



**II. FISCAL IMPACT ANALYSIS**

**A. Five-Year Summary of Fiscal Impact:**

<u>Fiscal Years</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	_____	_____	_____	_____
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**

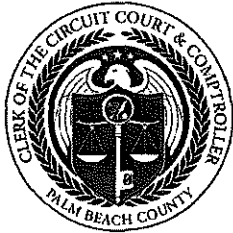
\_\_\_\_\_  
**Contract Dev. and Control**

**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 15, 2023  
**From:** Shadira Rivera, Assistant Manager Shared Services  
**To:** Robert Daly, Accounting Manager  
**Subject:** Destruction of Finance Department Records

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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 2 boxes/3 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item #320 and #435	<b>PROBATION RECORDS</b> RETENTION: 5 calendar years after case closed. <b>FINANCIAL TRANSACTION RECORDS: DETAIL</b> 5 fiscal years after transaction completed.	1/1/2001- 12/31/2001	2 boxes, 3 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.

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Reason for destruction delay

*Robert Daly*

*8/15/23*

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Robert Daly, Accounting Manager

Date

*Radcliffe W. Brown*

*08-28-2023*

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Radcliffe Brown, Chief Operating Officer Finance

Date

## General Records Schedule GS1-SL for State and Local Government Agencies

limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, and other related materials. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:** 50 fiscal years after any manner of separation or termination of employment.

### **PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT**

**Item #66**

This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:** 3 fiscal years after any manner of separation or termination of employment.

### **PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION**

**Item #378**

This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:** 5 fiscal years.

### **PETTY CASH DOCUMENTATION RECORDS**

**Item #202**

This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

**RETENTION:** 5 fiscal years.

### **POSITION DESCRIPTION RECORDS**

**Item #38**

This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."

**RETENTION:** 2 anniversary years after obsolete or superseded.

### **POSTAGE/SHIPPING RECORDS**

**Item #133**

This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."

**RETENTION:** 3 fiscal years.

### **PROBATION RECORDS**

**Item #320**

This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with the Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).

**RETENTION:** 5 calendar years after case closed.

## General Records Schedule GS1-SL for State and Local Government Agencies

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**

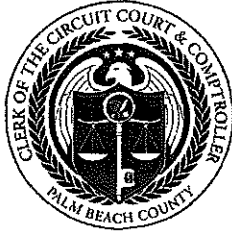
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; 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



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

## Memorandum

**Date:** August 16, 2023  
**From:** Shadira Rivera, Assistant Manager Shared Services  
**To:** Paul Guzenski, Financial Reporting Manager  
**Subject:** Destruction of Finance Department Records

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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 14 boxes/21 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item #278	<b>INVESTMENT RECORDS</b> 10 fiscal years.	1967-1994	8 boxes, 12 cubic feet
GS1- SL Item #108	<b>FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)</b> 5 fiscal years.	2009	4 boxes, 6 cubic feet
GS1- SL Item #435	<b>FINANCIAL TRANSACTION RECORDS: DETAIL</b> 5 fiscal years after transaction completed.	2009-2011	2 boxes, 3 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.

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Reason for destruction delay

*Paul A. Guzinski*  
Paul Guzinski, Financial Reporting Manager

8-17-23

Date

*Radcliffe W. Brown*  
Radcliffe Brown, Chief Operating Officer Finance

08-28-2023

Date



**INSURANCE RECORDS: AGENCY**

**Item #111**

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

**RETENTION:** 5 fiscal years after final disposition of claim or expiration of policy.

**INTELLECTUAL PROPERTY RECORDS**

**Item #437**

This record series documents patents, copyrights and trademarks for intellectual property issued to the agency. The series may include, but is not limited to, applications, certifications of registration, agreements, correspondence, and other related supporting documentation. This series also includes authorizations and consents issued by the agency for use by outside entities.

