

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 7, 2021 (x) Consent () Regular
 () Workshop () Public Hearing

Department:

Submitted By: Clerk & Comptroller, Palm Beach County

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 (Clerk) Finance Department records which have met the revised required State retention schedule and are scheduled for destruction.

Summary:

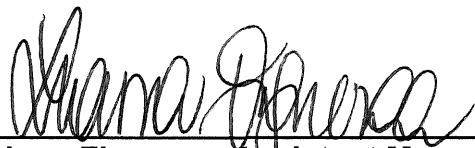
These records have met the required retention schedule of the Florida Division of Library and Information Services per Sections 28.30, 28.31, 257.36 (6), Florida Statutes.

Background and Justification:

The Clerk seeks to notify the Board of her intent to destroy these records in advance of their destruction.

Attachments:

- Memorandum from Clerk's Finance Department with Records Destruction Authorization.
- General Records Schedule GS1-SL for State and Local Government Agencies.

Recommended by:  11/22/21
Liana Figueroa, Assistant Manager - Finance Services

Date

Approved by: _____ N/A _____
County Administrator Date

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)	_____	_____	_____	_____	_____
 NET FISCAL IMPACT	_____	_____	_____	_____	_____
 # 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 _____

**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:

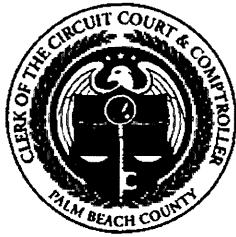
_____ OFMB _____ Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director



JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

Memorandum

Date: 11/12/2021
From: Patricia Conceicao, Finance Department Records Management Coordinator
To: Paul Guzenski, Manager Finance Services, Financial Reporting
Subject: Destruction of Finance Department Records

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 7,030 images.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Images
GS1- SL Item # 435	Financial Transaction Records: Detail Retention: 5 fiscal years after transaction completed.	2008 thru 2015	7,030

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.

Reason for destruction delay

Paul Guzenski, Manager Financial Services, Financial Reporting	11-15-21 Date
Radcliffe Brown, Chief Operating Officer Finance, Executive Officer	11-17-2021 Date

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 VIOLATION RECORDS: HEARING CASE FILES."
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FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

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FINANCIAL ACCOUNT AUTHORIZATION RECORDS

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

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

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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 10.558(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, *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.

FINANCIAL TRANSACTION RECORDS: DETAIL

Item #435

This series consists of records documenting specific financial transactions of the agency including transactions through cash, checks, warrants, vouchers, electronic fund transfers (EFT), credit and debit cards, purchasing cards, or other methods. The series may include, but is not limited to, requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, bank/financial account statements, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement

ledgers, journal transactions, expenditure detail reports, refund records, 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 accounts payable related documentation. The series may also include a copy of the agency's sales tax exemption form. **NOTE:** Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "FINANCIAL TRANSACTION RECORDS: SUMMARY."
RETENTION: 5 fiscal years after transaction completed.

FINANCIAL TRANSACTION RECORDS: SUMMARY

Item #436

This record series consists of records providing summary or aggregate documentation of financial transactions of the agency regardless of the source or purpose of the funds. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable and accounts receivable summaries and related documentation. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."
RETENTION: 10 fiscal years.

FOOD SERVICE ESTABLISHMENT LICENSE RECORDS

Item #402

This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, *Florida Statutes*, Food service protection, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. Records may include, but are not limited to, license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.
RETENTION: 5 fiscal years after expiration, suspension or revocation of license.

FUEL TAX REPORTS

Item #213

This record series consists of fuel tax reports submitted to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Aviation Fuels, Pollutants And Natural Gas Fuel.
RETENTION: 3 fiscal years.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS

Item #381

This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE

Item #382

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and that are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."
RETENTION: 1 anniversary year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL

Item #383

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT BANK RECOF

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT BANK RECON/FY 2014/	89
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT BANK RECON/FY 2015/	173
Total	262

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETN/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETN/FY 2014/	6
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETN/FY 2015/	10
Total	16

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETT/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETT/FY 2009/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETT/FY 2011/	5
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETT/FY 2012/	6
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETT/FY 2013/	38
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETT/FY 2014/	422
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT IETT/FY 2015/	260
Total	732

