



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	_____	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes \_\_\_\_\_ No \_\_\_\_\_

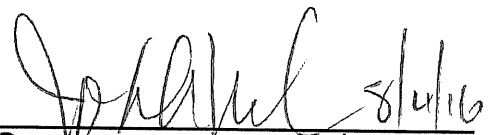
Budget Account No.: Fund \_\_\_\_\_ DEPT \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_


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

**C. Departmental Fiscal Review:**


**III. REVIEW COMMENTS**

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

  
 \_\_\_\_\_  
 John M. Smith  
 OFMB 8/16/16

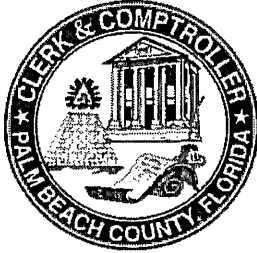
  
 \_\_\_\_\_  
 Jane S. Johnson  
 Contract Dev. and Control  
 8/15/16

**B. Legal Sufficiency:**

  
 \_\_\_\_\_  
 Paul F. Johnson  
 Assistant County Attorney  
 8/18/16

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director



**SHARON R. BOCK**  
 Clerk & Comptroller  
 Palm Beach County

## Memorandum

**Date:** August 6, 2016  
**From:** Patricia Conceicao, Finance Department Records Management Coordinator  
**To:** Tracey MacNeney, Manager Finance Services, Payroll  
**Subject:** Destruction of Finance Department Records

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In the table below, you will find a listing of Finance Records from your department that are due for destruction. Attached you will find excerpts of the General Records Schedule for State and Local Government agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 140.5 (141 actual) boxes/ 210.75 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item # 195	<b>Payroll Records: Supporting Documents, Retention:</b> Record copy 5 fiscal years.	1967 thru 2010	72.5 boxes 108.75 cubic feet
340	<b>Disbursement Records: Detail, Retention:</b> Record copy 5 fiscal years.	2006-2007	1 box 1.5 cubic feet
264	<b>Electronic Funds Transfer Records, Retention:</b> Record copy 5 fiscal years after termination of service agreement/authorization.	2006	1 box 1.5 cubic feet
157	<b>Federal Income/Employment Tax Forms/Reports, Retention:</b> Record Copy 4 years from the tax due date (April 15) of the year to which the record applies, or for W4's, four years from the last due date of the year in which the employee separated from employment or submitted a newer W4.	1979 thru 2010	23 boxes 34.5 cubic feet
183	<b>Payroll Records: Ledgers/Trial Balance Reports, Retention:</b> Record copy 5 fiscal years.	2007, 2009	3 boxes 4.5 cubic feet

149	Unemployment Compensation/Reemployment Assistance Tax Records, Retention: Record copy 5 fiscal years.	2006, 2008 thru 2009	2 boxes 3 cubic feet
309	Unclaimed Property Records, Retention: Record copy 5 anniversary years after the property becomes reportable.	2006	1 box 1.5 cubic feet
129	Payroll Records; Deduction Authorization, Retention: 5 fiscal years after final action.	1997 thru 2010	28 boxes 42 cubic feet
374	Subpoenas, Retention: Record Copy 1 anniversary year after compliance date specified in subpoena.	2010	2 boxes 3 cubic feet
116	Attendance and Leave Records, Retention: Record copy 3 fiscal years.	2004 thru 2009	4 boxes 6 cubic feet
385	Payroll Records: Court-ordered Garnishment, Retention: Record copy 5 fiscal years after file becomes inactive.	1995 thru 2009	3 boxes 4.5 cubic feet

Please review the attachments and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.

If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

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Reason for destruction delay

  
Tracey MacNeney, Manager, Financial Services

  
Date

  
Shannon Ramsey-Chessman Chief Operating Officer

  
Date

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

**PASSPORT RECORDS: DAILY**

**Item #407**

This record series consists of daily reports of persons applying for passports. Records may include such information as applicant's name, amount paid, and receipt number. The series may also include copies of transmittal records that are prepared and sent with completed applications when mailing to the Passport Agency.  
**RETENTION:** 5 fiscal years.

