# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

### **AGENDA ITEM SUMMARY**

Meeting Date: April 21, 2015	(x)Consent ( )Regu ( )Workshop ( )Publi	lar c Hearing
Department:		
Submitted By: Clerk & Com	nptroller, Palm Beach County	
Submitted For: Sharon R. B	ock, Clerk & Comptroller	
<u>I. E</u>	EXECUTIVE BRIEF	
Motion and Title:		
Comptroller (Clerk) Finance	<b>to receive and file</b> : A list o Department records which have ention schedule and are sche	e met the
<b>Summary:</b> These records have met the requi Library and Information Services (Ch	ired retention schedule of the Fl n 28.30, Ch 257.36 (6))	orida Division of
Background: In the past, the Clerk & Comptrodestruction of Clerk Finance Department of the County's Office of Financial Library and Information Services, a approve the destruction of these rehave met the required retention shave met the required retention services, the Clerk's Fensure proper disposition of eligible certificate of destruction from the Cannually, the Clerk's Office will provide	tment records. However, after re Management & Budget and the Fall parties agree that the Board decords. Once Clerk Finance Depschedule of the Florida Division Records Management Liaison Office records upon receiving a writelerk Finance Department's apportant of the Records of the Records upon receiving a writelerk Finance Department's apportant of the Records of the Records upon receiving a writelerk Finance Department's apportant of the Records of the Records upon receiving a writelerk Finance Department's apportant of the Records of the R	cent discussions florida Division of oes not need to partment records of Library and icer (RMLO) will ten approval of binted custodian
Attachments: List of Records Scheduled for Destru	ection	
DIM		
Recommended by:		3-27-15
Stephén I. Wei	ss, Director - Finance Services	Date
Approved by: N/A	nty Administrate	
Assistant Cou	nty Administrator	Date

## II. FISCAL IMPACT ANALYSIS

A. FI	ve Year Summary of	Fiscal Imp	act:			
	Fiscal Years	<b>201</b> 5	2016	2017	<b>201</b> 8	2019
Opera Exter Progr In-Kir	al nditures ating Costs nal Revenues ram Income (County) nd Match (County)					
	ADDITIONAL FTE ITIONS (Cumulative)		-			
ls Iter Budg Objec	m Included In Curren et Account No.: F ct Repor	Budget? und ting Categ	Yes Departm ory	No ent	Unit	
В.	Recommended Sou	rces of Fu	nds/Summar	y of Fiscal	Impact:	
C.	Departmental Fiscal	Review:				
		III. <u>REV</u>	EW COMME	NTS		
A.	OFMB Fiscal and/or	Contract [	Dev. and Cor	itrol Comm	ents:	
_	50 OFMB	500	Cont	fact Dev. at	Jolob nd Control	al 3/30/15
B.	Legal Sufficiency:					
	Assistant County A	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	7			
C.	Other Department R	eview:				
	Department D	irector	_			

#### **DOCUMENTS TO BE DESTROYED**

BOXES	TYPE OF DOCUMENT	DATES COVERED	INDEXED	MICROFILMED	GS1-SL#	RETENTION
1-5	Bank Reconciliation	FY 2008	N/A	N/A	85	5 Years
1-16	Fund Files	FY 2008	N/A	N/A	108	5 Years
1-29	Financial Reporting	FY 2008	N/A	N/A	340	5 Years
1-6	Payables	FY 2008	N/A	N/A	264	5 Years
1-127	Revenue	FY 2008	N/A	N/A	365	5 Years

**TOTAL BOXES 183** 



#### CLERK TO THE

#### **BOARD OF COUNTY COMMISSIONERS**

Palm Beach County, Florida

DATE: March 24, 2015

RE: RECORDS SCHEDULED FOR DESTRUCTION

The following records have been reviewed and have met and or exceeded the Florida Department of State's record retention requirement.

