SERIES NO: EMR03

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY/DISASTER EQUIPMENT ADMIN

RECORD SERIES NO: EMR04

YRS RETAINED: OFFICE 01 CENTER 03 TOTAL 04 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY MGMT FUNDING, TRAINING, & EDUCATION ADMIN

RECORD SERIES NO: EMR05

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY STORAGE SHELTER ADMIN

RECORD SERIES NO: EMR06

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: DISASTER PREPARATION/PLANNING

RECORD SERIES NO: EMR07

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY/NATURAL DISASTER ADMIN

RECORD SERIES NO: EMR08

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: HAZARDOUS MATERIALS ABATEMENT

RECORD SERIES NO: EMR09

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY/TECHNOLOGICAL DISASTER ADMIN

RECORD SERIES NO: EMR10

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY/DISASTER VOLUNTEER ADMIN

RECORD SERIES NO: EMR11

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY/DISASTER COORDINATION-FEDERAL/STATE

DEPARTMENT: OEM - OFC OF EMERGENCY SVC

DIVISION: ADM - OEM ADMIN

RECORD SERIES NO: EMR12

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11

MEDIA: P

STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: COMMUNICATIONS CENTER ADMIN

RECORD SERIES NO: EMR13

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11

MEDIA: P

STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: LOCAL EMERGENCY PLANNING COMMITTEE ADMIN

RECORD SERIES NO: EMR14

YRS RETAINED: OFFICE 01 CENTER 03 TOTAL 04

MEDIA: P

STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: EMERGENCY/DISASTER MGMT - SERVICE AREAS

RECORD SERIES NO: EMR15

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11

MEDIA: P

STATUS: O

RECORD SYSTEM: OEM ADMIN

RECORD SERIES: HAZARDOUS MATERIALS ABATEMENT - ASBESTOS

DEPARTMENT: PER - PERSONNEL

DIVISION: ADM - PERSONNEL ADMIN

RECORD SERIES NO: PER01

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: EMPLOYEE CASE FILES

ALL RECORDS RELATED TO BOROUGH EMPLOY

NOTES: RETENTION PERIOD BEGINS UPON TERMINATION OF EMPLOYEE.
MICROFILM FIVE YRS AFTER CASE FILE RETIRED

RECORD SERIES NO: PER02

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: PERSONNEL MEDICAL RECORDS

NOTES: RETENTION PERIOD BEGINS UPON TERMINATION OF EMPLOYEE.
MICROFILM UPON RETIREMENT

RECORD SERIES NO: PER03

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS) ADMIN

RECORD SERIES NO: PER04

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: LABOR RELATIONS ADMIN

RECORD SERIES NO: PER05

YRS RETAINED: OFFICE 02 CENTER 03 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: REGULATIONS, GENERAL INFO & WORK FILES- REFERENCE

RECORD SERIES NO: PER06

YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: LISTS, UPDATES AND REPORTS-REFERENCE

RECORD SERIES NO: PER07

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: EQUAL OPPORTUNITY EMPLOYMENT ADMIN

RECORD SERIES NO: PER08

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: PERSONNEL DIVISION OPERATIONS

RECORD SERIES NO: PER09

YRS RETAINED: OFFICE 01 CENTER 04 TOTAL 05 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: PERSONNEL RECRUITMENT AND SELECTION ADMIN

RECORD SERIES NO: PER10

YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: EMPLOYEE BENEFITS

DEPARTMENT: PER - PERSONNEL

DIVISION: ADM - PERSONNEL ADMIN

RECORD SERIES NO: PER20

YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01

MEDIA: P

STATUS: 

RECORD SYSTEM: PERSONNEL ADMIN

RECORD SERIES: JANITORIAL SERVICES ADMIN

DEPARTMENT: PLN - PLANNING DEPT

DIVISION: ADM - PLANNING ADMIN

RECORD SERIES NO: PLN01
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: DEPARTMENT OPERATIONAL FILES

RECORD SERIES NO: PLN02
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: DEPT ADMIN - GENERAL

RECORD SERIES NO: PLN03
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: DEMOGRAPHIC RECORDS

RECORD SERIES NO: PLN05
YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: REFERENCE MATERIALS

RECORD SERIES NO: PLN06
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: RIVER & WETLAND MGMT RECORDS

RECORD SERIES NO: PLN07
YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: NATURAL RESOURCE MGMT RECORDS

RECORD SERIES NO: PLN08
YRS RETAINED: OFFICE 05 CENTER 00 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: TRANSPORTATION RECORDS

RECORD SERIES NO: PLN09
YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: FLOOD PLAIN DEVELOPMENT PERMITS

RECORD SERIES NO: PLN10
YRS RETAINED: OFFICE 05 CENTER 00 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: FLOOD PLAIN/FLOOD INSURANCE RECORDS

RECORD SERIES NO: PLN11
YRS RETAINED: OFFICE 05 CENTER 00 TOTAL 05 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: FEDERAL/STATE LAND MGMT

RECORD SERIES NO: PLN12
YRS RETAINED: OFFICE 01 CENTER 10 TOTAL 11 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: COASTAL MGMT PROGRAMS

DEPARTMENT: PLN - PLANNING DEPT

DIVISION: ADM - PLANNING ADMIN

RECORD SERIES NO: PLN13
YRS RETAINED: OFFICE 00 CENTER 00 TOTAL 00 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS
NOTES: RETENTION IS THE RESPONSIBILITY OF THE RECEIVERS OF THESE MAPS.

