3.B. **Z** AGENDA ITEM

# PALM BEACH COUNTY **BOARD OF COUNTY COMMISSIONERS**

# AGENDA ITEM SUMMARY

Meeting Date: : March 8, 2022

(x) Consent ) Workshop ( (

) Regular ) Public Hearing

Date

**Department:** 

Submitted By: <u>Clerk & Comptroller, Palm Beach County</u>

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:

Approved by: \_\_\_\_

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

**Recommended by:** Liana Figueroa, Manager - Finance Services Date NIA

**County Administrator** 

# II. FISCAL IMPACT ANALYSIS

Α.	Five-Year	Summary	of Fiscal	Impact:
----	-----------	---------	-----------	---------

Fiscal Years	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Capital Expenditures			ward of the second		
Operating Costs					<u></u>
External Revenues					
Program Income (County)					<u></u>
In-Kind Match (County)					
NET FISCAL IMPACT					
Number of additional FTE positions (Cumulative)					
Is item included in Current	Yes No				
Does this item include the	Yes	No			
Budget Account No.: Fund	J	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 Development and Control Comments:

OFMB

Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

**Department Director** 



Finance Division Finance Records Management

Finance Records Paper Documents Scanned to Electronic Format Paper Shredded, Image Available as Official Record Copy Board of County Commission Records

Numbers for 4<sup>th</sup> Quarter 2021:

Total Boxes Shredded: 12 boxes

Total Cubic Feet Shredded: 18 cubic feet