BOX#	RECORD SERIES DESCRIPTION	RECORD DATE	INDEXED	GS1-SL#	STATUTORY RETENTION PERIOD
17043	Financial Reporting Bank Reconciliation	2008	N/A	85	5 Years
17044	Financial Reporting (BR)	2008	N/A	85	5 Years
17045	Financial Reporting (BR)	2008	N/A	85	5 Years
17046	Financial Reporting (BR)	2008	N/A	85	5 Years
17047	Financial Reporting (BOCC Payroll)	2008	N/A	85	5 Years
17240	Financial Reporting (Fund Files 1101-1170)	2008	N/A	108	5 Years
17242	Financial Reporting (Fund Files 1250-1304)	2008	N/A	108	5 Years
17243	Financial Reporting (Fund Files 1305-1360)	2008	N/A	108	5 Years
17244	Financial Reporting (Fund Files 1380-1428)	2008	N/A	108	5 Years
17245	Financial Reporting	2008	N/A	108	5 Years
17246	Financial Reporting (Fund Files 1481-1903)	2008	N/A	108	5 Years
17247	Financial Reporting (Fund Files 1903-2042)	2008	N/A	108	5 Years
17248	Financial Reporting (Fund Files 2043-2511)	2008	N/A	108	5 Years

17249	Financial Reporting (Fund Files 2513-3026)	2008	N/A	108	5 Years
17250	Financial Reporting (Fund Files 3028-3509)	2008	N/A	108	5 Years
17251	Financial Reporting (Fund Files 3510-3900)	2008	N/A	108	5 Years
17252	Financial Reporting (Fund Files 3901-5000)	2008	N/A	108	5 Years
17253	Financial Reporting (Fund Files 5000-5020)	2008	N/A	108	5 Years
17254	Financial Reporting (Fund Files 5020-7001)	2008	N/A	108	5 Years
17255	Financial Reporting (Fund Files 7001-9003)	2008	N/A	108	5 Years
17256	Financial Reporting	2008	N/A	108	5 Years
49533	Financial Reporting	2008	N/A	340	5 Years
49516	Financial Reporting	2008	N/A	340	5 Years
49517	Financial Reporting	2008	N/A	340	5 Years
49518	Financial Reporting	2008	N/A	340	5 Years
49519	Financial Reporting	2008	N/A	340	5 Years
49520	Financial Reporting (JV)	2008	N/A	340	5 Years
49534	Financial Reporting (JVA)	2008	N/A	340	5 Years
49535	Financial Reporting (JVA)	2008	N/A	340	5 Years
49536	Financial Reporting (JVA)	2008	N/A	340	5 Years
49537	Financial Reporting (JVA)	2008	N/A	340	5 Years
49538	Financial Reporting (JVA)	2008	N/A	340	5 Years
49539	Financial Reporting (JVA)	2008	N/A	340	5 Years
49505	Payables	2008	N/A	340	5 Years
49506	Payables	2008	N/A	340	5 Years
49507	Payables	2008	N/A	340	5 Years
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49508	Payables	2008	N/A	340	5 Years
49509	Payables	2008	N/A	340	5 Years
49510	Payables	2008	N/A	340	5 Years
49511	Payables	2008	N/A	340	5 Years
49512	Payables	2008	N/A	340	5 Years
49513	Payables	2008	N/A	264	5 Years
49514	Payables	2008	N/A	264	5 Years
49515	Payables	2008	N/A	264	5 Years
49529	Payables	2008	N/A	340	5 Years
49530	Payables	2008	N/A	340	5 Years
49632	Payables	2008	N/A	264	5 Years
49633	Payables	2008	N/A	264	5 Years
49634	Payables	2008	N/A	264	5 Years
49544	Revenue	2008	N/A	365	5 Years
49637	Revenue	2008	N/A	365	5 Years
49642	Revenue	2008	N/A	365	5 Years
49644	Revenue	2008	N/A	365	5 Years
49645	Revenue	2008	N/A	365	5 Years
49648	Revenue	2008	N/A	365	5 Years
49658	Revenue	2008	N/A	365	5 Years
49659	Revenue	2008	N/A	365	5 Years
49660	Revenue	2008	N/A	365	5 Years
49700	Revenue	2008	N/A	365	5 Years