**PAYMENT CARD SENSITIVE AUTHENTICATION DATA**

**Item #395**

This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 1.2, October 2008 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.  
**RETENTION:** 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:** 5 fiscal years after file becomes inactive.

**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 "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."  
**RETENTION:** 5 fiscal years after final action.

**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:** 5 fiscal years.

**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:** 50 calendar years.

**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:** 5 fiscal years.

**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:** 5 fiscal years.

**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:** 5 fiscal years.

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of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."  
**RETENTION:** 2 calendar years provided reviews have been conducted.

**DISASTER PREPAREDNESS PLANS**

**Item #210**

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. *Florida Statutes* Section 252.365 requires state agencies to develop and maintain, "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to, "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS" and "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

**RETENTION:** 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.*

**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:** 5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.

**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 Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS; SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

**RETENTION:** 5 fiscal years.

**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:** 10 fiscal years.

**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:** 5 anniversary years after final action.

Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

**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, Section 95.11(3)(j), *Florida Statutes*.

**RETENTION:** 5 fiscal years after termination of service agreement/authorization.

**ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION**

**Item #231**

This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.

**RETENTION:** Retain as long as software-dependent records are retained.

**EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN**

**Item #266**

This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency; this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."

**RETENTION:** 3 anniversary years after plan expires.

**EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS**

**Item #267**

This record series consists of a listing of all applicants who are accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The list may change often as individuals' status or needs change. Refer to Section 252.355, *Florida Statutes*, Emergency Management, Registry of Persons With Special Needs, which requires that, "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS**

**Item #268**

This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, *Florida Statutes*, Emergency Management, Public Shelter Space.

**RETENTION:** 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

**EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS**

**Item #265**

This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. These applications may include: the citizen's name, address, and telephone number; correspondence; medical disabilities; caretaker's name; and type of accommodations required. Denied applications may be based on space availability and/or eligibility requirements. For accepted applications, individuals may be notified that they have been selected as clients and explained their responsibilities. When client status is accepted, individuals are agreeing that they will be ready to leave their residence at the appropriate time, and that they are aware of shelter rules and regulations. See also "EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

**RETENTION:** 4 anniversary years.

**EMPLOYEE ASSISTANCE PROGRAM RECORDS**

**Item #269**

This record series consists of documents related to the services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment, and counseling on

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supporting materials and reports and related correspondence. "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. *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**EXPOSURE RECORDS**

Item #227

This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees Material Safety Data Sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to Employee Exposure and Medical Records, and 29CFR1910.1030, Bloodborne Pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

**RETENTION:** 30 anniversary years.

**FACILITY RESERVATION/RENTAL RECORDS**

Item #270

This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, RV hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, method of payment, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the desired arrangement of tables or chairs as requested by the renter. The records might also provide a check number, corresponding receipt number, amount, and deposit information. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

**RETENTION:** 5 fiscal years.

**FALSE ALARM RECORDS**

Item #345

This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.

**RETENTION:** 5 fiscal years.

**FEASIBILITY STUDY RECORDS**

Item #106

This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas which are studied and discarded by a governmental agency. If the agency decides to continue with the project, these records should be scheduled under one of the "Project Files" items. *These records may have archival value.*

**RETENTION:** 3 fiscal years after completion of study. *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.*

**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:** 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.

**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:** 3 fiscal years after obsolete or superseded.

**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 Section 120.52, *Florida Statutes*, 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



**UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS** **Item #149**  
This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."  
**RETENTION:** 5 fiscal years.

**VEHICLE ACCIDENT RECORDS** **Item #78**  
This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."  
**RETENTION:** 4 anniversary years.

**VEHICLE LOCATOR RECORDS** **Item #414**  
This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.  
**RETENTION:** 30 days.

**VEHICLE RECORDS** **Item #154**  
This record series consists of records documenting each vehicle owned by the agency, including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."  
**RETENTION:** 1 anniversary year after disposition of vehicle.

**VENDOR FILES** **Item #97**  
This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.  
**RETENTION:** 3 fiscal years.

**VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT** **Item #243**  
This record series consists of written responses to requests for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.  
**RETENTION:** 90 days.

**VISITOR/ENTRY LOGS** **Item #54**  
This record series consists of records documenting visitors' and employees' entry into an agency's building or other facility. The log might require a time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."  
**RETENTION:** 30 days.

**VOUCHERS: FEDERAL PROJECTS PAID** **Item #156**  
This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."  
**RETENTION:** 5 fiscal years after completion or termination of project.

**TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS**

**Item #413**

This record series consists of applications or registrations for a tourist development tax account from hotels, motels, or other businesses providing rentals for a term of six months or less. The applications/registrations are received by certain counties that require those businesses to collect a tourist development tax as authorized by Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.  
**RETENTION:** 5 fiscal years after account no longer active.

**TRAFFIC ACCIDENT REPORTS**

**Item #306**

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.  
**RETENTION:** 4 calendar years.

**TRAINING MATERIAL RECORDS**

**Item #147**

This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. *These records may have archival value.*  
**RETENTION:** 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.*

**TRANSITORY MESSAGES**

**Item #146**

This record series consists of records that are created primarily to communicate information of short-term value. "Transitory" refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.  
**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**TRAVEL RECORDS**

**Item #52**

This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances. Copies of supporting documents such as itineraries, etc. may also be included. See also "DISBURSEMENT RECORDS: DETAIL."  
**RETENTION:** 5 fiscal years.

**TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES**

**Item #375**

This series documents each local taxing authority's compliance with Florida's Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance; public hearing agendas and/or minutes; ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.  
**RETENTION:** 5 fiscal years.

**UNCLAIMED PROPERTY RECORDS**

**Item #309**

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.  
**RETENTION:** 5 anniversary years after the property becomes reportable.

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

Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Permanent.

**SUBJECT/REFERENCE FILES**

Item #373

This record series may contain copies of correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by an agency or program unit. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." *These records may have archival value.*

RETENTION: 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.*

**SUBPOENAS**

Item #374

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.

RETENTION: 1 anniversary year after compliance date specified in subpoena.

**SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS**

Item #386

This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

**SURVEILLANCE RECORDINGS**

Item #302

This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.

RETENTION: 30 days.

**SURVEYS: AERIAL**

Item #303

This record series consists of aerial survey records which include, but are not limited to, negatives, prints, and supporting documentation.

RETENTION: Permanent.

**TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)**

Item #304

This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, *Florida Statutes*, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.

RETENTION: 5 fiscal years.

**TELEPHONE CALL RECORDS**

Item #28

This record series consists of documentation of long distance telephone calls, cellular phone calls, or facsimiles (faxes), maintained in order to reconcile with telephone service bills/invoices. The series does not include telephone messages.

RETENTION: 1 fiscal year.

**TOURIST DEVELOPMENT TAX COLLECTION RECORDS**

Item #305

This record series consists of documents relating to the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration and living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months or less. Refer to Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years.

**ARCHITECTURAL/BUILDING PLANS: COMMERCIAL**

Item #216

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:** Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

**ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS**

Item #204

This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL**

Item #252

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:** 10 anniversary years after issuance of certificate of occupancy.

**ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN**

Item #332

This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued, or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 104.1.6, Time Limitations: "An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application, provided the extension is requested in writing and justifiable cause is demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

**RETENTION:** 6 months after last action.

**ATTENDANCE AND LEAVE RECORDS**

Item #116

This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. **NOTE:** Use **PAYROLL RECORDS: SUPPORTING DOCUMENTS** if the records are used at least in part to determine or verify pay or benefits.

**RETENTION:** 3 fiscal years.

**ATTENDANCE RECORDS: COMMUNITY SERVICE**

Item #249

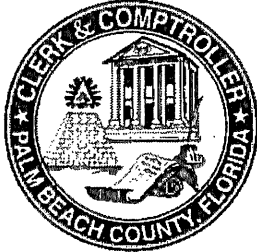
This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.

