

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

<u>Fiscal Years</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</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 _____	

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

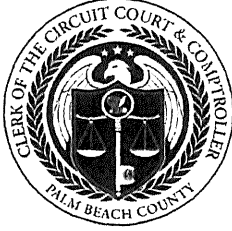
Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director



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

Memorandum

Date: August 30, 2022
From: Shadira Rivera, Assistant Manager Shared Services
To: Felicia Landerman, Treasurer
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 32 boxes/48 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item # 16	Value Adjustment Board Files: No Appeal Filed Record copy 4 anniversary years after final decision provided no appeal is filed in circuit court.	2017	32 boxes, 48 cubic feet

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

Felicia Landerman, Treasurer

Date

8/31/22

Radcliffe Brown, Chief Operating Officer Finance

Date

09-01-2022

General Records Schedule GS11 for Clerks of Court

Statutes, Statute of Limitations for actions on tax deeds.

RETENTION:

- a) Record copy. 4 anniversary years after tax deed recorded in Official Records.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TAX ROLLS

Item #75

This record series consists of the final paid tax roll submitted to the Clerk of the Circuit Court by the Tax Collector as provided in Department of Revenue Rule 12D-13.015(2)-(3), *Florida Administrative Code*, which requires that, "After the tax collector has completed collection of the taxes...he or she shall deliver the original tax roll to the clerk of the circuit court... The original tax roll may not be destroyed by the clerk of the court or any other officer or person until such time as written permission has been obtained from the Division of Archives, History and Records Management."

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TEEN COURT RECORDS

Item #13

This record series documents non-judicial hearings in a diversion/intervention program in which teenage offenders are "tried" by other teenagers. The series may include, but is not limited to, Probable Cause Affidavits; Civil Citations; Teen Court Program introductory letters to parents; letters to victims (restitution); victims' statements; waiver of rights; intake interview summaries; jury sentencing forms; contract agreements; verification of restitution (receipt); letter of apology/essay; TASC (Treatment Alternative for Street Crime) Assessment (Psychosocial Evaluation); community service or jury duty time sheets; successful completion reports (disposition forms); and Department of Juvenile Justice Recommendation to State Attorney's Office. This item **only** covers records from programs in counties in which the Teen Court program is administered by the county and not by the Judicial Branch.

RETENTION:

- a) Record copy. 5 anniversary years after child reaches the age of majority or final disposition, whichever occurs later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VALUE ADJUSTMENT BOARD FILES: APPEAL FILED *APPEAL*

Item #91

This record series consists of files created by the Clerk pursuant to Chapters 194 and 196, Florida Statutes, and Rule 12D-10.003(4)(a), *Florida Administrative Code*. This series may include, but is not limited to, the petition; hearing tapes and/or notes; recommendation of the Special Master; record of decision; notice of adjustment or disapproval; and supporting documents. FOR MINUTES OF THE VALUE ADJUSTMENT BOARD MEETINGS, SEE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES, ITEM #32, "MINUTES: OFFICIAL MEETINGS."

RETENTION:

- a) Record copy. 5 anniversary years from final action if an appeal is filed in circuit court.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VALUE ADJUSTMENT BOARD FILES: NO APPEAL FILED *NO APPEAL*

Item #16

This record series consists of files created by the Clerk pursuant to Chapters 194 and 196, Florida Statutes, and Rule 12D-10.003(4)(a), *Florida Administrative Code*. This series may include, but is not limited to, the petition; hearing tapes and/or notes; recommendation of the Special Master; record of decision; notice of adjustment or disapproval; and supporting documents. FOR MINUTES OF THE VALUE ADJUSTMENT BOARD MEETINGS, SEE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES, ITEM #32, "MINUTES: OFFICIAL MEETINGS."

RETENTION:

- a) Record copy. 4 anniversary years after final decision provided no appeal is filed in circuit court.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

WILLS: SAFEKEEPING

Item #72

This record series consists of original wills deposited with the Clerk pursuant to Section 732.901, Florida Statutes, Production of wills. The original will is removed from the safekeeping file and filed with all other pleadings if a probate case is actually filed.

RETENTION:


- a) Record copy. 20 calendar years after submitted.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.



