

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: 06/10/25 (x) Consent () Regular
() Workshop () Public Hearing

Department:

Submitted By: Clerk & Comptroller, Palm Beach County

Submitted For: Joseph Abruzzo, Clerk of the Circuit Court & Comptroller

I. EXECUTIVE BRIEF

Motion and Title:

Staff recommends motion to receive and file: A list of Clerk & Comptroller (Clerk) Finance Department records which have met the revised required State retention schedule and are scheduled for destruction.

Summary:

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

Background and Justification:

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

Attachments:

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

Recommended by: Liana Figueroa 5/14/25
Liana Figueroa, Manager - Finance Services Date

Approved by: N/A
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

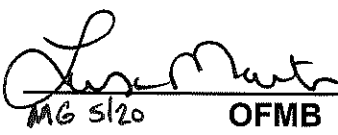
Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT					
Number of additional FTE positions (Cumulative)					
Is item included in Current Budget?				Yes	No
Does this item include the use of Federal Funds?				Yes	No
Budget Account No.:	Fund	Dept.	Unit	Object	

B. Recommended Sources of Funds/Summary of Fiscal Impact: No Fiscal Impact.

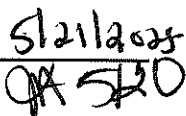
C. Departmental Fiscal Review:

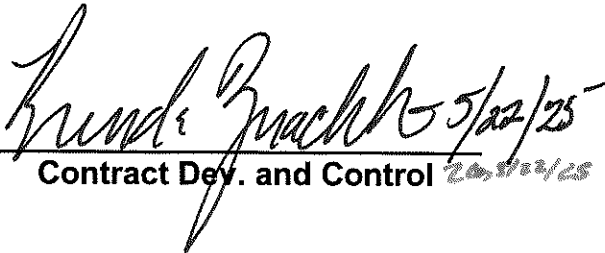
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:


MG 5/20

OFMB


5/21/2025
QA 5/20


5/22/25

Contract Dev. and Control

2025/05/22/25

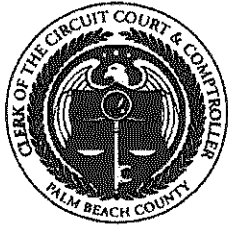
B. Legal Sufficiency:


5/21/25

Assistant County Attorney

C. Other Department Review:

Department Director



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

Memorandum

Date: 03/03/2025
From: Flor Ramirez, Accounts Payable Technician, Sr.
To: Robert Daly, Accounting Manager
Subject: Destruction of Finance Department Records- Clerk Finance

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 Florida 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	# of Boxes (PAPER)	Total Cubic Feet (PAPER)
GS1- SL Item# 309	UNCLAIMED PROPERTY RECORDS RETENTION: 5 anniversary years after the property becomes reportable.	2014	1 box	1.5 cubic foot
GS1- SL Item# 435	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	2019	5 boxes	7.5 cubic feet
GS1- SL Item# 436	FINANCIAL TRANSACTION RECORDS: SUMMARY RETENTION: 10 fiscal years.	2014	6 boxes	9.0 cubic feet

Please review the attached applicable retention schedule(s) 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.

Date _____

Date _____

Date _____

Date _____

Date _____

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

TRAFFIC ACCIDENT REPORTS

Item #306

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.

RETENTION: 4 calendar years.

TRAINING MATERIAL RECORDS

Item #147

This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. *These records may have archival value.*

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

TRANSITORY MESSAGES

Item #146

This record series consists of records that are created primarily to communicate information of short-term value. "Transitory" refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

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

TRAVEL RECORDS

Item #52

This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: 5 fiscal years.

TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES

Item #375

This series documents each local taxing authority's compliance with Florida's Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance, or their equivalent forms; copies of public hearing agendas and/or minutes; copies of ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.

RETENTION: 5 fiscal years.

UNCLAIMED PROPERTY RECORDS

Item #309

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

RETENTION: 5 anniversary years after the property becomes reportable.

