

KENAI PENINSULA BOROUGH

Kenai Peninsula Borough Assembly



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Johni Blankenship, CMC
Borough Clerk

MEMORANDUM

To: Assembly Members

From: Shellie Saner, Deputy Borough Clerk 

Thru: Gary Knopp, Assembly President 
Johni Blankenship, Borough Clerk 

Date: April 5, 2011

Re: Resolution 2011-030: Risk Management Records Retention Schedule

Working with the Risk Manager and Risk Management Records Coordinator an audit review was completed for the Risk Management Records Retention Schedule. Needed updates were identified as well as the need to include additional records series for the department.

Recommendations from the "State of Alaska Local Government General Records Retention Schedule #300" have been incorporated into the attached "Kenai Peninsula Borough Records Retention Schedule" for the Risk Management Department.