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49635 49521 49523 49524 49525 49526 49527 49528 49531 49532 49541 49542 49543	Revenue  Revenue	2008 2008 2008 2008 2008 2008 2008 2008	N/A N/A N/A N/A N/A N/A N/A N/A N/A	365 365 365 365 365 365 365 365 365	5 Years
49523 49524 49525 49526 49527 49528 49531 49532 49541 49542 49543	Revenue  Revenue  Revenue  Revenue  Revenue  Revenue  Revenue	2008 2008 2008 2008 2008 2008	N/A N/A N/A N/A N/A N/A	365 365 365 365 365 365	5 Years
49524 49525 49526 49527 49528 49531 49532 49541 49542 49543	Revenue  Revenue  Revenue  Revenue  Revenue  Revenue  Revenue	2008 2008 2008 2008 2008 2008	N/A N/A N/A N/A N/A	365 365 365 365 365	5 Years 5 Years 5 Years 5 Years 5 Years 5 Years
49525 49526 49527 49528 49531 49532 49541 49542 49543	Revenue  Revenue  Revenue  Revenue  Revenue	2008 2008 2008 2008 2008	N/A N/A N/A N/A	365 365 365 365	5 Years 5 Years 5 Years 5 Years 5 Years
49526 49527 49528 49531 49532 49541 49542 49543	Revenue  Revenue  Revenue  Revenue	2008 2008 2008 2008	N/A N/A N/A	365 365 365	5 Years 5 Years 5 Years 5 Years
49527 49528 49531 49532 49541 49542	Revenue  Revenue  Revenue	2008	N/A N/A N/A	365 365 365	5 Years 5 Years 5 Years
49528 49531 49532 49541 49542	Revenue Revenue	2008	N/A N/A	365	5 Years 5 Years
49531 49532 49541 49542 49543	Revenue	2008	N/A	365	5 Years
49532 49541 49542 49543					
49541 49542 49543	Revenue	2008	N/A	365	
49542 49543				303	5 Years
49543	Revenue	2008	N/A	365	5 Years
	Revenue	2008	N/A	365	5 Years
	Revenue	2008	N/A	365	5 Years
49545	Revenue	2008	N/A	365	5 Years
49546	Revenue	2008	N/A	365	5 Years
49547	Revenue	2008	N/A	365	5 Years
49548	Revenue	2008	N/A	365	5 Years
49549	Revenue	2008	N/A	365	5 Years
49550	Revenue	2008	N/A	365	5 Years
49551	Revenue	2008	N/A	365	5 Years

49552	Revenue	2008	N/A	365	5 Years
49553	Revenue	2008	N/A	365	5 Years
49554	Revenue	2008	N/A	365	5 Years
49555	Revenue	2008	N/A	365	5 Years
49556	Revenue	2008	N/A	365	5 Years
49557	Revenue	2008	N/A	365	5 Years
49558	Revenue	2008	N/A	365	5 Years
49559	Revenue	2008	N/A	365	5 Years
49560	Revenue	2008	N/A	365	5 Years
49561	Revenue	2008	N/A	365	5 Years
49562	Revenue	2008	N/A	365	5 Years
49572	Revenue	2008	N/A	365	5 Years
49573	Revenue	2008	N/A	365	5 Years
49574	Revenue	2008	N/A	365	5 Years
49575	Revenue	2008	N/A	365	5 Years
49576	Revenue	2008	N/A	365	5 Years
49577	Revenue	2008	N/A	365	5 Years
49578	Revenue	2008	N/A	365	5 Years
49579	Revenue	2008	N/A	365	5 Years
49580	Revenue	2008	N/A	365	5 Years

49581	Revenue	2008	N/A	365	5 Years
49582	Revenue	2008	N/A	365	5 Years
49583	Revenue	2008	N/A	365	5 Years
49584	Revenue	2008	N/A	365	5 Years
49585	Revenue	2008	N/A	365	5 Years
49586	Revenue	2008	N/A	365	5 Years
49587	Revenue	2008	N/A	365	5 Years
49588	Revenue	2008	N/A	365	5 Years
49589	Revenue	2008	N/A	365	5 Years
49590	Revenue	2008	N/A	365	5 Years
49591	Revenue	2008	N/A	365	5 Years
49592	Revenue	2008	N/A	365	5 Years
49593	Revenue	2008	N/A	365	5 Years
49594	Revenue	2008	N/A	365	5 Years
49595	Revenue	2008	N/A	365	5 Years
49596	Revenue	2008	N/A	365	5 Years
49597	Revenue	2008	N/A	365	5 Years
49598	Revenue	2008	N/A	365	5 Years
49599	Revenue	2008	N/A	365	5 Years
49600	Revenue	2008	N/A	365	5 Years

