



**II. FISCAL IMPACT ANALYSIS**

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

<u>Fiscal Years</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	_____	_____	_____	_____
Number of additional FTE positions (Cumulative)	_____	_____	_____	_____	_____
Is item included in Current Budget?				Yes _____ No _____	
Does this item include the use of Federal Funds?				Yes _____ No _____	
Does this item include the use of State 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:**

*Steve Maud* 2/11/2026  
 MB 2110 OFMB *SA 2110*

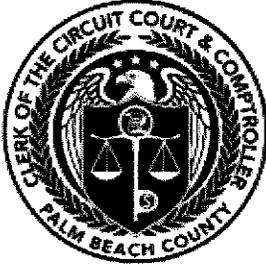
*Brandi Smith* 2/11/26  
 Contract Dev. and Control 2/11/26

**B. Legal Sufficiency:**

*[Signature]* 2/11/26  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director



## Memorandum

**Date:** 01/14/2026  
**From:** Brian Rintel, Quality Control Specialist  
**To:** Kittrin Fralc, Senior Administrator – Facilities & Security  
**Subject:** Destruction of Finance Department Records

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Below, you will find a listing of Finance Records from your department that are due for destruction. Attached you will find excerpts of the General Records Schedule for State and Local Government Florida agencies that pertain to these records. As outlined below, this approval consists of Board County Commissioners Records totaling 112 images.

Schedule Item Number	Record Series Titles	Start/End Fiscal Year	# of IMAGES	Total Cubic (IMAGES)
GS1- SL Item # 224	<b>EQUIPMENT/VEHICLE USAGE RECORDS</b> <b>RETENTION:</b> 1 calendar year.	01/01/24- 12/31/24	112	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.

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Reason for destruction delay

*K Fraic*

1/15/2026

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Kittrin Fraic, Senior Administrator – Facilities & Security

Date

Tracy L Ramsey

Digitally signed by Tracy L  
Ramsey  
Date: 2026.01.15 15:30:21  
-05'00'

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Tracy Ramsey, Director of Finance

Date

**Radcliffe W Brown**

Digitally signed by Radcliffe W Brown  
Date: 2026.02.04 22:52:59 -05'00'

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Radcliffe Brown, Chief Operating Officer Finance

Date

are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.

**RETENTION:** 1 fiscal year from report date.

**ENGINEERING RECORDS: INFRASTRUCTURE**

**Item #344**

This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "SUBDIVISION PLANS."

**RETENTION:** Retain for life of structure/element.

**ENVIRONMENTAL REGULATION COMPLIANCE RECORDS**

**Item #167**

This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, National Environmental Policy Act technical reports and studies, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.

**RETENTION:** 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS**

**Item #103**

This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting and recordkeeping requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

**RETENTION:** 4 anniversary years after final action.

**EQUIPMENT REFERENCE FILES**

**Item #223**

This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, warranties and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

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

**EQUIPMENT/VEHICLE MAINTENANCE RECORDS**

**Item #104**

This record series documents service, maintenance and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

**RETENTION:** 1 fiscal year after disposition of equipment or 5 fiscal years after service/maintenance/repair, whichever occurs first.

**EQUIPMENT/VEHICLE USAGE RECORDS**

**Item #224**

This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

**RETENTION:** 1 calendar year.

**EXPENDITURE PLANS: CAPITAL IMPROVEMENT**

**Item #208**

This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. *These records may have archival value.*

**RETENTION:** 50 anniversary years. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*