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS

Item #149

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and



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

Memorandum

Date: 03/17/2025
From: Flor Ramirez, Accounts Payable Technician, Sr.
To: Paul A Guzenski, Financial Reporting Manager
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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 3 boxes/ 4.5 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	# of Boxes (PAPER)	Total Cubic Feet
GS1- SL Item #108	LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	2014-2019	3	4.5

Please review the attached applicable retention schedule(s) and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.
If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

Reason for destruction delay


Paul A Guzenski, Financial Reporting Manager

3-18-25
Date

Tracy Ramsey
Digitally signed by Tracy Ramsey
Date: 2025.03.19 07:43:27 -0400

Tracy Ramsey, Director of Finance

Date

Radcliffe W Brown
Digitally signed by Radcliffe W Brown
Date: 2025.03.19 15:09:50 -04'00'

Radcliffe Brown, Chief Operating Officer Finance

Date

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

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

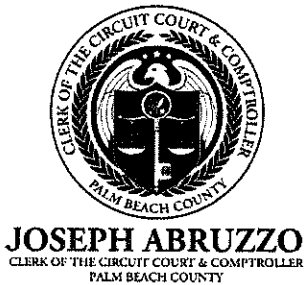
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; 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: March 24, 2025
From: Flor Ramirez, Accounts Payable Technician, Sr.
To: Jessica Comis, Accounts Payable Manager
Subject: Destruction of Finance Department Records

Below, you will find a list 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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 108 images.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	# of IMAGES	Total Cubic (IMAGES)
GS1- SL Item# 435	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	2004-2018	108	N/A- Images

Please review the attached applicable retention schedule(s) 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 postponed, 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

Jessica Comis

3/24/2025

Jessica Comis, Accounts Payable Manager

Date

Tracy Ramsey

Digitally signed by Tracy Ramsey
Date: 2025.03.27 14:50:26 -04'00'

Tracy Ramsey, Director of Finance

Date

Radcliffe W Brown

Digitally signed by Radcliffe W Brown
Date: 2025.03.28 08:49:53 -04'00'

Radcliffe Brown, Chief Operating Officer Finance

Date

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD PRIOR YEARS/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD PRIOR YEARS/	106
Total	106

3/10/2025 11:46:07 AM

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY IETC/IETC PRIOR YEARS/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY IETC/IETC PRIOR YEARS/	1
Total	1

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY MD/MD PRIOR YEARS/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY MD/MD PRIOR YEARS/	1
Total	1

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

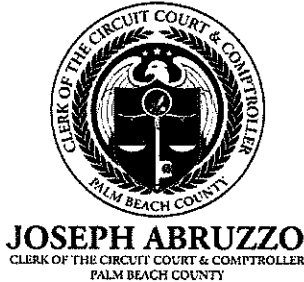
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; 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: 4/7/2025
From: Flor Ramirez, Accounts Payable Technician, Sr.
To: Susan Eberhart, Revenue Manager
Subject: Destruction of Finance Department Records

Below, you will find a list 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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 6 images.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	# of Images	Total Cubic (IMAGES)
GS1- SL Item # 435	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	2012-2018	6	N/A-IMAGES

Please review the attached applicable retention schedule(s) 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

S Eberhart

4/7/2025

Susan Eberhart, Revenue Manager

Date

Felicia Landerman

4/8/2025

Felicia Landerman, Treasurer

Date

Radcliffe W Brown

Digitally signed by Radcliffe W Brown
Date: 2025.04.08 16:48:02 -04'00'

Radcliffe Brown, Chief Operating Officer Finance

Date

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV CASH RECEIPTS/CASH RECEIPTS PRIOR YEARS/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV CASH RECEIPTS/CASH RECEIPTS PRIOR YEARS/	5
Total	5

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV RECEIVABLES /
INVOICE/RECEIVABLES / INVOICE PRIOR YEARS/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV RECEIVABLES / INVOICE/RECEIVABLES / INVOICE PRIOR YEARS/	1
Total	1

