

AGENDA ITEM 3.B. 4

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: May 18, 2021 **Consent** **Regular**
 Workshop **Public Hearing**

Department Submitted By: Clerk of the Circuit Court & Comptroller, Palm Beach County

Department Submitted For: Joseph Abruzzo, Clerk of the Circuit Court & Comptroller

I. EXECUTIVE BRIEF

Motion and Title:

Staff recommends motion to receive and file: a list of Clerk & Comptroller Finance Department records which have been converted to an electronic format.

Summary:


These records have been converted from paper to an electronic format. The electronic records will be maintained according to their required retention schedule under the State of Florida’s General Records Schedule GSI-SL for State and Local Government Agencies per Chapter 119 and Chapter 257, Florida Statutes.

Background and Justification:

The Clerk & Comptroller’s office has partnered with the County’s Information Systems Services Department to convert Clerk & Comptroller Finance Department records into an electronic format.

Attachments:

A list of Clerk & Comptroller Finance Department records which have been converted to an electronic format during the **1st quarter of 2021.**

Recommended by:  4/28/21
Melissa M. Corrales, Manager - Finance Services **Date**

Approved by: N/A
Assistant County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

<u>Fiscal Years</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
Number of additional FTE positions (Cumulative)	_____	_____	_____	_____	_____
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 _____	
				Reporting Category _____	

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 Development and Control Comments:

_____	_____
OFMB	Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director