**RETENTION:** 1 calendar year after last date of service.

**AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS**

Item #393

This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## Memorandum

**Date:** July 29, 2016  
**From:** Patricia Conceicao, Finance Department Records Management Coordinator  
**To:** Olga Enrique, Manager, Financial Services, Revenue & Cash Management  
**Subject:** Destruction of Finance Department Records

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In the table below, you will find a listing of Finance Records from your department that are due for destruction. Attached you will find excerpts of the General Records Schedule for State and Local Government agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 131 boxes/196.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1-SL Item #365	RECEIPT/REVENUE RECORDS: DETAIL Record copy, 5 fiscal years provided applicable audits have been released.	2010	131 boxes 196.5 cubic feet

Please review the attachments and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.

If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

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Reason for destruction delay



Olga Enrique, Manager, Financial Services, Revenue

7-29-16

Date



Shannon Ramsey-Chessman Chief Operating Officer

8/2/16

Date

**RADIO LOGS**

Item #292

This record series consists of a log recording the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back 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: 1 fiscal year.

**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 was 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: 3 fiscal years.

**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: 5 anniversary years after final action.

**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: 3 fiscal years after agency's final disposition of property.

**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: 3 fiscal years.

**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 Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

RETENTION: 5 fiscal years.

**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: 10 fiscal years.

**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), *Florida Administrative Code*, 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 electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date."

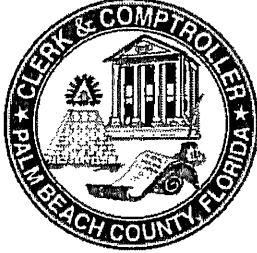
Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

RETENTION: Permanent.

**RECORDS MANAGEMENT COMPLIANCE STATEMENTS**

Item #322

This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## Memorandum

**Date:** July 29, 2016  
**From:** Patricia Conceicao, Finance Department Records Management Coordinator  
**To:** Carol Richmond, Manager, Finance Services, Payables  
**Subject:** Destruction of Finance Department Records - Payables

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In the table below, you will find a listing of Finance Records from your department that are due for destruction. Attached you will find excerpts of the General Records Schedule for State and Local Government agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 337 boxes/505.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1-SL Item #340	<b>DISBURSEMENT RECORDS: DETAIL</b> Record copy, 5 Fiscal years provided applicable audits have been released.	2010 & Prior	337 boxes 505.5 cubic feet

Please review the attachments and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.




If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

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Reason for destruction delay

  
\_\_\_\_\_  
Carol Richmond, Manager, Financial Services, Payables

8/01/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Shannon Ramsey-Chessman Chief Operating Officer

8/2/16  
\_\_\_\_\_  
Date

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

of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."  
**RETENTION:** 2 calendar years provided reviews have been conducted.

**DISASTER PREPAREDNESS PLANS**

**Item #210**

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. *Florida Statutes* Section 252.365 requires state agencies to develop and maintain, "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to, "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS" and "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*  
**RETENTION:** 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.*

**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:** 5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.

**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 Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."  
**RETENTION:** 5 fiscal years.

**DISBURSEMENT RECORDS: SUMMARY**

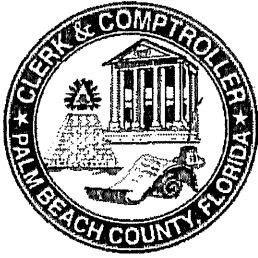
**Item #341**

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:** 10 fiscal years.

**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:** 5 anniversary years after final action.



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## Memorandum

**Date:** July 29, 2016  
**From:** Patricia Conceicao, Finance Department Records Management Coordinator  
**To:** Paul Guzinski, Manager, Financial Services, Financial Reporting  
**Subject:** Destruction of Finance Department Records

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In the table below, you will find a listing of Finance Records from your department that are due for destruction. Attached you will find excerpts of the General Records Schedule for State and Local Government agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 23 boxes/ 34.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1-SL Item # 340	<b>DISBURSEMENT RECORDS: DETAIL</b> Record copy, 5 Fiscal years provided applicable audits have been released.	2010 & Prior	23 boxes 34.5 cubic feet

Please review the attachments and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.