**RETENTION: Permanent.**

**INVENTORY: AGENCY PROPERTY**

**Item #40**

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies that may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, Record and inventory of certain property, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

**RETENTION:** 3 fiscal years.

**INVENTORY: AGENCY RECORDS**

**Item #319**

This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may also include documentation of transmittal of records to an offsite storage facility. See also "RECORDS RETRIEVAL/REFERENCE RECORDS."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**INVESTIGATIVE RECORDS: INSPECTOR GENERAL**

**Item #351**

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated by the Office of the Inspector General or equivalent office of any agency. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to *Florida Statutes* Section 14.32, Governor, Office of Chief Inspector General; Section 20.055, Agency inspectors general; Section 112.3187-31895 relating to adverse actions against employees, confidentiality and investigative procedures; and Section 119.07(6) relating to access and confidentiality of records. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

**RETENTION:** 5 anniversary years after final action.

**INVESTMENT RECORDS**

**Item #278**

This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. *These records may have archival value.*

**RETENTION:** 10 fiscal years. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**LAND DEVELOPMENT AND PLANNING PROJECT FILES**

**Item #352**

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." *These records may have archival value.*

**RETENTION: Permanent.** *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

## General Records Schedule GS1-SL for State and Local Government Agencies

declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." Permanent retention is pursuant to Section 119.021(3), *Florida Statutes*, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." For Chapter 162, *Florida Statutes*, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."

**RETENTION:** Permanent.

### **FINAL ORDERS RECORDS: NOT INDEXED OR LISTED**

**Item #421**

This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53, *Florida Statutes*. These final orders are those that are *not* declaratory statements and are *not* resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials 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."

**RETENTION:** 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

### **FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS**

**Item #396**

This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED" and "LITIGATION CASE FILES."

**RETENTION:** 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

### **FINANCIAL ACCOUNT AUTHORIZATION RECORDS**

**Item #84**

This record series consists of an authorization to maintain a bank, purchasing card (p-card), credit card, investment or other financial account and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."

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

### **FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)**

**Item #346**

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)

## General Records Schedule GS1-SL for State and Local Government Agencies

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**

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**RETENTION:** 5 fiscal years after transaction completed.

### **FINANCIAL TRANSACTION RECORDS: SUMMARY**

**Item #436**

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**RETENTION:** 10 fiscal years.

### **FOOD SERVICE ESTABLISHMENT LICENSE RECORDS**

**Item #402**

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**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

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**

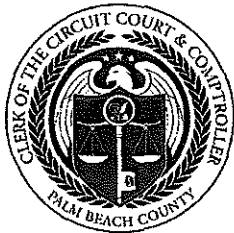
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; 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



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

## Memorandum

**Date:** August 22, 2023  
**From:** Shadira Rivera, Assistant Manager Shared Services  
**To:** Felicia Landerman, Treasurer  
**Subject:** Destruction of Finance Department Records

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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 12 boxes/18 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item #278	<b>INVESTMENT RECORDS</b> 10 fiscal years.	1995-2013	9 boxes, 13.5 cubic feet
GS1- SL Item #435	<b>FINANCIAL TRANSACTION RECORDS: DETAIL</b> 5 fiscal years after transaction completed.	2002-2012	3 Boxes, 4.5 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.

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Reason for destruction delay

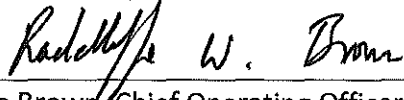


8/28/23

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Felicia Landerman, Treasurer

Date



08-28-2023

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Radcliffe Brown, Chief Operating Officer Finance

Date

**INSURANCE RECORDS: AGENCY**

**Item #111**

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

**RETENTION:** 5 fiscal years after final disposition of claim or expiration of policy.

**INTELLECTUAL PROPERTY RECORDS**

**Item #437**

This record series documents patents, copyrights and trademarks for intellectual property issued to the agency. The series may include, but is not limited to, applications, certifications of registration, agreements, correspondence, and other related supporting documentation. This series also includes authorizations and consents issued by the agency for use by outside entities.

**RETENTION: Permanent.**

**INVENTORY: AGENCY PROPERTY**

**Item #40**

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies that may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplused, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, Record and inventory of certain property, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

**RETENTION:** 3 fiscal years.

**INVENTORY: AGENCY RECORDS**

**Item #319**

This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may also include documentation of transmittal of records to an offsite storage facility. See also "RECORDS RETRIEVAL/REFERENCE RECORDS."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**INVESTIGATIVE RECORDS: INSPECTOR GENERAL**

**Item #351**

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated by the Office of the Inspector General or equivalent office of any agency. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to *Florida Statutes* Section 14.32, Governor, Office of Chief Inspector General; Section 20.055, Agency inspectors general; Section 112.3187-31895 relating to adverse actions against employees, confidentiality and investigative procedures; and Section 119.07(6) relating to access and confidentiality of records. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

**RETENTION:** 5 anniversary years after final action.

**INVESTMENT RECORDS**

**Item #278**

This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. *These records may have archival value.*

**RETENTION:** 10 fiscal years. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**LAND DEVELOPMENT AND PLANNING PROJECT FILES**

**Item #352**

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

## General Records Schedule GS1-SL for State and Local Government Agencies

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."

