



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2017	2018	2019	2020	2021
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:**

\* No Fiscal Impact

**C. Departmental Fiscal Review:**

**III. REVIEW COMMENTS**

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

Lucy Pina 7/28/17  
OFMB 8/7/28  
AK 7/28

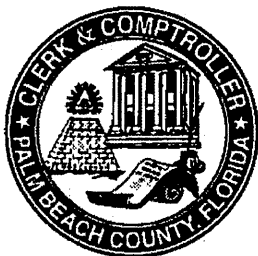
Dr. J. Jacobson 8/8/17  
Contract Dev. and Control  
8/8/17

**B. Legal Sufficiency:**

Paul F. [Signature] 8/9/17  
Assistant County Attorney

**C. Other Department Review:**

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



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

## Memorandum

**Date:** July 27, 2017  
**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 143 boxes/214.5 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.	2009, 2010, 2011	143 boxes 214.5 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 7-27-17  
Date

  
Shannon Ramsey-Chessman Chief Operating Officer 7/27/17  
Date

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

**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

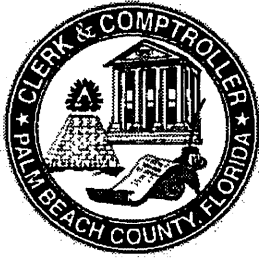
This record series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), *Florida Administrative Code*, which states in part that, "For each record series being disposed of, agencies 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 27, 2017  
**From:** Patricia Conceicao, Finance Department Records Management Coordinator  
**To:** Paul A. Guzenski, 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 26 boxes/39 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.	2011	25 boxes 37.5 cubic feet
GS1- SL Item # 85	<b>BANK STATEMENTS: RECONCILIATION</b> Record copy, 5 fiscal years provided applicable audits have been released.	2011	1 boxes 1.5 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

 7/27/17  
\_\_\_\_\_  
Paul A. Guzenski, Manager, Financial Services, Financial Reporting Date

 7/27/17  
\_\_\_\_\_  
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.



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

automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "RECEIPT/REVENUE RECORDS: DETAIL," "RECEIPT/REVENUE RECORDS: SUMMARY," and "FINANCIAL HISTORY SUMMARY RECORDS."  
**RETENTION:** 3 fiscal years.

**BACKUPS: ELECTRONIC/DIGITAL RECORDS**

There is no retention schedule for backup tapes, disks, drives, or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely as a security precaution but *not intended to serve as the record copy or as a records retention tool*. In the case of disaster, the backup would be used to restore lost records; otherwise, agency records that have not met their retention should *not* be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. 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.

**BALLOTS**

**Item #397**

This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, Florida Statutes, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use *General Records Schedule GS3 for Election Records*.  
**RETENTION:** 30 days after vote count or cancellation of election.

**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:** 5 fiscal years.

**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:** 5 fiscal years after expiration or cancellation of contract.

**BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS**

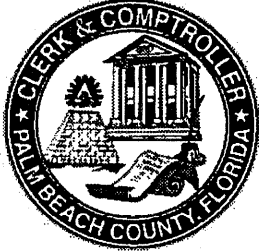
**Item #70**

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:** 10 anniversary years after awarded.

**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. This series also includes records of bid projects cancelled prior to being awarded. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."  
**RETENTION:** 5 fiscal years after awarded or bid project cancelled.



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

## Memorandum

**Date:** July 27, 2017  
**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 46 boxes/ 69 cubic feet.

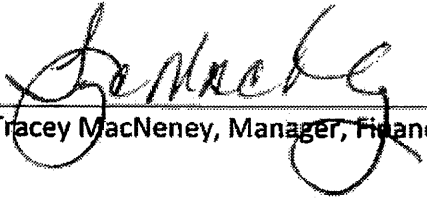
Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item # 195	Payroll Records: Supporting Documents, Retention: Record copy 5 fiscal years.	2000, 2008, 2010, 2011	41 boxes 61.5 cubic feet
183	Payroll Records: Ledgers/Trial Balance Reports, Retention: Record copy 5 fiscal years.	2007, 2009	4 boxes 6 cubic feet
85	Bank Statements: Reconciliation: Record copy 5 fiscal years.	2011	1 box, 1.5 cubic feet

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

Reason for destruction delay



Tracey MacNeney, Manager, Financial Services

7/27/17

Date



Shannon Ramsey-Chessman Chief Operating Officer

7/27/17

Date

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

automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "RECEIPT/REVENUE RECORDS: DETAIL," "RECEIPT/REVENUE RECORDS: SUMMARY," and "FINANCIAL HISTORY SUMMARY RECORDS."  
**RETENTION:** 3 fiscal years.