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

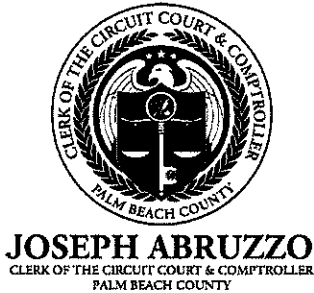
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery;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



Memorandum

Date: 04/9/2025
From: Flor Ramirez, Quality Control Specialist
To: Paul A. Guzenski, Financial Reporting Manager
Subject: Destruction of Finance Department Records

Below, you will find a list 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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 6 images.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Images
GS1- SL Item# 435	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	2010-2018	6

Please review the attached applicable retention schedule(s) and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.
If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

Reason for destruction delay

Paul A. Guzenski

04-09-25

Paul A, Guzenski, Financial Reporting Manager

Date

Tracy Ramsey

Digitally signed by Tracy Ramsey
Date: 2025.04.10 07:34:21 -04'00'

Tracy Ramsey, Director of Finance

Date

Radcliffe W Brown

Digitally signed by Radcliffe W Brown
Date: 2025.04.15 11:49:51 -04'00'

Radcliffe Brown, Chief Operating Officer Finance

Date

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT IETT/IETT FIN RPT PRIOR YEARS/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT IETT/IETT FIN RPT PRIOR YEARS/	1
Total	1

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT JVA/JVA FIN RPT PRIOR YEARS

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT JVA/JVA FIN RPT PRIOR YEARS/	5
Total	5

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

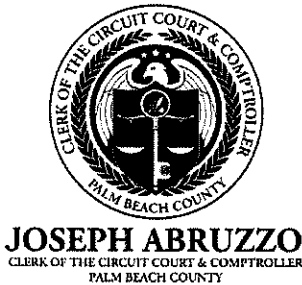
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; 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: April 17, 2025
From: Flor Ramirez, Quality Control Specialist
To: Jessica Comis, Accounts Payable Manager
Subject: Destruction of Finance Department Records

Below, you will find a list 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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 76,952 images.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	# of IMAGES	Total Cubic (IMAGES)
GS1- SL Item# 435	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	2019	76,952	N/A- Images

Please review the attached applicable retention schedule(s) 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 postponed, 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

<i>Jessica Comis</i>	4/23/25
Jessica Comis, Accounts Payable Manager	Date
Tracy Ramsey	Digitally signed by Tracy Ramsey Date: 2025.04.24 06:40:21 -04'00'
Tracy Ramsey, Director of Finance	Date
Radcliffe W Brown	Digitally signed by Radcliffe W Brown Date: 2025.04.24 14:07:37 -04'00'
Radcliffe Brown, Chief Operating Officer Finance	Date

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 001/	19802
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 002/	4097
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 003/	34
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 005/	4561
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 006/	5261
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 007/	5771
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 008/	6195
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 009/	5683
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 010/	5861
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 011/	6097
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY AD/AD 2019/AD FY 19 SECTION 012/	6856
Total	70218

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY EFT/EFT 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY EFT/EFT 2019/	1750
Total	1750

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY EFTC/EFTC 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY EFTC/EFTC 2019/	3812
Total	3812

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY GAX/GAX 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY GAX/GAX 2019/	286
Total	286

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY MD/MD 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN PAY MD/MD 2019/	886
Total	886

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

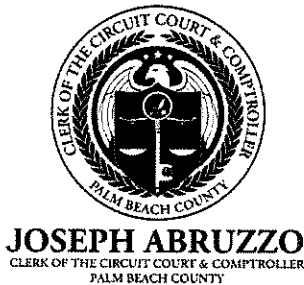
Item #381

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



Memorandum

Date: 4/24/2025
From: Flor Ramirez, Quality Control Specialist.
To: Susan Eberhart, Revenue Manager
Subject: Destruction of Finance Department Records

Below, you will find a list 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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 4,925 images.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	# of Images	Total Cubic (IMAGES)
GS1- SL Item # 435	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	2019	4,925	N/A-IMAGES

Please review the attached applicable retention schedule(s) 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