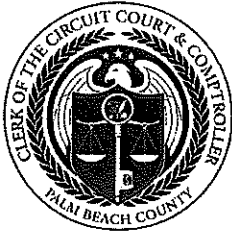
**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

### **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





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

## Memorandum

**Date:** August 11, 2023  
**From:** Shadira Rivera, Assistant Manager Shared Services  
**To:** Jessica Comis, Payables Manager  
**Subject:** Destruction of Finance Department Records

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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 75 boxes/112.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item #422	<b>GRANT FILES</b> 5 fiscal years after completion of grant cycle or project, whichever is applicable.	1990-2006	51 boxes, 76.5 cubic feet
GS1- SL Item #435	<b>FINANCIAL TRANSACTION RECORDS: DETAIL</b> 5 fiscal years after transaction completed.	1998-2006	14 boxes, 21 cubic feet
GS1- SL Item #436	<b>FINANCIAL TRANSACTION RECORDS: SUMMARY</b> 10 fiscal years.	1997-2002	9 boxes, 13.5 cubic feet
GS1- SL Item #97	<b>VENDOR FILES</b> 3 fiscal years.	2009-2010	1 box, 1 cubic foot

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.

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Reason for destruction delay

*Jessica Comis*

Jessica Comis, Payables Manager

*8/14/2023*

Date

*Radcliffe W. Brown*

Radcliffe Brown, Chief Operating Officer Finance

*08-28-2023*

Date

General Records Schedule GS1-SL for State and Local Government Agencies

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 agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA**

**Item #384**

This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

**GRANT FILES**

**Item #422**

This record series documents the activities and administration of grant funded programs, including the application process and expenditure of grant funds. The series may include, but is not limited to, grant applications; notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative and financial reports submitted by recipient agencies; and supporting documentation. For grantor agencies, grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. For grant recipients, project completion has not occurred until all reporting requirements are satisfied and final payments have been made or received. See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." *These records may have archival value.*

**RETENTION:** 5 fiscal years after completion of grant cycle or project, whichever is applicable. *State grantor agencies must contact the State Archives of Florida for archival review before disposition of records. Other grantor agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)**

**Item #349**

This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. **NOTE: For unfunded applications held by grantor agencies, use "GRANT FILES."** See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

**RETENTION:** 1 anniversary year after receipt of denial notification.

**GRIEVANCE FILES**

**Item #110**

This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), *Florida Statutes*, Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

**RETENTION:** 3 fiscal years after settlement.

**HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE**

**Item #350**

This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and

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

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

General Records Schedule GS1-SL for State and Local Government Agencies

statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."

**RETENTION:** 5 fiscal years.

**VEHICLE ACCIDENT RECORDS**

**Item #78**

This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY/ILLNESS RECORDS," "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

**RETENTION:** 4 anniversary years.

**VEHICLE LOCATOR RECORDS**

**Item #414**

This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. This series may also include Automatic Vehicle Locating (AVL) data collected by GPS devices. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.

**RETENTION:** 30 days.

**VEHICLE RECORDS**

**Item #154**

This record series consists of records documenting each vehicle owned by the agency including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

**RETENTION:** 1 anniversary year after disposition of vehicle.

**VENDOR FILES**

**Item #97**

This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.

**RETENTION:** 3 fiscal years.

**VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT**

**Item #243**

This record series consists of written responses to requests received for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

**RETENTION:** 90 days.

**VISITOR/ENTRY RECORDS**

**Item #54**

This record series consists of logs or other records documenting visitors' and employees' entry into an agency's building or other facility. The records may include such information as time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."

**RETENTION:** 30 days.

**VOUCHERS: FEDERAL PROJECTS PAID**

**Item #156**

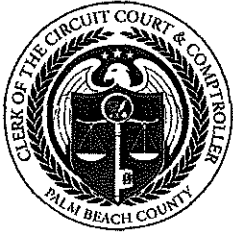
This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."