**BACKUPS: ELECTRONIC/DIGITAL RECORDS**

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**BALLOTS**

Item #397

This record series consists of ballots and related records for elections conducted to determine issues not governed by Florida election laws. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, Florida Statutes, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use *General Records Schedule GS3 for Election Records*.  
**RETENTION:** 30 days after vote count or cancellation of election.

**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:** 5 fiscal years.

**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:** 5 fiscal years after expiration or cancellation of contract.

**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:** 10 anniversary years after awarded.

**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. This series also includes records of bid projects cancelled prior to being awarded. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."  
**RETENTION:** 5 fiscal years after awarded or bid project cancelled.

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**

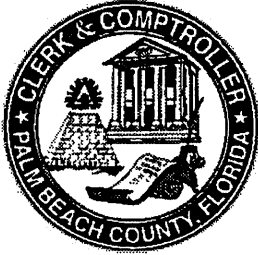
**Item #195**

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.



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

## Memorandum

**Date:** July 27, 2017  
**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 & 16 legal size drawer boxes/32 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.	2006, 2007, 2008, 2009, 2010, 2011, 2012  2009, 2010	65 boxes 97.5 cubic feet,  16 legal size drawer boxes 32 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.

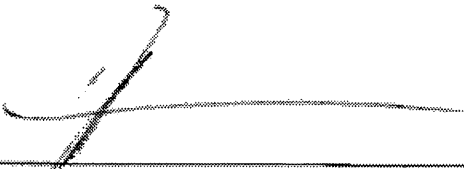
If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

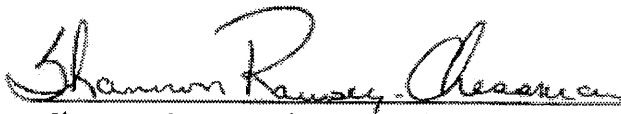
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Reason for destruction delay

  
Stephen Weiss, Director, Finance Services, Board Services/Value Adjustment Board      *Glouia Madison* 7-26-17  
Date

  
Shannon Ramsey-Chessman Chief Operating Officer      7/27/17  
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.



**VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS**

Cassette Tapes (200)	1.0 cubic foot
Letter-size, drawer or box	1.5 cubic feet
Legal-size, drawer or box	2.0 cubic feet
Letter-size, 36-inch shelf	2.0 cubic feet
Legal-size, 36-inch shelf	2.5 cubic feet
Magnetic Tapes (12)	1.0 cubic foot
3 x 5 card, ten 12-inch rows	1.0 cubic foot
3 x 5 card, five 25-inch rows	1.0 cubic foot
4 x 6 card, six 12-inch rows	1.0 cubic foot
5 x 8 card, four 12-inch rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
(1 roll of microfilm contains approximately 1.0 cubic foot of records.)	



CLERK TO THE  
BOARD OF COUNTY COMMISSIONERS  
Palm Beach County, Florida

DATE: 05-02-14

TO: Patricia Conceicao

Finance Records Management: DRMC

FR: Steven Weiss, Director  
Finance Services, Board Services/VAB

RE: RECORDS DESTRUCTION REQUEST 2006- 2012

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 2012 Hearing Rm Folders	10-17-12 10-19-12	n/a	#16	4 YRS
2	VAB Hearings 2012 Hearing Rm Folders	10-24-12	n/a	#16	4 YRS
3	VAB Hearings 2012 Hearing Rm Folders	10-26-12 10-29-12	n/a	#16	4 YRS
4	VAB Hearings 2012 Hearing Rm Folders	10-31-12	n/a	#16	4 YRS
5	VAB Hearings 2012 Hearing Rm Folders	11-2-12 11-5-12	n/a	#16	4 YRS
6	VAB Hearings 2012 Hearing Rm Folders	11-7-12	n/a	#16	4 YRS
7	VAB Hearings 2012 Hearing Rm Folders	11-9-12	n/a	#16	4 YRS
8	VAB Hearings 2012 Hearing Rm Folders	11-13-12 11-14-12	n/a	#16	4 YRS

