

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
(County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	<u>_____*</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included In Current Budget? Yes ___ No ___

Budget Account No.: FUND ___ DEPT ___ UNIT ___ OBJECT ___

B. Recommended Sources of Funds/Summary of Fiscal Impact:

* No Fiscal Impact.

C. Department Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

 OFMB
 6/21/2013
 5/22/13
 6/20

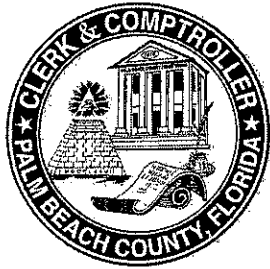
 Contract Administration
 6-2-13
 Blahut

B. Legal Sufficiency:

 Paul F. J. 6/24/13
 Assistant County Attorney

C. Other Department Review:

 Department Director



SHARON R. BOCK
 Clerk & Comptroller
 Palm Beach County

Memorandum

Date: June 18th, 2013
From: Mark Broderick, Legal Records & Operations Systems & Training Director
To: Tony DeBlasio, Accounting & Financial Reporting Manager
 Olga Enrique, Revenue & Cash Mgmt. Manager
 Shannon Ramsey-Chessman, Chief Operating Finance Officer
 Joe Bergeron, Internal Auditor
 Denise Nieman, County Attorney

Subject: In re: Destruction of Board of County Commission Records

Attached you will find a Clerk & Comptroller Certificate of Destruction approval form and an excerpt(s) of the General Records Schedule for State and Local Government agencies. As outlined below in the table, this approval consists of Board of County Commission Records totaling 134 boxes (208.50 cubic feet.)


Schedule Item Number	Record Series Titles	Starting Date	Ending Date	Volume in cubic feet
GS1-L/ item-365	Cash Collection Records: Receipt/Report - 5 fiscal years provided applicable audits have been released	10/1/2001	7/31/2003	3 cubic feet (2 boxes)
GS1-L/item-340	Accounts Payable Records:5 fiscal years provided applicable audits have been released	1/1/2002	12/31/2006	30 cubic feet (20 boxes)
GS1-L/item-195	Payroll Records: Supporting Documents:3 calendar years provided applicable audits have been released	5/1/2001	12/31/2002	1.5 cubic feet (1 boxes)
GS1-L/item-278	Investment Records: 10 fiscal years provided applicable audits have been released	Oct-94	12/31/2002	7.5 cubic feet (51 boxes)
GS1-L/item-85	Bank Statement: Reconciliation: 5 fiscal years provided applicable audits have been released	2/1/2001	7/31/2003	6 cubic feet (4 boxes)
GS1-L/item-189	Access Control Records: 1 anniversary year after superseded or employee separates from employment	12/7/2001	11/28/2008	81 cubic feet (54 boxes)
GS1-L/item-300	Signature Authorization Records:1 fiscal year after obsolete or supersede	1995	2003	7.5 cubic feet (5 boxes)

Schedule Item Number	Record Series Titles	Starting Date	Ending Date	Volume in cubic feet
GS1-L/item-264	Electronic Funds Transfer Records: 5 fiscal year after termination of service agreement/authorization.	10/25/2001	3/6/2006	10.5 cubic feet (7 boxes)
GS1-L/item-157	1099 Reports: 4 years from the tax due date (April 15) of the year to which the record applies , or the W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4	1999	2004	10.5 cubic feet (7 boxes)
GS1-L/item-340	Checks: Cancelled: 5 fiscal years provided applicable audits have been released	3/29/1996	Dec-05	6 cubic feet (4 boxes)
GS1-L/item-157	W-9 Forms: 4 years from the tax due date (April 15) of the year to which the record applies , or the W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4	2008	2008	1.5 cubic feet (1 boxes)
GS1-L/item-366	Excise Tax/Special Assessment Records: Journals (Disbursement & Receipts): 10 fiscal years provided applicable audits have been released	2001	2002	42 cubic feet (23 boxes)
GS1-L/item-129	Payroll Records: Deduction Authorization: 5 fiscal years after final action provided applicable audits have been released	2005	2005	1.5 cubic feet (1 boxes)

Please review the attachments and indicate your approval for the records destruction. Your signature on the approval form attests, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, or (4) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason in the space indicated on the approval form and return the package to me for resolution. Upon final approval by the Board of County Commissioners, the records listed on the attachment form will be destroyed.