**RETENTION:** 5 fiscal years after completion or termination of project.

**WHISTLE BLOWER INVESTIGATIVE RECORDS**

**Item #376**

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency or by the agency official authorized to conduct such an investigation. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to *Florida Statutes* Section 14.32, Office of Chief Inspector General; Section 20.055, Agency inspectors general; and Sections 112.3187-31895 regarding investigation requirements and procedures. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." *These records may have archival value.*



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

## Memorandum

**Date:** August 24, 2023  
**From:** Shadira Rivera, Assistant Manager Shared Services  
**To:** Patricia Barnett, Payroll Manager  
**Subject:** Destruction of Finance Department Records

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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 boxes/10.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item #195	<b>PAYROLL RECORDS: SUPPORTING DOCUMENTS</b> 5 fiscal years.	2002-2003	2 boxes, 3 cubic feet
GS1- SL Item #189	<b>ACCESS CONTROL RECORDS</b> 1 anniversary year after superseded or access rights terminated.	1999-2009	5 boxes, 7.5 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.

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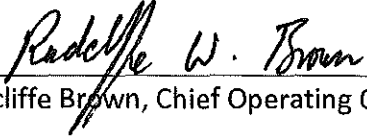
Reason for destruction delay



Patricia Barnett, Payroll Manager

8/24/2023

Date



Radcliffe Brown, Chief Operating Officer Finance

08-28-2023

Date



**RETENTION:** 5 fiscal years after file becomes inactive.

**PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS**

**Item #129**

This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care or other purposes. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

**RETENTION:** 5 fiscal years after final action.

**PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS**

**Item #183**

This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:** 5 fiscal years.

**PAYROLL RECORDS: NOT POSTED**

**Item #214**

This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. The lengthy retention requirement is intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:** 50 calendar years.

**PAYROLL RECORDS: POSTED**

**Item #35**

This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:** 5 fiscal years.

**PAYROLL RECORDS: SUPPORTING DOCUMENTS**

**Item #195**

This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.

**RETENTION:** 5 fiscal years.

**PENSION RECORDS: PLAN/FUND**

**Item #358**

This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.

**RETENTION:** 5 fiscal years.

**PENSION RECORDS: RETIREES**

**Item #359**

This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see "PAYROLL RECORDS" items.

**RETENTION:** 5 fiscal years after final payment.

**PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS**

**Item #408**

This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects as well as for performance in office by public officials or employees. Construction-related bonds are returned to the contractor or developer once the work is completed satisfactorily or can be "cashed in" if the work is not completed satisfactorily. The series may also include supporting documentation, such as bond release letters that let the contractor or developer know the bond is released, and return letters that accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.

**RETENTION:** 5 fiscal years after release, return or expiration of bond.

## **RECORDS RETENTION SCHEDULES**

### **ACCESS CONTROL RECORDS**

**Item #189**

This record series consists of records pertaining to employee, contractor or subscriber access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges. See also "VISITOR/ENTRY RECORDS."

**RETENTION:** 1 anniversary year after superseded or access rights terminated.

### **ADDRESS REQUEST RECORDS**

**Item #415**

This record series consists of requests for addresses for properties that previously did not have an address assigned to them. The series includes an address request form providing such information as name of person making request, identifying information regarding the parcel and subdivision, and the type of address requested (residential, commercial, other). The series may also include supporting documentation such as copies of site maps and floor plans.

**RETENTION:** 5 fiscal years.

### **ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)**

**Item #244**

This record series consists of case files documenting approval or denial of requests to construct or modify a commercial structure in a manner not in conformance with the building code.

**RETENTION:** Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

### **ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)**

**Item #331**

This record series consists of case files documenting approval or denial of requests to construct or modify a residential structure in a manner not in conformance with the building code.

**RETENTION:** 10 anniversary years after case closed.

### **ADMINISTRATIVE CONVENIENCE RECORDS**

**Item #2**

This record series consists of **DUPLICATES** of public records maintained for the convenience of officials and employees in carrying out their duties. These records are **NOT** the official file or record (master) copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

### **ADMINISTRATIVE SUPPORT RECORDS**

**Item #3**

This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. **Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.

**RETENTION:** Retain until obsolete, superseded, or administrative value is lost.

### **ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER**

**Item #122**

This record series consists of records documenting the substantive actions of elected officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as correspondence (including electronic communications); memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES."