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JV/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JV/FY 2012/	24
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JV/FY 2013/	742
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JV/FY 2014/	13
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JV/FY 2015/	3
Total	782

Finance Records Management Image Counts Summary

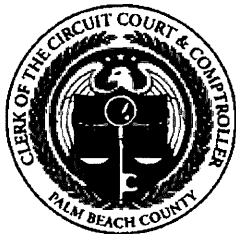
Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2008/ OLDER/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2009/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2010/	3
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2011/	11
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2012/	55
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2013/	1488
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2014/	1832
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVA/FY 2015/	1802
Total	5193

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Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVBK/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVBK/FY 2013/	21
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN RPT JVBK/FY 2014/	24
Total	45



JOSEPH ABRUZZO
 CLERK OF THE CIRCUIT COURT & COMPTROLLER
 PALM BEACH COUNTY

Memorandum

Date: 11/15/2021
From: Patricia Conceicao, Finance Department Records Management Coordinator
To: Jessica Comis, Manager Finance Services, Accounts Payable
Subject: Destruction of Finance Department Records

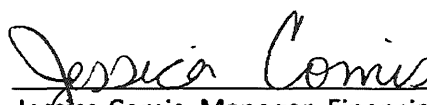
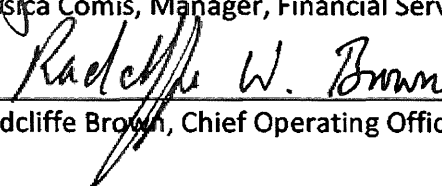
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Reason for destruction delay

 Jessica Comis, Manager, Financial Services, Accounts Payable	11/16/21 Date
 Radcliffe Brown, Chief Operating Officer Finance, Executive Officer	11-17-2021 Date

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 VIOLATION RECORDS: HEARING CASE FILES."

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ledgers, journal transactions, expenditure detail reports, refund records, 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 accounts payable related documentation. The series may also include a copy of the agency's sales tax exemption form. **NOTE:** Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "FINANCIAL TRANSACTION RECORDS: SUMMARY."
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RETENTION: 3 fiscal years.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS

Item #381

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RETENTION: 1 anniversary year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL

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Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2008/ OLDER/	30
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2009/	261
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2010/	53
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2011/	114
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2012/	569
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 001/	8550
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 002/	6771
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 003/	2886
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 004/	1329
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 005/	1693
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 006/	4215
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 007/	969
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 008/	9701
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 009/	1837
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 010/	749
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2013/RETENTION AD FY13 SECTION 011/	299
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 001/	26905
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 002/	26656
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 003/	8658
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 004/	648
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 005/	1326
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 006/	11

/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 007/	352
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 008/	213
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2014/RETENTION AD FY14 SECTION 009/	3
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2015/RETENTION AD FY15 SECTION 001/	29204
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2015/RETENTION AD FY15 SECTION 002/	19600
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2015/RETENTION AD FY15 SECTION 003/	11214
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2015/RETENTION AD FY15 SECTION 004/	397
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2015/RETENTION AD FY15 SECTION 005/	48
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY AD/FY 2015/RETENTION AD FY15 SECTION 006/	1
Total	165262

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFT/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFT/FY 2010/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFT/FY 2011/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFT/FY 2013/	43
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFT/FY 2014/	74
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFT/FY 2015/	1080
Total	1199

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFTC/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFTC/FY 2014/	1654
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY EFTC/FY 2015/	4769
Total	6423

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY GAX/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY GAX/FY 2010/	2
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY GAX/FY 2014/	233
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY GAX/FY 2015/	224
Total	459

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY GAXW/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY GAXW/FY 2009/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY GAXW/FY 2010/	4
Total	5

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY IET/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY IET/FY 2014/	4
Total	4

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY IETC/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY IETC/FY 2009/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY IETC/FY 2014/	15
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY IETC/FY 2015/	16
Total	32

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY MD/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY MD/FY 2010/	1
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY MD/FY 2012/	18
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY MD/FY 2013/	639
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY MD/FY 2014/	1091
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/RETENTION DESTRUCTION FIN PAY MD/FY 2015/	1029
Total	2778