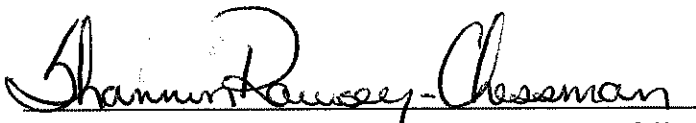
We would like to obtain all signatures. Thank you in advance for your cooperation regarding this matter.



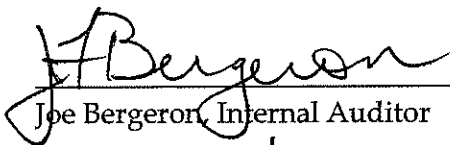
Olga Enrique, Manager - Revenue & Cash Management



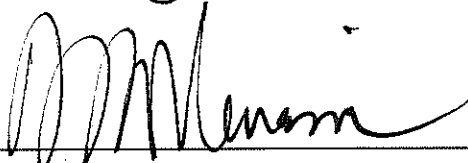
Tony DeBlasio, Manager - Accounting & Financial Reporting



Shannon Ramsey-Chessman, Chief Operating Officer-Finance



Joe Bergeron, Internal Auditor



Denise Nieman, County Attorney

State of Florida

GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES



NOVEMBER 1, 2006

With September 1, 2007, April 1, 2010, and August 1, 2010 Revisions

Florida Department of State
State Library and Archives of Florida

Tallahassee, Florida

850.245.6750

<http://dlis.dos.state.fl.us/RecordsManagers>

General Records Schedule GS1-SL for State and Local Government Agencies

to the caller. These logs may be used in regards to police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION:

- a) Record copy. 1 fiscal year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RAIN CHECKS

Item #293

This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide date rain check issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

Item #364

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned, including demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

RETENTION:

- a) Record copy. 5 anniversary years after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

Item #172

This record series consists of documents pertaining to real property acquired by a government agency. The series may include agency property deeds, appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RETENTION:

- a) Record copy. 3 fiscal years after final disposition of property provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

Item #164

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECEIPT/REVENUE RECORDS: DETAIL

Item #365

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECEIPT/REVENUE RECORDS: SUMMARY

Item #366

This series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation. See also "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION:

- a) Record copy. 10 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECORDS DISPOSITION DOCUMENTATION

Item #45

This record series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), F.A.C., which states in part that "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for

General Records Schedule GS1-SL for State and Local Government Agencies

- a) Record copy. 5 fiscal years after superseded or becoming obsolete. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISASTER RELIEF RECORDS

Item #321

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds for natural or man-made disasters including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, and daily activity reports. For federal retention requirements, refer to 44CFR13.42, Emergency Management and Assistance, Retention and Access Requirements for Records.

RETENTION:

- a) Record copy. 5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISBURSEMENT RECORDS: DETAIL

Item #340

This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, cancelled checks, check stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISBURSEMENT RECORDS: SUMMARY

Item #341

This series consists of records providing summary or aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation. See also "DISBURSEMENT RECORDS: DETAIL."

RETENTION:

- a) Record copy. 10 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISCIPLINARY CASE FILES: EMPLOYEES

Item #98

This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal Discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION:

- a) Record copy. 5 anniversary years after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DONATION RECORDS

Item #342

This record series documents donations of funds, property, historical documents, artifacts, or other items to a public agency or institution. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

General Records Schedule GS1-SL for State and Local Government Agencies

b) Duplicates. Destroy immediately upon completion of transaction.

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT **Item #385**

This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, Florida Statutes, Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.