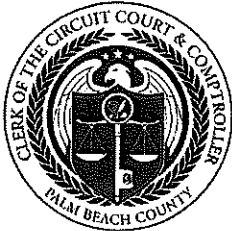
*These records may have archival value.*

**RETENTION:** 10 anniversary years; *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

### **ADVERTISEMENTS: LEGAL**

**Item #25**

This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, *Florida Statutes*, Legal and Official Advertisements, or that have appeared in the *Florida Administrative Register* or *Florida Administrative Weekly* as stipulated in Section 120.525(1), *Florida Statutes*, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any other legal



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

## Memorandum

**Date:** August 22, 2023  
**From:** Shadira Rivera, Assistant Manager Shared Services  
**To:** Susan Eberhart, Revenue Manager  
**Subject:** Destruction of Finance Department Records

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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 11 boxes/16.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS1- SL Item #271	<b>FEE/SERVICE SCHEDULES</b> 5 fiscal years after obsolete or superseded.	2002-2003	1 box, 1.5 cubic feet
GS1- SL Item #435	<b>FINANCIAL TRANSACTION RECORDS: DETAIL</b> 5 fiscal years after transaction completed.	1995-2009	10 boxes, 15 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.

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Reason for destruction delay

  
Susan Eberhart, Revenue Manager

8-28-23  
Date

  
Radcliffe Brown, Chief Operating Officer Finance

08-28-2023  
Date

**EXPOSURE RECORDS**

**Item #227**

This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees material safety data sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to employee exposure and medical records, and 29CFR1910.1030, Bloodborne pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

**RETENTION:** 30 anniversary years.

**FACILITY RESERVATION/RENTAL RECORDS**

**Item #270**

This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, recreational vehicle/camper hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, payment information, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the desired arrangement of tables or chairs as requested by the renter. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

**RETENTION:** 5 fiscal years.

**FALSE ALARM RECORDS**

**Item #345**

This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.

**RETENTION:** 5 fiscal years.

**FEASIBILITY STUDY RECORDS**

**Item #106**

This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas that are studied and discarded by a governmental agency. If the agency decides to continue with the project, these records should be scheduled under one of the "Project Files" items or other applicable item. *These records may have archival value.*

**RETENTION:** 3 fiscal years after completion of study. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS**

**Item #157**

This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1095-C, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and period for keeping records.

**RETENTION:** 4 years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.

**FEE/SERVICE SCHEDULES**

**Item #271**

This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.

**RETENTION:** 5 fiscal years after obsolete or superseded.

**FINAL ORDERS RECORDS: INDEXED OR LISTED**

**Item #67**

This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53, *Florida Statutes*, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53, *Florida Statutes*. Agency orders that must be indexed per Section 120.53, *Florida Statutes*, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*; those rendered pursuant to Section 120.57(4), *Florida Statutes*, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), *Florida Statutes*, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, *Florida Statutes*, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or

General Records Schedule GS1-SL for State and Local Government Agencies

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**

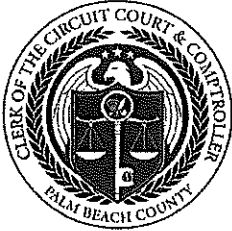
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; 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



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

## Memorandum

**Date:** July 13, 2023  
**From:** Shadira Rivera, Assistant  
**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 21 boxes/31.5 cubic feet.

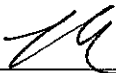
Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Boxes/Volume in Cubic Feet
GS11 Item #16	<b>Value Adjustment Board Files: No Appeal Filed</b> Record copy 4 anniversary years final decision provided no appeal is filed in circuit court.	2018	21 boxes, 31.5 cubic feet

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.

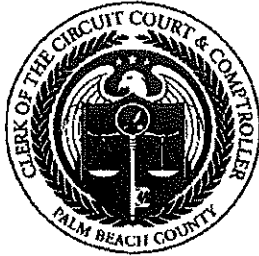
Reason for destruction delay

  
\_\_\_\_\_  
Felicia Landerman, Treasurer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Radcliffe Brown, Chief Operating Officer Finance

  
\_\_\_\_\_  
Date



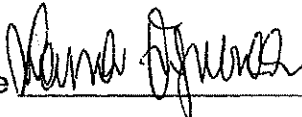
**JOSEPH ABRUZZO**  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
PALM BEACH COUNTY