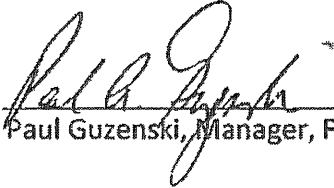
If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

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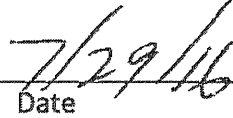
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Reason for destruction delay



Paul Guzenski, Manager, Financial Services, Financial Reporting



Date



Shannon Ramsey-Chessman Chief Operating Officer



Date

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

of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."  
**RETENTION:** 2 calendar years provided reviews have been conducted.

**DISASTER PREPAREDNESS PLANS**

**Item #210**

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. *Florida Statutes* Section 252.365 requires state agencies to develop and maintain, "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to, "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS" and "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

**RETENTION:** 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.*

**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:** 5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.

**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 Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

**RETENTION:** 5 fiscal years.

**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."

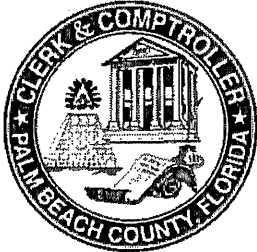
**RETENTION:** 10 fiscal years.

**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:** 5 anniversary years after final action.



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## Memorandum

**Date:** July 29, 2016  
**From:** Patricia Conceicao, Finance Department Records Management Coordinator  
**To:** Stephen Weiss, Director, Finance Services, Board Services/Value Adjustment Board  
**Subject:** Destruction of Finance Department Records

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In the table below, you will find a listing of Finance Records from your department that are due for destruction. Attached you will find excerpts of the General Records Schedule for State and Local Government agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 65 boxes/97.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS11 Item # 16	<b>VALUE ADJUSTMENT BOARD FILES: NO APPEAL FILED</b> Record copy 4 anniversary years after final decision provided no appeal is filed in circuit court.	2011	65 boxes 97.5 cubic feet

Please review the attachments and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.

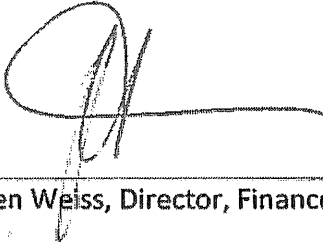
If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

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Reason for destruction delay



Stephen Weiss, Director, Finance Services, Board Services/Value Adjustment Board

7-28-16

Date



Shannon Ramsey-Chessman Chief Operating Officer

8/2/16

Date

General Records Schedule GS11 for Clerks of Court

Statutes, Statute of Limitations for actions on tax deeds.

**RETENTION:**

- a) Record copy. 4 anniversary years after tax deed recorded in Official Records.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**TAX ROLLS**

**Item #75**

This record series consists of the final paid tax roll submitted to the Clerk of the Circuit Court by the Tax Collector as provided in Department of Revenue Rule 12D-13.015(2)-(3), *Florida Administrative Code*, which requires that, "After the tax collector has completed collection of the taxes...he or she shall deliver the original tax roll to the clerk of the circuit court...The original tax roll may not be destroyed by the clerk of the court or any other officer or person until such time as written permission has been obtained from the Division of Archives, History and Records Management."

**RETENTION:**

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

**TEEN COURT RECORDS**

**Item #13**

This record series documents non-judicial hearings in a diversion/intervention program in which teenage offenders are "tried" by other teenagers. The series may include, but is not limited to, Probable Cause Affidavits; Civil Citations; Teen Court Program introductory letters to parents; letters to victims (restitution); victims' statements; waiver of rights; intake interview summaries; jury sentencing forms; contract agreements; verification of restitution (receipt); letter of apology/essay; TASC (Treatment Alternative for Street Crime) Assessment (Psychosocial Evaluation); community service or jury duty time sheets; successful completion reports (disposition forms); and Department of Juvenile Justice Recommendation to State Attorney's Office. This item *only* covers records from programs in counties in which the Teen Court program is administered by the county and not by the Judicial Branch.