A. Oberhart

4/24/2025

Supervisor Revenue Manager

APPROVED

Date

By Felicia Landerman at 4:42 pm, Apr 24, 2025

Felicia Landerman, Treasurer

Date

Radcliffe Brown

Digitally signed by Radcliffe Brown
Date: 2025.04.25 13:24:00 -04'00'

Radcliffe Brown, Chief Operating Officer Finance

Date

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV CASH RECEIPTS/CASH RECEIPTS 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV CASH RECEIPTS/CASH RECEIPTS 2019/	4221
Total	4221

4/17/2025 10:58:30 AM

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV RECEIVABLES /
INVOICE/RECEIVABLES / INVOICE 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN REV RECEIVABLES / INVOICE/RECEIVABLES / INVOICE 2019/	704
Total	704

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

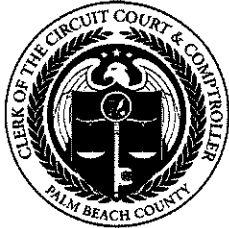
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; 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: 4/25/2025
From: Flor Ramirez, Quality Control Specialist
To: Paul A Guzenski, Financial Reporting Manager
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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 2,253 cubic feet.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	Number of Images
GS1- SL Item # 435	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	2019	2,253

Please review the attached applicable retention schedule(s) and indicate your approval for this records destruction. Your signature on the approval form attests that, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, (4) pending/open public records requests, or (5) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason below. Please return the completed package to the Finance Department Records Management Coordinator after signing.

If you should have any questions, please contact the Finance Department Records Management Coordinator. Thank you in advance for your assistance in this matter.

Reason for destruction delay

Paul Guzenski

4/25/25

Paul A Guzenski, Financial Reporting Manager

Date

Tracy Ramsey

Digitally signed by Tracy Ramsey
Date: 2025.04.25 15:14:53 -04'00'

Tracy Ramsey, Director of Finance

Date

Radcliffe W Brown

Digitally signed by Radcliffe W Brown
Date: 2025.04.25 15:59:23 -04'00'

Radcliffe Brown, Chief Operating Officer Finance

Date

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT BANK RECON/BANK RECON 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT BANK RECON/BANK RECON 2019/	249
Total	249

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT IETN/IETN 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT IETN/IETN 2019/	9
Total	9

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT IETT/IETT FIN RPT 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT IETT/IETT FIN RPT 2019/	241
Total	241

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT JVA/JVA FIN RPT 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT JVA/JVA FIN RPT 2019/	1729
Total	1729

Finance Records Management Image Counts Summary

Location: /CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT JVBK/JVBK 2019/

HOME PATH	COUNT
/CLERK/RECORDS MANAGEMENT/FINANCIAL DOCS/FILEROOM FIN RPT JVBK/JVBK 2019/	25
Total	25

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

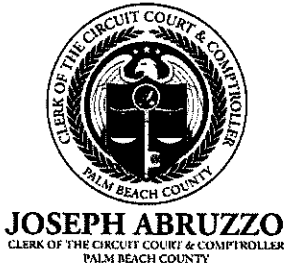
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery;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



Memorandum

Date: 4/30/2025
From: Flor Ramirez, Quality Control Specialist
To: Patricia Barnett, Payroll Manager
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 Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 23 boxes / 34.5 cubic feet.

Schedule Item Number	Record Series Titles	End Fiscal Year	# of Boxes	Total Cubic Feet
GS1- SL Item# 116	ATTENDANCE AND LEAVE RECORDS RETENTION: 3 fiscal years.	2000	1	1.5
GS1- SL Item# 183	PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS RETENTION: 5 fiscal years.	1998	2	3
GS1- SL Item# 195 and 435	PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed.	1998	1	1.5
GS1- SL Item# 157	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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	2006	3	4.5
GS1- SL Item# 195	PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years.	2018	4	6
GS1- SL Item# 157 and 309	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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 UNCLAIMED PROPERTY RECORDS RETENTION: 5 anniversary years after the property becomes reportable	2011	1	1.5
GS1- SL Item# 195 and 183	PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS RETENTION: 5 fiscal years after final action.	2012	1	1.5