RECORD SERIES NO: PLN14
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: NOXIOUS, INJURIOUS & HAZARDOUS USES

RECORD SERIES NO: PLN15
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: LANDMARK, ROAD/STREET NAMES & ADDRESSES

RECORD SERIES NO: PLN16
YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: MANAGEMENT OF COMPREHENSIVE PLANS

RECORD SERIES NO: PLN17
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: BOARD & COMMISSION ORGANIZATIONAL RECORDS

RECORD SERIES NO: PLN18
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SUBDIVISION RECORDS
RECORD SERIES: SUBDIVISION - PLATTING FILES
NOTES: FINAL MAPS ARE FILMED & PLACED ON APERTURE CARDS BY STATE DURING APPROVAL PROCESS & TWO COPIES ARE SENT TO BOROUGH.

RECORD SERIES NO: PLN19
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: BOROUGH LAND MANAGEMENT FILES
RECORD SERIES: BOROUGH LAND MANAGEMENT RECORDS - ACQUISITION, USE & DISPOSITION
NOTES: RECORDS ARE TRANSFERRED TO RECORDS CENTER UPON SALE OR DISPOSITION.

RECORD SERIES NO: PLN20
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: LAND USE REGULATION - PRIVATE PROPERTY

RECORD SERIES NO: PLN21
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SUBJECT FILING SYSTEM
RECORD SERIES: ZONING RECORDS

DEPARTMENT: PWK - PUBLIC WORKS

DIVISION: ADM - PUBLIC WORKS ADMIN

RECORD SERIES NO: PWK01

YRS RETAINED: OFFICE 02 CENTER 08 TOTAL 10 MEDIA: P STATUS: O
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: PROJECT WATER & SOILS INVESTIGATION & SITE DEVELOPMENT

RECORD SERIES NO: PWK02

YRS RETAINED: OFFICE 02 CENTER 08 TOTAL 10 MEDIA: P STATUS: O
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: MAJOR CONSTRUCTION PROJECT ADMIN - PRE-BID DOCUMENTS,
PROJECT PLANNING & FUNDING RECORDS (COST EST.)

RECORD SERIES NO: PWK03

YRS RETAINED: OFFICE 02 CENTER 05 TOTAL 07 MEDIA: P STATUS: O
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: MAJOR CONSTRUCTION PROJECT ADMIN - PRE-BID ORGANIZATION,
FUNDING & BID/PROPOSAL REQUESTS. ADVISORY BD ACTIVITIES
NOTES: NO LEGAL DOCUMENTS. RETENTION BEGINS UPON COMPLETION OF
PROJECT

RECORD SERIES NO: PWK04

YRS RETAINED: OFFICE 02 CENTER 08 TOTAL 10 MEDIA: P STATUS: O
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: PROJECT TESTS: MORTAR, CEMENT, GRAVEL & OTHERS AS NEEDED,
EXCEPT WATER & SOILS.

RECORD SERIES NO: PWK05

YRS RETAINED: OFFICE 02 CENTER 28 TOTAL 30 MEDIA: P STATUS: O
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: MAJOR CONSTRUCTION PROJECT ADMIN - POST-BID DOCUMENTS - DUPL
ORIGINALS OF CONTR & SUBCONTR DOCS & OPERATIONS/MAINT MANUAL
NOTES: ALTHOUGH RETENTION IS 30 YRS, RETENTION BEYOND LIFE OF
FACILITY IS NOT MANDATED OR DESIREABLE

RECORD SERIES NO: PWK06

YRS RETAINED: OFFICE 01 CENTER 09 TOTAL 10 MEDIA: P STATUS: O
RECORD SYSTEM: PUBLIC WORKS MINOR PROJECTS
RECORD SERIES: MINOR PROJECT LEGAL DOCUMENTS & ADMINISTRATIVE FILES
NOTES: EXCEPTION - LANDSCAPING PROJECTS SHOULD BE RETAINED 3 YRS
BEYOND COMPLETION.