9	VAB Hearings 2012 Hearing Rm Folders	11-16-12	n/a	#16	4 YRS
10	VAB Hearings 2012 Hearing Rm Folders	11-28-12	n/a	#16	4 YRS
11	VAB Hearings 2012 Hearing Rm Folders	11-30-12 Box 1 of 2	n/a	#16	4 YRS
12	VAB Hearings 2012 Hearing Rm Folders	11-30-12 Box 2 of 2	n/a	#16	4 YRS
13	VAB Hearings 2012 Hearing Rm Folders	12-3-12 12-5-12	n/a	#16	4 YRS
14	VAB Hearings 2012 Hearing Rm Folders	12-7-12 Box 1 of 2	n/a	#16	4 YRS
15	VAB Hearings 2012 Hearing Rm Folders	12-7-12 Box 2 of 2	n/a	#16	4 YRS
16	VAB Hearings 2012 Hearing Rm Folders	12-11-12 12-12-12	n/a	#16	4 YRS
17	VAB Hearings 2012 Hearing Rm Folders	12-14-12 12-17-12	n/a	#16	4 YRS
18	VAB Hearings 2012 Hearing Rm Folders	12-18-12	n/a	#16	4 YRS
19	VAB Hearings 2012 Hearing Rm Folders	12-20-12	n/a	#16	4 YRS
20	VAB Hearings 2012 Hearing Rm Folders	1-9-13	n/a	#16	4 YRS
21	VAB Hearings 2012 Hearing Rm Folders	1-14-13 Box 1 of 2	n/a	#16	4 YRS
22	VAB Hearings 2012 Hearing Rm Folders	1-14-13 Box 2 of 2	n/a	#16	4 YRS
23	VAB Hearings 2012 Hearing Rm Folders	1-16-13	n/a	#16	4 YRS
24	VAB Hearings 2012 Hearing Rm Folders	1-18-13 Box 1 of 2	n/a	#16	4 YRS
25	VAB Hearings 2012 Hearing Rm Folders	1-18-13 Box 2 of 2 1-22-13	n/a	#16	4 YRS
26	VAB Hearings 2012 Hearing Rm Folders	1-23-13 1-24-13	n/a	#16	4 YRS
27	VAB Hearings 2012 Hearing Rm Folders	1-25-13 Box 1 of 2	n/a	#16	4 YRS
28	VAB Hearings 2012 Hearing Rm Folders	1-25-13 Box 2 of 2	n/a	#16	4 YRS
29	VAB Hearings 2012 Hearing Rm Folders	1-28-13 Box 1 of 2	n/a	#16	4 YRS
30	VAB Hearings 2012 Hearing Rm Folders	1-28-13 Box 2 of 2 1-29-13	n/a	#16	4 YRS

31	VAB Hearings 2012 Hearing Rm Folders	1-30-13	n/a	#16	4 YRS
32	VAB Hearings 2012 Hearing Rm Folders	2-1-13	n/a	#16	4 YRS
33	VAB Hearings 2012 Hearing Rm Folders	2-4-13 2-6-13	n/a	#16	4 YRS
34	VAB Hearings 2012 Hearing Rm Folders	2-8-13 Box 1 of 2	n/a	#16	4 YRS
35	VAB Hearings 2012 Hearing Rm Folders	2-8-13 Box 2 of 2	n/a	#16	4 YRS
36	VAB Hearings 2012 Hearing Rm Folders	2-12-13	n/a	#16	4 YRS
37	VAB Hearings 2012 Hearing Rm Folders	2-13-13 Box 1 of 2	n/a	#16	4 YRS
38	VAB Hearings 2012 Hearing Rm Folders	2-13-13 Box 2 of 2	n/a	#16	4 YRS
39	VAB Hearings 2012 Hearing Rm Folders	2-15-13 Box 1 of 2	n/a	#16	4 YRS
40	VAB Hearings 2012 Hearing Rm Folders	2-15-13 Box 2 of 2	n/a	#16	4 YRS
41	VAB Hearings 2012 Hearing Rm Folders	2-19-13 2-20-13	n/a	#16	4 YRS
42	VAB Hearings 2012 Hearing Rm Folders	2-22-13	n/a	#16	4 YRS
43	VAB Hearings 2012 Hearing Rm Folders	2-27-13 3-1-13	n/a	#16	4 YRS
44	VAB Hearings 2012 Hearing Rm Folders	3-8-13	n/a	#16	4 YRS
45	VAB Hearings 2012 Hearing Rm Folders	3-11-13 Box 1 of 3	n/a	#16	4 YRS
46	VAB Hearings 2012 Hearing Rm Folders	3-11-13 Box 2 of 3	n/a	#16	4 YRS
47	VAB Hearings 2012 Hearing Rm Folders	3-11-13 Box 3 of 3	n/a	#16	4 YRS
48	VAB Hearings 2012 Hearing Rm Folders	3-15-13 3-20-13	n/a	#16	4 YRS
49	VAB Hearings 2012 Hearing Rm Folders	3-22-13 3-29-13	n/a	#16	4 YRS
50	VAB Hearings 2012 Hearing Rm Folders	4-5-13 4-12-13 4-15-13 5-7-13	n/a	#16	4 YRS
51	VAB 2012 PETITION W/DRAWALS	02002- 02050	n/a	#16	4 YRS
52	VAB 2012 PETITION W/DRAWALS	02083- 03499	n/a	#16	4 YRS

