

KENAI PENINSULA BOROUGH

Kenai Peninsula Borough Assembly

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Johni Blankenship, MMC
Borough Clerk

MEMORANDUM

To: Linda Murphy, Assembly President
Assembly Members

Thru: Johni Blankenship, Borough Clerk (JB)

From: Shellie Saner, Deputy Borough Clerk (SS)

Date: November 20, 2012

Re: Resolution 2012-086, Finance Cash Management Records Retention Schedule Revision

The current records retention schedule lists Tax Bills – Real and Personal Property (CSH-17) as permanent records. The “State of Alaska Local Government Model General Administrative Record Retention Schedule #300.1” recommends this type of record be retained for 3-years then destroyed, provided an audit or other annual financial statement has been certified.

Due to the nature of the record it is recommended for the Kenai Peninsula Borough that the retention period for these records be changed to 7-years then destroyed. The recommended changes are shown on the attached Finance Cash Management Department Retention for record series CSH-17.