



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2019	2020	2021	2022	2023
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 \_\_\_\_\_

Does this item include the use of Federal Funds? 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:**

*Lisa R. Blalock*  
RP 8/1 PCD 8/2  
 \_\_\_\_\_  
 OFMB

*Ann J. Jambert*  
 \_\_\_\_\_  
 Contract Dev. and Control  
 8/5/19 *W* (8)5119

**B. Legal Sufficiency:**

*n/a*  
 \_\_\_\_\_  
 Assistant County Attorney

**C. Other Department Review:**

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



SHARON R. BOCK  
 Clerk & Comptroller  
 Palm Beach County

**CERTIFICATE OF DESTRUCTION**

<b>Department Name:</b> Finance Services Payables	<b>Director/Manager/Supervisor:</b> Tracey Ramsey	<b>Date:</b> 6-26-2019
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The records listed below are now eligible for destruction according to the approved retention schedule. Please indicate your approval for the destruction unless there are reasons to delay. Your signature below attests that there are no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal proceedings, or (4) other reasons for holding up the destruction. If the destruction is to be delayed, please give the reasons in the space indicated and provide a revised destruction date.

1. Schedule Item number	2. Series title	3. Inclusive dates	4. Destruction date	5. Volume in cubic feet
State of Florida General Records Schedule GS1-SL For State & Local Government Agencies Item# 340	<p><b>DISBURSEMENT RECORDS: DETAIL</b></p> <p>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, canceled or voided checks, check stubs, canceled or voided warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. The series may also include a copy of the agency's sales tax exemption form. Retention is based on Section 95.11(2), <i>Florida Statutes</i>, Statute of Limitations on contracts, obligations, or liabilities.</p> <p><b>RETENTION: 5 fiscal years after transaction completed.</b></p> <p align="center">Checks</p>	2002   2010	UPON APPROVAL	42 Cubic Feet 42 Boxes

6. Reason for delayed destruction:		
7. Date Purge was Performed in System:	8. Purge Performed by:	9. Name of Purge Report(s): N/A
10. Department Manager/Supervisor (Signature): <i>Tracey Ramsey</i> Name of authorized personnel / Title of authorized personnel MANAGER		10a. Date: 07/17/19

<b>11. Records Center Manager/Supervisor (Signature):</b> <i>Alica F. Baker</i> Record Manager Liaison officer	<b>11b. Date:</b> 07/26/2019
<b>12. Microfilmed / Digitized</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Circle one: Notice of Intention: The records listed in #2 are to be disposed of in the manner checked below:</b> <input checked="" type="checkbox"/> <u>Destruction (net retention)</u> <input type="checkbox"/> Microfilm, then destruction <input type="checkbox"/> Transfer (Explain in space below) <input type="checkbox"/> Scan, then destruction	<b>Security Destruction:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments:</b>	
<b>Certificate of Destruction</b> <b>This is to certify that records listed above have been destroyed on the date shown below.</b>	
<b>Security Destruction witnessed by (Required):</b>	<b>Date:</b>

**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, canceled or voided checks, check stubs, canceled or voided warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. The series may also include a copy of the agency's sales tax exemption form. 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 after transaction completed.

**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.

**DOMESTIC PARTNERSHIP REGISTRY RECORDS**

**Item #399**

This record series documents domestic partnerships established and dissolved under authority of law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.

**RETENTION:** Permanent.

**DONATION RECORDS**

**Item #342**

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

**RETENTION:** Permanent.

**DRAFTS AND WORKING PAPERS**

**Item #242**

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

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

**DRUG TEST CASE FILES**

**Item #260**

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the



SHARON L. ROCK  
 Clerk & Comptroller  
 Palm Beach County

## CERTIFICATE OF DESTRUCTION

<b>Department Name:</b> Finance Services – Financial Reporting	<b>Director/Manager/Supervisor:</b> Paul Guzenski	<b>Date:</b> 6-7-2019
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The records listed below are now eligible for destruction according to the approved retention schedule. Please indicate your approval for the destruction unless there are reasons to delay. Your signature below attests that there are no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal proceedings, or (4) other reasons for holding up the destruction. If the destruction is to be delayed, please give the reasons in the space indicated and provide a revised destruction date.

1. Schedule Item number	2. Series title	3. Inclusive dates	4. Destruction date	5. Volume in cubic feet
State of Florida General Records Schedule GS1-SL For State & Local Government Agencies Item# 108	<b>FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)</b>  This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, <i>Florida Statutes</i> , Annual financial reports; local government entities; Section 218.39, <i>Florida Statutes</i> , Annual financial audit reports, and Chapters 10.558(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, <i>Florida Statutes</i> , Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information.  <b>RETENTION: 5 fiscal years.</b>  <div style="text-align: center;">Microfiche</div>	1980   2003	UPON APPROVAL	125 Cubic Feet 125 Boxes

<b>6. Reason for delayed destruction:</b>		
<b>7. Date Purge was Performed in System:</b>	<b>8. Purge Performed by:</b>	<b>9. Name of Purge Report(s):</b> N/A
<b>10. Department Manager/Supervisor (Signature):</b> MANAGER Name of authorized personnel / Title of authorized personnel		<b>10a. Date:</b> 7/25/2019
<b>11. Records Center Manager/Supervisor (Signature):</b> Record Manager Liaison officer		<b>11b. Date:</b> 07/26/2019
<b>12. Microfilmed / Digitized</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Circle one: Notice of Intention: The records listed in #2 are to be disposed of in the manner checked below: <input checked="" type="checkbox"/> <u>Destruction (met retention)</u> Microfilm, then destruction <input type="checkbox"/> Transfer (Explain in space below) <input type="checkbox"/> Scan, then destruction		<b>Security Destruction:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Comments:**

**Certificate of Destruction**

**This is to certify that records listed above have been destroyed on the date shown below.**

**Security Destruction witnessed by (Required):**

**Date:**

**FINAL ORDERS RECORDS: NOT INDEXED OR LISTED**

**Item #421**

This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53(1)(a), *Florida Statutes*. These final orders are those that are *not* declaratory statements and are *not* resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials explicitly adopted in it. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS" and "MINUTES: OFFICIAL MEETINGS." For Chapter 162, *Florida Statutes*, proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."

**RETENTION:** 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

**FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS**

**Item #396**

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

**RETENTION:** 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

**FINANCIAL ACCOUNT AUTHORIZATION RECORDS**

**Item #84**

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

**RETENTION:** 5 fiscal years after authorization superseded, expired, or canceled.

**FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)**

**Item #346**

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

**RETENTION:** 10 fiscal years. *Agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**FINANCIAL HISTORY SUMMARY RECORDS**

**Item #347**

This record series consists of records providing a periodic summary of an agency's receipts and disbursements over the course of an agency's history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.

**RETENTION:** Permanent.

**FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS**

**Item #107**

This record series consists of local government annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.550, 10.800 and 10.850 of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. The series includes the reporting local government agency's copy as well as the copy received by the official filing agency. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)." *These records may have archival value.*

**RETENTION:** 10 fiscal years. *Agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)**

**Item #108**

This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.550(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS."

**RETENTION:** 5 fiscal years.