RETENTION:

- a) Record copy. 5 fiscal years after file becomes inactive provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS **Item #129**

This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care, etc. See also "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

RETENTION:

- a) Record copy. 5 fiscal years after final action provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS **Item #183**

This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: NOT POSTED **Item #214**

This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. 50 calendar years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: POSTED **Item #35**

This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: SUPPORTING DOCUMENTS **Item #195**

This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. 3 calendar years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PENSION RECORDS: PLAN/FUND **Item #358**

This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

General Records Schedule GS1-SL for State and Local Government Agencies



INVESTMENT RECORDS

Item #278

This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. *These records may have archival value.*

RETENTION:

- a) Record copy. 10 fiscal years provided applicable audits have been released. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LAND DEVELOPMENT AND PLANNING PROJECT FILES

Item #352

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations.

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS

Item #353

This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecast, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED" and "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)."

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LEGISLATION RECORDS

Item #119

This record series documents the development of legislation proposed by and/or potentially impacting an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. *These records may have archival value.*

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS

Item #253

This record series consists of the "certificate of competency" license issued to licensed contractors by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to Florida Statutes, Sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."

RETENTION:

- a) Record copy. 3 fiscal years after the file is closed due to non-renewal and/or revocation of license provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)

Item #254

This record series consists of a "certificate of competency" license for a temporary licensed contractor, applying for a current certificate of competency issued by the "local governing authority's" jurisdiction. Included in this series is a copy of

General Records Schedule GS1-SL for State and Local Government Agencies

Preferably, the records should be restored to the agency from the backup to ensure that the backup is not used as a records retention tool.

BANK STATEMENTS: RECONCILIATION

Item #85

This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BARGAINING RECORDS

Item #87

This record series consists of contracts and supporting documentation related to a contract or agreement between a public agency and a labor organization or employee union.

RETENTION:

- a) Record copy. 5 fiscal years after expiration or cancellation of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

Item #70

This record series consists of information relative to the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. 10 anniversary years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

Item #71

This record series consists of information relative to the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: NON-CAPITAL IMPROVEMENT

Item #72

This record series consists of information relative to the processing and letting of successful and unsuccessful non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."

RETENTION:

- a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BOND ADMINISTRATION RECORDS

Item #250

This record series consists of documents relating to the financing of local government projects through bonded indebtedness. The records include, but are not limited to preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. See also "BOND REGISTERS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

General Records Schedule GS1-SL for State and Local Government Agencies

RECORDS RETENTION SCHEDULES



ACCESS CONTROL RECORDS

Item #189

This record series consists of records pertaining to employee or contractor access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.

RETENTION:

- a) Record copy. 1 anniversary year after superseded or employee separates from employment.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION:

- a) Record copy. Retain for life of structure OR 10 anniversary years after case closed, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION:

- a) Record copy. 10 anniversary years after case closed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATIVE CONVENIENCE RECORDS

Item #2

This record series consists of **DUPLICATES** of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officials and employees in carrying out their duties. The material filed in this series is **NOT** the official file or record copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATIVE SUPPORT RECORDS

Item #3

This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. **Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers; use Purchasing Records for records relating to purchase of office supplies; etc.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

Item #122

This record series consists of records documenting the substantive actions of elected or appointed program managers or agency directors. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records such as correspondence; memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES." **These records may have archival value.**

RETENTION:

- a) Record copy. 10 anniversary years; **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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SALES/USE/LOCAL OPTION TAX RECORDS

Item #368

This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15CS, DR-15EZCS, or equivalent) submitted to the Department of Revenue per Chapter 212, F.S., Tax On Sales, Use, And Other Transactions.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SECURITY SCREENING RECORDS

Item #369

This record series consists of records documenting security screenings/background checks conducted on individuals who are **not employees or candidates for employment** (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. **NOTE: Public schools** must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with Florida Statutes.

