

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT & BUDGET (OFMB)

**SUBJECT: RECORDS OF THE BOARD OF COUNTY COMMISSIONERS'
MAINTAINED BY THE PALM BEACH COUNTY CLERK &
COMPTROLLER**

PPM #: CW-R-012

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ISSUE DATE
November 7, 2017

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EFFECTIVE DATE
November 7, 2017
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PURPOSE:

To provide policies and procedures documenting the Board of County Commissioners' implementation of the requirements contained in Section 125.17, Florida Statutes.

UPDATES:

Future updates to this PPM are the responsibility of the Director of OFMB.

AUTHORITY:

1. Florida Statutes, Chapter 125.17, Clerk, as may be amended.
2. Article VIII, Section 1(d), Florida Constitution, as may be amended.
3. Palm Beach County Administrative Code, Section 405, as may be amended.
4. Florida Statutes, Chapters 119 and 257, as may be amended.
5. Florida Administrative Code, Chapters 1B-24 and 1B-26, as may be amended.
6. PPM #CW-R-001 - Records Management Program, as may be amended.
7. PPM #CW-R-005 - Electronic Records Management, as may be amended.

DEFINITIONS:

1. Record Copy – Public records designated by the custodian as the official record.

POLICY:

The Palm Beach County Clerk & Comptroller (“Clerk”) is the ex officio clerk of the Board of County Commissioners (“BCC”) as set forth in Article VIII, Section 1 (d), Florida Constitution, which includes keeping minutes and accounts and the record keeping functions enumerated in Section 125.17, Florida Statutes. BCC records that have been transferred to the Clerk for processing and/or storage shall be considered the BCC record copies and shall be maintained in accordance with the retention requirements contained in the Department of State’s general schedules and the BCC

individual schedules written for departmental and county-wide use. Any copies of these same records that are retained by departments and offices under the BCC shall be maintained in accordance with the retention requirements contained in the general schedules and individual schedules previously mentioned.

RESPONSIBILITIES:

The Director of the Office of Financial Management and Budget shall establish procedures to insure the County's compliance with Section 125.17, Florida Statutes.


The Clerk & Comptroller's Chief Information Officer shall establish and enforce standards relating to information systems hardware, software, storage media, systems access, and security maintained by the Clerk to store the BCC's records as required by Section 125.17, Florida Statutes and other applicable laws and rules of the State

PROCEDURES:

1. The Clerk shall maintain the aforementioned record copy documents (in any media) in accordance with the retention requirements for record copy records included in the schedules written by the Department of State.
2. The Clerk shall complete the appropriate record destruction form and then obtain the signature of the Records Management Liaison Officer (RMLO) of the BCC on that record destruction form prior to disposing of the BCC's records. This may be accomplished by having the RMLO's written approval on the records disposition/destruction request form.

These procedures apply to all records, in any media or format that are sent to the Clerk for processing and/or storage including, but not limited to:

- Regular and Workshop BCC Meetings
- Zoning and Comprehensive Plan Meetings
- Budget Workshops and Final Hearings to approve the BCC budget
- Joint Workshop Meeting
- Special Meetings, i.e.: Legislative Planning, Visioning, Port Authority, School Board and League of Cities, etc.
- Boards and Committees clerked by the Palm Beach County Clerk & Comptroller including: Environmental Control; Child Care Facilities; Justice Information Systems; and the Value Adjustment Board


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-R-012, issued 10/22/07
2. PPM #CW-R-012, issued 09/06/12