CLERK TO THE
BOARD OF COUNTY COMMISSIONERS
Palm Beach County, Florida

DATE: 9-1-22

TO: Patricia Conceicao
Finance

FR: Felicia Landerman, Treasurer 
Investments

RE: RECORDS DESTRUCTION REQUEST 2017

The following Value Adjustment Board records have been reviewed and have met and or exceeded the Florida Department of State's record retention requirement. We submit these documents for destruction approval.

BOX #	RECORD SERIES DESCRIPTION	RECORD DATE	SCANNED	GS1-L #	STATUTORY RETENTION PERIOD
1	VAB 2017- Hearing Room Folders	10-23-2017 10-26-2017	n/a	#16	4 YRS
2	VAB 2017- Hearing Room Folders	10-30-2017 10-31-2017	n/a	#16	4 YRS
3	VAB 2017- Hearing Room Folders	11-01-2017 11-02-2017	n/a	#16	4 YRS
4 1 of 2	VAB 2017- Hearing Room Folders	11-06-2017 11-07-2017	n/a	#16	4 YRS
5 2 of 2	VAB 2017- Hearing Room Folders	11-07-2017	n/a	#16	4 YRS
6	VAB 2017- Hearing Room Folders	11-08-2017 11-09-2017	n/a	#16	4 YRS
7	VAB 2017- Hearing Room Folders	11-13-2017 11-14-2017	n/a	#16	4 YRS
8	VAB 2017- Hearing Room Folders	11-15-2017	n/a	#16	4 YRS

9	VAB 2017- Hearing Room Folders	11-16-2017 11-27-2017	n/a	#16	4 YRS
10	VAB 2017- Hearing Room Folders	11-28-2017 11-29-2017	n/a	#16	4 YRS
11	VAB 2017- Hearing Room Folders	11-30-2017 12-04-2017	n/a	#16	4 YRS
12	VAB 2017- Hearing Room Folders	12-06-2017 12-07-2017	n/a	#16	4 YRS
13	VAB 2017- Hearing Room Folders	12-12-2017 12-13-2017	n/a	#16	4 YRS
14	VAB 2017- Hearing Room Folders	12-14-2017 12-18-2017 12-20-2017	n/a	#16	4 YRS
15	VAB 2017- Hearing Room Folders	12-21-2017 01-08-2018 01-10-2018	n/a	#16	4 YRS
16	VAB 2017- Hearing Room Folders	01-11-2018 01-16-2018 01-17-2018	n/a	#16	4 YRS
17	VAB 2017- Hearing Room Folders	01-18-2018	n/a	#16	4 YRS
18	VAB 2017- Hearing Room Folders	01-25-2018 01-29-2018	n/a	#16	4 YRS
19	VAB 2017- Hearing Room Folders	01-30-2018 02-01-2018 02-05-2018	n/a	#16	4 YRS
20	VAB 2017- Hearing Room Folders	02-06-2018 02-07-2018 02-08-2018	n/a	#16	4 YRS
21	VAB 2017- Hearing Room Folders	02-13-2018 02-15-2018 02-20-2018	n/a	#16	4 YRS
22	VAB 2017- Hearing Room Folders	02-22-2018 02-27-2018 04-03-2018 04-30-2018	n/a	#16	4 YRS
23	VAB 2017 - Withdrawals	#001-499	n/a	#16	4 YRS
24	VAB 2017 - Withdrawals	#500-1099	n/a	#16	4 YRS
25	VAB 2017 - Withdrawals	#1100-1999	n/a	#16	4 YRS
26	VAB 2017 - Withdrawals	#2000-3699	n/a	#16	4 YRS
27	VAB 2017 - Withdrawals	#3700-4799	n/a	#16	4 YRS

28	VAB 2017 - Withdrawals	#4800-5399	n/a	#16	4 YRS
29	VAB 2017 - Agents, Special Magistrates, Misc.	n/a	n/a	#16	4 YRS
30 1 of 2	VAB 2017 - Notice of Hearings	n/a	n/a	#16	4 YRS
31 2 of 2	VAB 2017 – Notice of Hearings, Good Cause Petitions, Reschedules Approved & Denied, Clerk's Notices	n/a	n/a	#16	4 YRS
32	VAB 2017 - Daily Transaction Reports	n/a	n/a	#16	4 YRS