**RETENTION:**

- a) Record copy. 5 anniversary years after child reaches the age of majority or final disposition, whichever occurs later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VALUE ADJUSTMENT BOARD FILES: APPEAL FILED**

**Item #91**

This record series consists of files created by the Clerk pursuant to Chapters 194 and 196, Florida Statutes, and Rule 12D-10.003(4)(a), *Florida Administrative Code*. This series may include, but is not limited to, the petition; hearing tapes and/or notes; recommendation of the Special Master; record of decision; notice of adjustment or disapproval; and supporting documents. FOR MINUTES OF THE VALUE ADJUSTMENT BOARD MEETINGS, SEE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES, ITEM #32, "MINUTES: OFFICIAL MEETINGS."

**RETENTION:**

- a) Record copy. 5 anniversary years from final action if an appeal is filed in circuit court.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VALUE ADJUSTMENT BOARD FILES: NO APPEAL FILED**

**Item #16**

This record series consists of files created by the Clerk pursuant to Chapters 194 and 196, Florida Statutes, and Rule 12D-10.003(4)(a), *Florida Administrative Code*. This series may include, but is not limited to, the petition; hearing tapes and/or notes; recommendation of the Special Master; record of decision; notice of adjustment or disapproval; and supporting documents. FOR MINUTES OF THE VALUE ADJUSTMENT BOARD MEETINGS, SEE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES, ITEM #32, "MINUTES: OFFICIAL MEETINGS."

**RETENTION:**

- a) Record copy. 4 anniversary years after final decision provided no appeal is filed in circuit court.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WILLS: SAFEKEEPING**

**Item #72**

This record series consists of original wills deposited with the Clerk pursuant to Section 732.901, Florida Statutes, Production of wills. The original will is removed from the safekeeping file and filed with all other pleadings if a probate case is actually filed.

**RETENTION:**

- a) Record copy. 20 calendar years after submitted.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.





CLERK TO THE  
BOARD OF COUNTY COMMISSIONERS

Palm Beach County, Florida

DATE: 5/19/16

TO: Patricia Conceicao

FROM: Steve Weiss  
Board Services/Value Adjustment Board

RE: RECORDS DESTRUCTION REQUEST 2011

The following Value Adjustment Board records have been reviewed and have met and or exceeded the Florida Department of State's record retention requirement. We submit these documents for destruction approval.

BOX #	RECORD SERIES DESCRIPTION	RECORD DATE	SCANNED	GS1-L #	STATUTORY RETENTION PERIOD
1	VAB Hearings Hearing Rm Folders	10/19/11, 10/21/11 & 10/24/11	n/a	#16	4 YRS
2	VAB Hearings Hearing Rm Folders	10/26/11	n/a	#16	4 YRS
3	VAB Hearings Hearing Rm Folders	10/28/11	n/a	#16	4 YRS
4	VAB Hearings Hearing Rm Folders	10/31/11	n/a	#16	4 YRS
5	VAB Hearings Hearing Rm Folders	11/02/11	n/a	#16	4 YRS
6	VAB Hearings Hearing Rm Folders	11/04/11	n/a	#16	4 YRS
7	VAB Hearings Hearing Rm Folders	11/07/11	n/a	#16	4 YRS
8	VAB Hearings Hearing Rm Folders	11/09/11	n/a	#16	4 YRS