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

DATE: 6/14/2023

TO: Shadira Rivera

FR: Liana Figueroa  
Board Services/VAB

Signature 

RE: RECORDS DESTRUCTION REQUEST 2018

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 2018 - Hearing Room Folders	10/22/2018 10/23/2018 10/24/2018	n/a	#16	4 YRS
2	VAB 2018 - Hearing Room Folders	10/25/2018 10/29/2018	n/a	#16	4 YRS
3	VAB 2018 - Hearing Room Folders	10/30/2018 10/31/2018 11/01/2018	n/a	#16	4 YRS
4	VAB 2018 - Hearing Room Folders	11/05/2018 11/06/2018 11/07/2018	n/a	#16	4 YRS
5	VAB 2018 - Hearing Room Folders	11/08/2018 11/13/2019 11/14/2018 11/15/2018	n/a	#16	4 YRS



6	VAB 2018 - Hearing Room Folders	11/19/2018 11/26/2018 11/27/2018 11/28/2018	n/a	#16	4 YRS
7	VAB 2018 - Hearing Room Folders	11/29/2018 12/03/2018 12/04/2018	n/a	#16	4 YRS
8	VAB 2018 - Hearing Room Folders	12/05/2018	n/a	#16	4 YRS
9	VAB 2018 - Hearing Room Folders	12/06/2018 12/10/2018	n/a	#16	4 YRS
10	VAB 2018 - Hearing Room Folders	12/12/2018 12/13/2018 12/14/2018 12/18/2018	n/a	#16	4 YRS
11	VAB 2018 - Hearing Room Folders	01/08/2019 01/09/2019 01/14/2019 01/15/2019	n/a	#16	4 YRS
12	VAB 2018 - Hearing Room Folders	01/16/2019 01/17/2019 01/22/2019	n/a	#16	4 YRS
13	VAB 2018 - Hearing Room Folders	01/23/2019 01/24/2019 01/28/2019 01/29/2019 01/30/2019 01/31/2019 02/05/2019 02/13/2019 02/19/2019 02/20/2019 03/13/2019 03/19/2019	n/a	#16	4 YRS
14	VAB 2018 - Withdrawals	#00001-00499	n/a	#16	4 YRS
15	VAB 2018 - Withdrawals	#00500-01399	n/a	#16	4 YRS
16	VAB 2018 - Withdrawals	#01400-02299	n/a	#16	4 YRS
17	VAB 2018 - Withdrawals	#02300-03999	n/a	#16	4 YRS
18	VAB 2018 - Withdrawals	#04000-04200	n/a	#16	4 YRS

<b>19</b>	VAB 2018 - Daily Transaction Reports	n/a	n/a	#16	4 YRS
<b>20</b>	VAB 2018 - Hearings, Calendars, Reschedules, Misc.	n/a	n/a	#16	4 YRS
<b>21</b>	VAB 2018- Special Magistrates: Applications, Certification, Billing	n/a	n/a	#16	4 YRS
<b>22</b>			n/a	#16	4 YRS
<b>23</b>			n/a	#16	4 YRS

General Records Schedule GS11 for Clerks of Court

Administrative and Judicial Review of Property Taxes, and Chapter 196, Exemption, and Rule 12D-9.034, *Florida Administrative Code*, Requirements for Value Adjustment Board in Administrative Reviews; Uniform Rules for Procedure for Hearings Before Value Adjustment Boards. Retention is pursuant to Rule 12D-9.034, *Florida Administrative Code*, Record of the Proceeding.

**RETENTION:** 5 anniversary years from final action if an appeal is filed in circuit court.

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

**Item #16**

This record series documents value adjustment board hearings regarding property value assessments, denied exemptions or classifications, ad valorem tax deferrals, portability decisions, and change of ownership or control when no appeal is filed. 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." Records created pursuant to *Florida Statutes* Chapter 194, Administrative and Judicial Review of Property Taxes, and Chapter 196, Exemption, and Rule 12D-9.034, *Florida Administrative Code*, Requirements for Value Adjustment Board in Administrative Reviews; Uniform Rules for Procedure for Hearings Before Value Adjustment Boards. Retention is pursuant to Rule 12D-9.034, *Florida Administrative Code*, Record of the Proceeding.

**RETENTION:** 4 anniversary years after final decision provided no appeal is filed in circuit court.

**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:** 20 calendar years after submitted.