RETENTION:

- a) Record copy. 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SIGNATURE AUTHORIZATION RECORDS

Item #300

This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

RETENTION:

- a) Record copy. 1 fiscal year after obsolete or superseded.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

Item #144

This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. 4 calendar years after due date of tax provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS

Item #370

This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STAFF ADMINISTRATION RECORDS

Item #371

This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost, then **offer to personnel/human resources office before disposition**.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

Item #372

This record series consists of data relating to the defunct State Meritorious Service Awards Program. Files may contain employee suggestion forms (Form DMS/EPE.AWP01), evaluations, adoption forms, Superior Accomplishment nomination

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DRAFTS AND WORKING PAPERS

Item #242

This records series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. **Drafts of documents that could have a significant effect on an agency's programs, functions, and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under the record series "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER."**

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST CASE FILES

Item #260

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to s. 112.0455(7) and (8), F.S. (Florida Drug-Free Workplace Act, types of testing and testing procedures), s. 443.1715(3)(b), F.S. (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).

RETENTION:

- a) Record copy. 5 anniversary years after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST EQUIPMENT RECORDS

Item #261

This record series consists of records documenting compliance with calibration and other requirements for the use of the evidential breath testing device (EBT). The series may include, but is not limited to, equipment testing, maintenance and repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40 (Procedures for Transportation Workplace Drug Testing Programs) and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention). See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."

RETENTION:

- a) Record copy. 5 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST PROGRAM ADMINISTRATION RECORDS

Item #262

This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer's policy, and copies of testing policies and procedures. Refer to 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention) and 49CFR382.403 (Reporting of Results in a Management Information System). See also "DRUG TEST EQUIPMENT RECORDS."

RETENTION:

- a) Record copy. 5 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ELECTRONIC FUNDS TRANSFER RECORDS

Item #264

This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form which lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, s. 95.11(3)(j), F.S.

RETENTION:

- a) Record copy. 5 fiscal years after termination of service agreement/authorization.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

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- a) Record copy. 3 fiscal years after completion of study provided applicable audits have been released. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

Item #157

This record series consists of tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and Period for Keeping Records.

RETENTION:

- a) Record copy. 4 years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FEE/SERVICE SCHEDULES

Item #271

This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.

RETENTION:

- a) Record copy. 3 fiscal years after obsolete or superseded.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINAL ORDERS RECORDS

Item #67

This record series consists of all final agency orders and any material incorporated by reference, a current final orders hierarchical subject-matter index, and a list of all final orders not required to be indexed. "Final order" is defined in s. 120.52, F.S., as "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574 which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." The permanent retention is pursuant to s. 120.53(3), F.S. For retention of supporting documentation such as notices, pleadings, motions, etc. that are not incorporated by reference into the final order see "FINAL ORDERS: SUPPORTING DOCUMENTS." See also "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." For Chapter 162, F.S., proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINAL ORDERS: SUPPORTING DOCUMENTS

Item #396

This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS" and "LITIGATION CASE FILES."

RETENTION:

- a) Record copy. 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINANCIAL ACCOUNT AUTHORIZATION RECORDS

Item #84

This record series consists of an authorization to maintain a bank, investment, or other financial account and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."

RETENTION:

- a) Record copy. 5 fiscal years after authorization superseded, expired, or cancelled provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

Item #346

This record series consists of personal financial information submitted to a local governing body by individuals appointed to local government office. The statements indicate such information as financial status, source(s) of income, etc. **These records may have archival value.**

RETENTION:

- a) Record copy. 10 fiscal years provided applicable audits have been released. **Agencies should ensure appropriate preservation of records determined to have long-term historical value.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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to the caller. These logs may be used in regards to police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION:

- a) Record copy. 1 fiscal year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RAIN CHECKS

Item #293

This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide date rain check issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

Item #364

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned, including demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

RETENTION:

- a) Record copy. 5 anniversary years after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

Item #172

This record series consists of documents pertaining to real property acquired by a government agency. The series may include agency property deeds, appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RETENTION:

- a) Record copy. 3 fiscal years after final disposition of property provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

Item #164

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECEIPT/REVENUE RECORDS: DETAIL

Item #365

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECEIPT/REVENUE RECORDS: SUMMARY

Item #366

This series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation. See also "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION:

- a) Record copy. 10 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECORDS DISPOSITION DOCUMENTATION

Item #45

This record series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), F.A.C., which states in part that "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for