53	VAB 2012 PETITION W/DRAWALS	03500- 04726	n/a	#16	4 YRS
54	VAB 2012 PETITION W/DRAWALS	04730- 05899	n/a	#16	4 YRS
55	VAB 2012 PETITION W/DRAWALS	05900- 06391	n/a	#16	4 YRS
56	VAB 2012 PETITION ADM. W/DRAWALS	00007- 06387	n/a	#16	4 YRS
57	2012 VAB DAILY TRANSACTION REPORTS	BOX 1 OF 2	n/a	#16	4 YRS
58	2012 VAB DAILY TRANSACTION REPORTS	BOX 2 OF 2	n/a	#16	4 YRS
59	2012 VAB RESCHEDULES DENIAL for NON-PYMT MISC. CORRESPONDENCE	2012	n/a	#16	4 YRS
60	2012 VAB SPECIAL MAGISTRATE CONTRACTS, CERTIFICATES, MISC.	2012	n/a	#16	4 YRS
61	VAB Supporting Documents	2007-2010	n/a	#16	4 YRS
62	VAB Supporting Documents	2008-2012	n/a	#16	4 YRS
63	VAB Supporting Documents	2006-2010	n/a	#16	4 YRS
64	2008 VAB MICROFICHE 2007-TPP 2008 A.D.M.	2007-2008	n/a	#16	4 YRS
65	2009 VAB MICROFICHE TPP A.D.M.	2009	n/a	#16	4 YRS
66	2009 VAB AUDIOS	10-14-09 10-16-09 10-21-09 10-23-09 10-26-09 10-28-09 10-30-09 11-02-09	n/a	#16	4 YRS

	2009 VAB AUDIOS	11-04-09 11-06-09			
67	2009 VAB AUDIOS	11-09-09 11-12-09 11-13-09 11-16-09 11-18-09 11-20-09	n/a	#16	4 YRS
68	2009 VAB AUDIOS	12-02-09 12-04-09 12-07-09 12-09-09 12-11-09 12-14-09 12-16-09 12-18-09	n/a	#16	4 YRS
69	2009 VAB AUDIOS	01-04-10 01-06-10 01-11-10 01-13-10 01-14-10 01-15-10 01-19-10	n/a	#16	4 YRS
70	2009 VAB AUDIOS	01-20-10 01-22-10 01-25-10	n/a	#16	4 YRS
71	2009 VAB AUDIOS	01-27-10 01-29-10 02-01-10	n/a	#16	4 YRS
72	2009 VAB AUDIOS	02-03-10 02-05-10 02-08-10	n/a	#16	4 YRS
73	2009 VAB AUDIOS	02-17-10 02-19-10 02-22-10	n/a	#16	4 YRS
74	2009 VAB AUDIOS	02-24-10 02-26-10	n/a	#16	4 YRS
75	2009 VAB AUDIOS	03-01-10 03-03-10 03-05-10	n/a	#16	4 YRS
76	2009 VAB AUDIOS	03-08-10 03-10-10 03-12-10	n/a	#16	4 YRS
77	2009 VAB AUDIOS 2009 VAB	03-15-10 03-17-10	n/a	#16	4 YRS

	AUDIOS	03-18-10			
78	2009 VAB AUDIOS	03-19-10 03-22-10 03-24-10 03-26-10	n/a	#16	4 YRS
79	2009 VAB AUDIOS	03-31-10 04-02-10 04-05-10	n/a	#16	4 YRS
80	2009 VAB AUDIOS	04-07-10 04-09-10 04-12-10 04-13-10	n/a	#16	4 YRS
81	2009 VAB AUDIOS	04-14-10 04-16-10 04-19-10 04-23-10 04-28-10 04-30-10	n/a	#16	4 YRS
82			n/a	#16	4 YRS
83			n/a	#16	4 YRS
84			n/a	#16	4 YRS
85			n/a	#16	4 YRS
86			n/a	#16	4 YRS
87			n/a	#16	4 YRS
88			n/a	#16	4 YRS
89			n/a	#16	4 YRS
90			n/a	#16	4 YRS
91			n/a	#16	4 YRS
92			n/a	#16	4 YRS
93			n/a	#16	4 YRS
94			n/a	#16	4 YRS
95			n/a	#16	4 YRS