GS1- SL Item# 435, 129,195,385 and 157	FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS RETENTION: 5 fiscal years after final action. PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. PAYROLL RECORDS: COURT-ORDERED GARNISHMENT RETENTION: 5 fiscal years after file becomes inactive FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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	2013	1	1.5
GS1- SL Item# 157, 435,129,195 and 385	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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. FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed. PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS RETENTION: 5 fiscal years after final action. PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. PAYROLL RECORDS: COURT-ORDERED GARNISHMENT RETENTION: 5 fiscal years after file becomes inactive.	2011	1	1.5
GS1- SL Item# 157, 435, 129, 195 and 385	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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. FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed. PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS RETENTION: 5 fiscal years after final action. PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. PAYROLL RECORDS: COURT-ORDERED GARNISHMENT RETENTION: 5 fiscal years after file becomes inactive.	2012	1	1.5
GS1- SL Item# 157,195,264	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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. PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years ELECTRONIC FUNDS TRANSFER RECORDS RETENTION: 5 fiscal years after termination of service agreement/authorization.	2011	1	1.5
GS1- SL Item# 157, 435, 129, 195, 385	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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	2011	2	3

	last tax due date of the year in which the employee separated from employment or submitted a newer W-4 FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed. PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS RETENTION: 5 fiscal years after final action. PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. PAYROLL RECORDS: COURT-ORDERED GARNISHMENT RETENTION: 5 fiscal years after file becomes inactive.			
GS1- SL Item# 157, 195, 265	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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. PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS RETENTION: 4 anniversary years.	2011	1	1.5
GS1- SL Item# 157,435, 195, 385	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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. FINANCIAL TRANSACTION RECORDS: DETAIL RETENTION: 5 fiscal years after transaction completed PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. PAYROLL RECORDS: COURT-ORDERED GARNISHMENT RETENTION: 5 fiscal years after file becomes inactive.	2018	1	1.5
GS1- SL Item# 157,195 and 264	FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS 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 PAYROLL RECORDS: SUPPORTING DOCUMENTS RETENTION: 5 fiscal years. ELECTRONIC FUNDS TRANSFER RECORDS RETENTION: 5 fiscal years after termination of service agreement/authorization.	2012	1	1.5
GS1- SL Item# 19	PERSONNEL RECORDS: STATE-ADMINISTERED RETIREMENT SYSTEM RETENTION: 25 fiscal years after any manner of separation or termination of employment.	1998	1	1.5

Please review the attached applicable retention schedule(s) 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

<i>Patricia Barnett</i>	5/12/2025
Patricia Barnett, Payroll Manager <small>Digitally signed by Tracy Ramsey Date: 2025.05.13 10:37:57 -04'00'</small>	Date
Tracy Ramsey, Director of Finance	Date
Radcliffe W Brown <small>Digitally signed by Radcliffe W Brown Date: 2025.05.13 14:46:24 -04'00'</small>	
Radcliffe Brown, Chief Operating Officer Finance	Date

PERMITS: BUILDING

Item #286

This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See *Florida Statutes* Chapter 125, County Government, Chapter 166, Municipalities, regarding local government permitting authority; Section 553.79, Permits; applications; issuance; inspections; and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. **NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.** See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

RETENTION: 10 anniversary years from close or expiration of permit.

PERMITS: CONFINED SPACE ENTRY

Item #284

This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems that are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR1910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.

RETENTION: 1 anniversary year after cancellation of permit.

PERMITS: MINING (LOCAL GOVERNMENT)

Item #287

This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities. The series may include, but is not limited to, applications and supporting documents submitted by the mining company to the local development department for review as may be required by local ordinance. Supporting documentation may include such records as copies of the application; legal description including total acreage; copy of proof of ownership; consent of owner/mortgagees; aerial maps; Master Mining Plan Approval (MAMPA); Mining Operation Plan Approval (MOPA); modifications to MOPAs and MAMPAs; environmental assessment; list/copy of previous permits if applicable; list of property owners within a specific range of proposed mining site; signed agreement of access (variances); public hearing notices; meeting agendas of applicable governing board(s); correspondence; monthly blasting reports; and annual inspection reports.