RECORD SERIES NO: PWK07

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O
RECORD SYSTEM: PUBLIC WORKS ADMINISTRATIVE RECORDS
RECORD SERIES: DEPT OPERATIONS RECORDS

RECORD SERIES NO: PWK08

YRS RETAINED: OFFICE 05 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: PUBLIC WORKS ADMINISTRATIVE RECORDS
RECORD SERIES: HAZARDOUS WASTE ABATEMENT ADMIN

RECORD SERIES NO: PWK09

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O
RECORD SYSTEM: PUBLIC WORKS ADMINISTRATIVE RECORDS
RECORD SERIES: SOLID WASTE MGMT - RECYCLING PROGRAM ADMIN

DEPARTMENT: PWK - PUBLIC WORKS

DIVISION: ADM - PUBLIC WORKS ADMIN

RECORD SERIES NO: PWK10
YRS RETAINED: OFFICE 02 CENTER 06 TOTAL 08 MEDIA: P STATUS: 0
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: MAJOR CONSTRUCTION PROJECT ADMIN - PROJECT INSPECTION
REPORTS & ROUTINE ADMIN CORRESPONDENCE
NOTES: RETENTION PERIOD BEGINS UPON PROJECT COMPLETION

RECORD SERIES NO: PWK11
YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: 0
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: MAJOR CONSTRUCTION PROJECT ADMIN - PROJECT REFERENCE RECORDS
NOTES: RETENTION BEGINS UPON COMPLETION OF PROJECT

RECORD SERIES NO: PWK12
YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: 0
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: PROJECT BILLINGS
NOTES: RETENTION BEGINS UPON COMPLETION OF PROJECT

RECORD SERIES NO: PWK13
YRS RETAINED: OFFICE 01 CENTER 09 TOTAL 10 MEDIA: P STATUS: 0
RECORD SYSTEM: EMERGENCY CONSTRUCTION PROJECTS
RECORD SERIES: EMERGENCY CONSTRUCTION PROJECT ADMIN - FLOODS & EARTHQUAKES
& OTHERS

RECORD SERIES NO: PWK14
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: P STATUS: 0
RECORD SYSTEM: SOLID WASTE MGMT - LANDFILL MGMT
RECORD SERIES: LANDFILL FACILITY ADMIN - OPERATIONAL COSTS

RECORD SERIES NO: PWK15
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: P STATUS: 0
RECORD SYSTEM: SOLID WASTE MGMT - LANDFILL MGMT
RECORD SERIES: LANDFILL FACILITY ADMIN - OPERATIONS RECORDS
NOTES: RETENTION PERIOD BEGINS WHEN FACILITY CLOSED OR SOLD

RECORD SERIES NO: PWK16
YRS RETAINED: OFFICE 05 CENTER 99 TOTAL 99 MEDIA: P STATUS: 0
RECORD SYSTEM: SOLID WASTE MGMT - LANDFILL MGMT
RECORD SERIES: LANDFILL FACILITY ADMIN - CONTRACTS & RELATED DOCUMENTATION
TESTS & MONITORING PROGRAM RECORDS

RECORD SERIES NO: PWK17
YRS RETAINED: OFFICE 01 CENTER 06 TOTAL 07 MEDIA: P STATUS: 0
RECORD SYSTEM: MAJOR CONSTRUCTION PROJECTS
RECORD SERIES: PROJECT ADVISORY BOARD ACTIVITIES - AGENDAS, MINUTES,
REPORTS
NOTES: RETENTION BEGINS UPON PROJECT COMPLETION

DEPARTMENT: RDS - ROAD SERVICE

DIVISION: IMP - ROAD IMPROVEMENTS

RECORD SERIES NO: RDI01
YRS RETAINED: OFFICE 01 CENTER 08 TOTAL 09 MEDIA: P STATUS: O
RECORD SYSTEM: ROAD IMPROVEMENTS ADMIN
RECORD SERIES: ROAD IMPROVEMENT PROJECT FILES
NOTES: IF GRANT FUNDS ARE USED TO FUND A PROJECT, THE PROJECT FILES
MUST BE RETAINED FOR PERIOD SPECIFIED IN GRANT APPLICATION.

RECORD SERIES NO: RDI02
YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O
RECORD SYSTEM: ROAD IMPROVEMENTS OPERATIONS
RECORD SERIES: ROAD MAINTENANCE GRANT FUND ADMIN

RECORD SERIES NO: RDI03
YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O
RECORD SYSTEM: ROAD IMPROVEMENTS OPERATIONS
RECORD SERIES: ROAD IMPROVEMENT DIVISION OPERATIONAL RECORDS

DEPARTMENT: RDS - ROAD SERVICE

DIVISION: MTN - ROAD MAINTENANCE

RECORD SERIES NO: RDM01

YRS RETAINED: OFFICE 01 CENTER 08 TOTAL 09 MEDIA: P STATUS: O

RECORD SYSTEM: ROAD MAINTENANCE ADMIN

RECORD SERIES: ROAD MAINTENANCE PROJECT FILES

NOTES: IF GRANT FUNDS ARE USED TO FUND A PROJECT, THE PROJECT FILES
MUST BE RETAINED FOR PERIOD SPECIFIED IN GRANT APPLICATION.

