## PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

# AGENDA ITEM SUMMARY

Meeting Date: August 17, 2021(X) 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 **2nd quarter of 2021.** 

Recommended by: Melissa M. Corrales, Manager - Finance Services NA Approved by: \_\_\_\_

Assistant County Administrator

Date

# II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

Fiscal Years	<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?			Ye	6	No
Does this item include the use of Federal Funds?			Yes No		No
Budget Account No.: Fund	l	Dept	Unit	Obje	ect
			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**