RETENTION: 1 anniversary year after expiration, revocation, or denial of Certificate of Approval.

PERMITS: SIGNS (LOCAL GOVERNMENT)

Item #288

This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes*, Outdoor Advertising (see especially Section 479.07, *Florida Statutes*, Sign permits). Included in this series are the applications and supporting documents.

RETENTION: 3 fiscal years.

PERSONNEL RECORDS: STATE-ADMINISTERED RETIREMENT SYSTEM

Item #19

This record series consists of all personnel information relating to each employee participating in a state-administered retirement system. 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. Section 110.201, *Florida Statutes*, Personnel rules, records, and reports, and Rule 60L-30, *Florida Administrative Code*, Personnel Programs and Records, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are to be filed in their agency's official personnel files. 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: 25 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: NON-STATE-ADMINISTERED RETIREMENT SYSTEM (LOCAL GOVERNMENT)

Item #162

This record series consists of all personnel information relating to each employee not participating in a state-administered retirement system, including all "permanent" employees (with or without benefits). The series may include, but is not

under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: COUNTY GOVERNMENT," "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL 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.*

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

Item #216

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. This retention applies to the record copy held by the local government permitting authority (often a building department) or filing office (such as the county clerk). Other governmental departments may hold duplicates for their reference use; for example, an agency that owns or rents a structure may hold copies for operational use (see REAL PROPERTY RECORDS: PROPERTY ACQUIRED). Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning or construction of an improvement to real property. **NOTE:** This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN" and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

Item #204

This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

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

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

Item #252

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single-family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. **NOTE:** This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: 10 anniversary years after issuance of certificate of occupancy.

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

Item #332

This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 105.3.2, Time limitation of application: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

RETENTION: 180 days after last action.

ATTENDANCE AND LEAVE RECORDS

Item #116

This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. **NOTE:** Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.

RETENTION: 3 fiscal years.

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

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.

or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to Sections 112.0455(7)-(8), *Florida Statutes*, Florida Drug-Free Workplace Act, Types of Testing and Procedures and Employee Protection, Section 443.1715(3)(b), *Florida Statutes*, Disclosure of Information; Confidentiality, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records.
RETENTION: 5 anniversary years after final action.

DRUG TEST EQUIPMENT RECORDS

Item #261

This record series consists of records documenting compliance with calibration and other requirements for the use of evidential breath testing (EBT) devices. The series may include, but is not limited to, equipment testing, maintenance and repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records. See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."

RETENTION: 5 anniversary years.

DRUG TEST PROGRAM ADMINISTRATION RECORDS

Item #262

This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer's policy, and copies of testing policies and procedures. Refer to 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records and 49CFR382.403, Reporting of results in a management information system. See also "DRUG TEST EQUIPMENT RECORDS."

RETENTION: 5 anniversary years.

ELECTRONIC COMMUNICATIONS

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device.

Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

ELECTRONIC FUNDS TRANSFER RECORDS

Item #264

This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form that lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), *Florida Statutes*, Limitations other than for the recovery of real property.

RETENTION: 5 fiscal years after termination of service agreement/authorization.

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

Item #231

This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.

RETENTION: Retain as long as software-dependent records are retained.

EMERGENCY MANAGEMENT PLAN REVIEW RECORDS

Item #419

This record series documents review by the county emergency management agency of emergency management plans submitted to the agency for annual review by facilities such as hospitals, nursing homes, assisted living facilities, outpatient surgical centers and adult day care centers that are required by the Agency for Health Care Administration (AHCA) to have such plans. The series may include, but is not limited to, disaster/emergency management plans; correspondence and memoranda (including form letters) issued by the reviewer, either specifying areas where improvements should be made to conform with AHCA standards and requiring resubmission of the plan with the noted corrections or stating that the plan conforms with AHCA standards; and documentation of fees paid for the review service. Refer to Section 252.38(1), *Florida Statutes*, Emergency management powers of political subdivisions; Counties. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 5 fiscal years.