RECORD SERIES NO: RDM02

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: ROAD MAINTENANCE ADMIN

RECORD SERIES: ROAD MAINTENANCE PRPORTS

RECORD SERIES NO: RDM03

YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O

RECORD SYSTEM: ROAD MAINTENANCE ADMIN

RECORD SERIES: ROAD SERVICE AREA BOARD RECORDS

RECORD SERIES NO: RDM04

YRS RETAINED: OFFICE 01 CENTER 08 TOTAL 09 MEDIA: P STATUS: O

RECORD SYSTEM: ROAD MAINTENANCE ADMIN

RECORD SERIES: ROAD MAINTENANCE GRANT FUND ADMIN

RECORD SERIES NO: RDM05

YRS RETAINED: OFFICE 01 CENTER 02 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: ROAD MAINTENANCE ADMIN

RECORD SERIES: ROAD MAINTENANCE DIVISION OPERATIONAL RECORDS

RECORD SERIES NO: RDM06

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: ROAD MAINTENANCE ADMIN

RECORD SERIES: ROAD SYSTEM STANDARDS/ADMITTANCE ADMIN

DEPARTMENT: REC - BOROUGH CLERK

DIVISION: ADM - RECORDS MGMT ADMIN

RECORD SERIES NO: REC01

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: LISTS OF REACTIVATED RECORDS

RECORD SERIES NO: REC02

YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: LISTS OF FILMED RECORDS SENT TO STATE ARCHIVIST

RECORD SERIES NO: REC03

YRS RETAINED: OFFICE 03 CENTER 00 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: FILM QUALITY TEST RECORDS

RECORD SERIES NO: REC04

YRS RETAINED: OFFICE 03 CENTER 00 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: RECORDS MGMT DIVISION ADM

RECORD SERIES NO: REC05

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: COMPLETED MICROFICHE REQUEST FORMS

RECORD SERIES NO: REC06

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: COMPUTER OUTPUT MICROFILM WORK ORDERS

RECORD SERIES NO: REC07

YRS RETAINED: OFFICE 02 CENTER 00 TOTAL 02 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: SERVICES COST LIST

RECORD SERIES NO: REC08

YRS RETAINED: OFFICE 03 CENTER 00 TOTAL 03 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: RECORDS REQUEST WORK ORDER

RECORD SERIES NO: REC09

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: TRANSFER CONTROL (REQUEST) FORMS

RECORD SERIES NO: REC10

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: FILMED RECORDS LOG

RECORD SERIES NO: REC11

YRS RETAINED: OFFICE 99 CENTER 00 TOTAL 99 MEDIA: P STATUS: O

RECORD SYSTEM: RECORDS MGMT ADMIN

RECORD SERIES: FILM INDEX/INSPECTION REPORTS

DEPARTMENT: SER - SERVICE AREA

DIVISION: ADM - SERVICE AREA ADMIN

RECORD SERIES NO: SVC01
YRS RETAINED: OFFICE 02 CENTER 02 TOTAL 04 MEDIA: P STATUS: O
RECORD SYSTEM: SERVICE AREA ADMIN
RECORD SERIES: SERVICE AREA ADMINISTRATION SUBJECT FILES

RECORD SERIES NO: SVC02
YRS RETAINED: OFFICE 01 CENTER 00 TOTAL 01 MEDIA: P STATUS: O
RECORD SYSTEM: SERVICE AREA ADMIN
RECORD SERIES: REFERENCE MATERIALS

RECORD SERIES NO: SVC03
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SERVICE AREA ADMIN
RECORD SERIES: DAILY FIRE/EMERGENCY ACTIVITY LOGS

RECORD SERIES NO: SVC04
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SERVICE AREA ADMIN
RECORD SERIES: MEDICAL SERVICE RECORDS-CONFIDENTIAL

RECORD SERIES NO: SVC05
YRS RETAINED: OFFICE 01 CENTER 99 TOTAL 99 MEDIA: P STATUS: O
RECORD SYSTEM: SERVICE AREA ADMIN
RECORD SERIES: SERVICE AREA BOARD MEETING MINUTES, ORDINANCES/RESOS.

RECORD SERIES NO: SVC06
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SERVICE AREA ADMIN
RECORD SERIES: SERVICE AREA BOARD ADMINISTRATIVE RECORDS.

RECORD SERIES NO: SVC07
YRS RETAINED: OFFICE 01 CENTER 05 TOTAL 06 MEDIA: P STATUS: O
RECORD SYSTEM: SERVICE AREA ADMIN
RECORD SERIES: KENAI PENINSULA PROFESSIONAL AFFILIATIONS