9	VAB Hearings Hearing Rm Folders	11/10/11	n/a	#16	4 YRS
10	VAB Hearings Hearing Rm Folders	11/14/11, 11/15/11	n/a	#16	4 YRS
11	VAB Hearings Hearing Rm Folders	11/16/11, 11/18/11	n/a	#16	4 YRS
12	VAB Hearings Hearing Rm Folders	11/28/11	n/a	#16	4 YRS
13	VAB Hearings Hearing Rm Folders	11/30/11	n/a	#16	4 YRS
14	VAB Hearings Hearing Rm Folders	12/02/11 (Box 1 of 2)	n/a	#16	4 YRS
15	VAB Hearings Hearing Rm Folders	12/02/11 (Box 2 of 2)	n/a	#16	4 YRS
16	VAB Hearings Hearing Rm Folders	12/05/11, 12/07/11	n/a	#16	4 YRS
17	VAB Hearings Hearing Rm Folders	12/09/11	n/a	#16	4 YRS
18	VAB Hearings Hearing Rm Folders	12/12/11	n/a	#16	4 YRS
19	VAB Hearings Hearing Rm Folders	12/13/11, 12/14/11	n/a	#16	4 YRS
20	VAB Hearings Hearing Rm Folders	12/16/11 (Box 1 of 2)	n/a	#16	4 YRS
21	VAB Hearings Hearing Rm Folders	12/16/11 (Box 2 of 2)	n/a	#16	4 YRS
22	VAB Hearings Hearing Rm Folders	12/19/11	n/a	#16	4 YRS
23	VAB Hearings Hearing Rm Folders	01/09/12, 01/11/12	n/a	#16	4 YRS
24	VAB Hearings Hearing Rm Folders	01/13/12 (Box 1 of 2)	n/a	#16	4 YRS
25	VAB Hearings Hearing Rm Folders	01/13/12 (Box 2 of 2)	n/a	#16	4 YRS
26	VAB Hearings Hearing Rm Folders	01/18/12 (Box 1 of 3)	n/a	#16	4 YRS
27	VAB Hearings Hearing Rm Folders	01/18/12 (Box 2 of 3)	n/a	#16	4 YRS
28	VAB Hearings Hearing Rm Folders	01/18/12 (Box 3 of 3)	n/a	#16	4 YRS
29	VAB Hearings Hearing Rm Folders	01/20/12	n/a	#16	4 YRS
30	VAB Hearings Hearing Rm Folders	01/23/12, 01/24/12	n/a	#16	4 YRS

31	VAB Hearings Hearing Rm Folders	01/25/12, 01/26/12 & 01/27/12 (Box 1 of 2)	n/a	#16	4 YRS
32	VAB Hearings Hearing Rm Folders	01/27/12 (Box 2 of 2)	n/a	#16	4 YRS
33	VAB Hearings Hearing Rm Folders	01/30/12, 01/31/12	n/a	#16	4 YRS
34	VAB Hearings Hearing Rm Folders	02/01/12	n/a	#16	4 YRS
35	VAB Hearings Hearing Rm Folders	02/03/12	n/a	#16	4 YRS
36	VAB Hearings Hearing Rm Folders	02/06/12	n/a	#16	4 YRS
37	VAB Hearings Hearing Rm Folders	02/07/12, 02/08/12	n/a	#16	4 YRS
38	VAB Hearings Hearing Rm Folders	02/10/12 (Box 1 of 2)	n/a	#16	4 YRS
39	VAB Hearings Hearing Rm Folders	02/10/12 (Box 2 of 2)	n/a	#16	4 YRS
40	VAB Hearings Hearing Rm Folders	02/13/12, 02/15/12	n/a	#16	4 YRS
41	VAB Hearings Hearing Rm Folders	02/17/12	n/a	#16	4 YRS
42	VAB Hearings Hearing Rm Folders	02/22/12 (Box 1 of 2)	n/a	#16	4 YRS
43	VAB Hearings Hearing Rm Folders	02/22/12 (Box 2 of 2)	n/a	#16	4 YRS
44	VAB Hearings Hearing Rm Folders	02/24/12	n/a	#16	4 YRS
45	VAB Hearings Hearing Rm Folders	02/27/12, 02/29/12	n/a	#16	4 YRS
46	VAB Hearings Hearing Rm Folders	03/02/12	n/a	#16	4 YRS
47	VAB Hearings Hearing Rm Folders	03/05/12	n/a	#16	4 YRS
48	VAB Hearings Hearing Rm Folders	03/09/12, 03/12/12	n/a	#16	4 YRS
49	VAB Hearings Hearing Rm Folders	03/19/12	n/a	#16	4 YRS
50	VAB Hearings Hearing Rm Folders	03/21/12	n/a	#16	4 YRS
51	VAB Hearings Hearing Rm Folders	03/23/12, 03/28/12 & 03/30/12	n/a	#16	4 YRS
52	VAB Hearings Hearing Rm Folders	04/13/12, 04/16/12, 04/20/12 & 05/17/12	n/a	#16	4 YRS