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN

Item #266

This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five-year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency; this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 3 anniversary years after plan expires.

EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS

Item #267

This record series documents applicants accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The registry may be updated often, as individuals' status or needs may change frequently. Refer to Section 252.355(1), *Florida Statutes*, Emergency Management, Registry of persons with special needs; notice; registration program, which requires that "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS."

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

EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

Item #268

This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, *Florida Statutes*, Emergency Management, Public shelter space; public records exemption.

RETENTION: 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS

Item #265

This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. Applications may include the citizen's name, address, telephone number, medical disabilities, caretaker's name, and required accommodations. The series may also include supplemental documentation, such as notifications sent to accepted and denied clients, instructions for accepted clients, and related correspondence. See also "EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

RETENTION: 4 anniversary years.

EMPLOYEE ASSISTANCE PROGRAM RECORDS

Item #269

This record series documents services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment and counseling on issues such as substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain letters of inquiry, applications, supporting documentation, referrals, updates on employee treatment, and dates and times of appointments. This series does not contain financial or vendor billing information. Refer to Section 112.0455(5)(m), *Florida Statutes*, for definition of "Employee assistance program," and Section 110.1091(2), *Florida Statutes*, Employee assistance programs; public records exemption.

RETENTION: 2 anniversary years after final action.

EMPLOYEE CONDUCT COUNSELING RECORDS

Item #206

This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee's disciplinary case file. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION: 1 anniversary year after final action.

TRAFFIC ACCIDENT REPORTS

Item #306

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.

RETENTION: 4 calendar years.

TRAINING MATERIAL RECORDS

Item #147

This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. *These records may have archival value.*

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

TRANSITORY MESSAGES

Item #146

This record series consists of records that are created primarily to communicate information of short-term value.

"Transitory" refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

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

TRAVEL RECORDS

Item #52

This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: 5 fiscal years.

TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES

Item #375

This series documents each local taxing authority's compliance with Florida's Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance, or their equivalent forms; copies of public hearing agendas and/or minutes; copies of ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.

RETENTION: 5 fiscal years.

UNCLAIMED PROPERTY RECORDS

Item #309

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

RETENTION: 5 anniversary years after the property becomes reportable.

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS

Item #149

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and

responsibilities, and authority. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." *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.*

OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

Item #125

This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." *These records may have archival value.*

RETENTION: 3 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.*

ORDINANCES

Item #228

This record series consists of county or municipal ordinances. Section 166.041(1)(a), *Florida Statutes*, Procedures for adoption of ordinances and resolutions, defines "ordinance" as "an official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law." See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "ORDINANCES: SUPPORTING DOCUMENTS," "PROCLAMATIONS," and "RESOLUTIONS." *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.*

ORDINANCES: SUPPORTING DOCUMENTS

Item #229

This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions and other supporting documentation. See also "ORDINANCES." *These records may have archival value.*

RETENTION: 5 anniversary years after adoption or rejection of ordinance. *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.*

ORGANIZATION CHARTS

Item #126

This record series consists of organizational charts that show lines of authority and responsibility agency wide, within and between the various departments of the agency. See also "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

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

PARKING DECAL/PERMIT RECORDS: EMPLOYEES

Item #127

This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation. See also "VEHICLE RECORDS" and "ACCESS CONTROL RECORDS."

RETENTION: 2 fiscal years after expiration or cancellation of parking privileges.

PASSPORT RECORDS: DAILY

Item #407

This record series consists of daily reports of persons applying for passports. Records may include such information as applicant's name, amount paid, and receipt number. The series may also include copies of transmittal records that are prepared and sent with completed applications when mailing to the Passport Agency.

RETENTION: 5 fiscal years.

PAYMENT CARD SENSITIVE AUTHENTICATION DATA

Item #395

This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 3.1, April 2015 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.

RETENTION: Destroy immediately upon completion of transaction.

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

Item #385

This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, *Florida Statutes*, Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.

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.

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