49636	Revenue	2008	N/A	365	5 Years
49638	Revenue	2008	N/A	365	5 Years
49639	Revenue	2008	N/A	365	5 Years
49640	Revenue	2008	N/A	365	5 Years
49641	Revenue	2008	N/A	365	5 Years
49643	Revenue	2008	N/A	365	5 Years
49646	Revenue	2008	N/A	365	5 Years
49647	Revenue	2008	N/A	365	5 Years
49649	Revenue	2008	N/A	365	5 Years
49650	Revenue	2008	N/A	365	5 Years
49651	Revenue	2008	N/A	365	5 Years
49652	Revenue	2008	N/A	365	5 Years
49653	Revenue	2008	N/A	365	5 Years
49654	Revenue	2008	N/A	365	5 Years
49655	Revenue	2008	N/A	365	5 Years
49656	Revenue	2008	N/A	365	5 Years
49657	Revenue	2008	N/A	365	5 Years
49661	Revenue	2008	N/A	365	5 Years
49662	Revenue	2008	N/A	365	5 Years
49663	Revenue	2008	N/A	365	5 Years
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49664	Revenue	2008	N/A	365	5 Years
49665	Revenue	2008	N/A	365	5 Years
49666	Revenue	2008	N/A	365	5 Years
49667	Revenue	2008	N/A	365	5 Years
49668	Revenue	2008	N/A	365	5 Years
49669	Revenue	2008	N/A	365	5 Years
49670	Revenue	2008	N/A	365	5 Years
49671	Revenue	2008	N/A	365	5 Years
49672	Revenue	2008	N/A	365	5 Years
49673	Revenue	2008	N/A	365	5 Years
49674	Revenue	2008	N/A	365	5 Years
49675	Revenue	2008	N/A	365	5 Years
49676	Revenue	2008	N/A	365	5 Years
49677	Revenue	2008	N/A	365	5 Years
49678	Revenue	2008	N/A	365	5 Years
49679	Revenue	2008	· N/A	365	5 Years
49680	Revenue	2008	N/A	365	5 Years
49681	Revenue	2008	N/A	365	5 Years
49682	Revenue	2008	N/A	365	5 Years
49683	Revenue	2008	N/A	365	5 Years

49684	Revenue	2008	N/A	365	5 Years
49685	Revenue	2008	N/A	365	5 Years
49686	Revenue	2008	N/A	365	5 Years
49687	Revenue	2008	N/A	365	5 Years
49688	Revenue	2008	N/A	365	5 Years
49689	Revenue	2008	N/A	365	5 Years
49690	Revenue	2008	N/A	365	5 Years
49691	Revenue	2008	N/A	365	5 Years
49692	Revenue	2008	N/A	365	5 Years
49693	Revenue	2008	N/A	365	5 Years
49694	Revenue	2008	N/A	365	5 Years
49696	Revenue	2008	N/A	365	5 Years
49699	Revenue	2008	N/A	365	5 Years
49701	Revenue	2008	N/A	365	5 Years
49702	Revenue	2008	N/A	365	5 Years
49571	Revenue	2008	N/A	365	5 Years
49522	Revenue	2008	N/A	365	5 Years
33185	Payables (MV 298997- 299089)	2002/2003	N/A	340	5 Years
40357	Payables	2005	N/A	340	5 Years
40451	Payables	2005	N/A	340	5 Years

85025/24	Payables	2007/2008	N/A	340	5 Years
33211	Financial Reporting	2003	N/A	340	5 Years
49540	Financial Reporting	2008	N/A	340	5 Years

**Total Boxes: 183**