

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: COUNTY ATTORNEY'S OFFICE
SUBJECT: DOCUMENT CONTROL BY CLERK OF THE BOARD OF
COUNTY COMMISSIONERS
PPM #: CW-O-029

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ISSUE DATE
February 17, 2017
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EFFECTIVE DATE
February 17, 2017
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PURPOSE:

To ensure that all documents in support of Board of County Commissioners ("Board") actions are accurate and complete.

UPDATES:

Future updates of this PPM will be the responsibility of the County Attorney.

AUTHORITY:

Board policy and policy of Clerk of the Board.

POLICY:

All agenda items, except Board appointments, must be reviewed for fiscal and legal sufficiency and signed in all appropriate places before being submitted to the Board Services/Minutes Department.

RESPONSIBILITY OF THE CLERK TO THE BOARD OF COUNTY COMMISSIONERS:

The Clerk's responsibility as it relates to control of Board documents is generally as follows:

1. Record the actions of the Board in minutes books provided for that purpose.

2. Sign and affix the Board's seal on documents that require execution by the County. The signing and sealing by the Clerk attest the signature of the Chair (Mayor), or Vice-Chair (Vice-Mayor) in the absence of the Chair (Mayor), or a fellow Commissioner in the absence of the Vice-Chair (Vice-Mayor), completes the execution of the document on the part of the County and verifies that the document is the document approved by the Board at the specified meeting at which execution was authorized.
3. File and maintain all documents presented at Board meetings in support of Board actions.
4. Prepare and certify copies of excerpts from the minutes and documents filed at meetings of the Board as true copies.
5. Index Board minutes for reference to Board actions and for recovery of documents filed in support of the actions.
6. Perform other duties as necessary to accommodate the work and purposes of the Board.
7. The Clerk may assign appointed deputy clerks to perform these responsibilities, including signing of official documents.

PROCEDURES:

1. Originals of documents to be considered at a Board meeting will be delivered to the Board Services/Minutes Department by Administration no later than 5:00 p.m. of the third workday prior to the date of the meeting.
2. Emergency or Add-Ons will be accepted no later than noon of the day prior to the Board meeting.
3. Board Services/Minutes will request the Board to delete a missing or incomplete item from the agenda through the County Administrator and the Additions, Deletions, Substitutions list.
4. Minor amendments by the Board, such as typographical errors, will be handwritten on the face of the document by the Board Officials listed above or by Board Services/Minutes staff for a set of Minutes, and initialed by the parties signing.
5. A document requiring extensive amendments will be referred to the originating department for amendment and resubmission for consideration at a later Board meeting.

6. All documents, including revisions submitted to the Board for formal consideration, must be provided to the Clerk prior to Board deliberations.
7. Signatures: every page that is to be signed by the Chair (Mayor) should include a place for the County Attorney and Clerk to sign, as follows:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

(name) Clerk & Comptroller

By: _____
County Attorney

By: _____
Deputy Clerk

8. Documents requiring signatures of parties in addition to the Chair (Mayor) and Clerk shall be presented with the other signatures affixed. (Exceptions: State of Florida, U.S. Government, other Counties and School Board)
9. Responsibility for documents presented to the Board for approval without signatures of other signing parties, as referred to under Item 8, will transfer with the documents; the Clerk will maintain one interim copy until originals are returned with all signatures.
10. Items reviewed and approved by the Board for the Chair's (Mayor's) signature will be signed by the Chair (Mayor) in the Board Services/Minutes Department. When the signing is completed, the documents will be released to the Board Services/Minutes Department to be attested, sealed, and distributed. Strict adherence to this procedure is necessary to ensure the integrity of the documents and particularly to expedite handling those items with time constraints. Only documents received from Board Services/Minutes will be signed by the Chair (Mayor) who, in turn, will release them only to the Clerk's custody.
11. The Clerk will maintain possession of all original documents from the time of final approval by the Board. Those documents to be kept in perpetuity may be recorded and/or scanned to a 300dpi tif, and the Clerk may request permission from the Board and the Division of Library and Information Services of the Department of State, to destroy the originals. The Clerk also may request permission to systematically destroy certain Board records that have completed their useful life cycle, as specified by State and County regulations.
12. The Clerk will not attest the Chair's (Mayors') signature until the document is formally approved by the Board at a legally constituted meeting.

13. The impossibility to forecast all contingent circumstances that may occur during negotiations and production of documents is recognized. Employees of the Board and the Clerk shall be familiar with the context and intent of the Policies and Procedures of the Board and cooperate to maintain the integrity of the Board documents and the Board's official minutes and records.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. Administrative Order #2-4, dated 12/15/81
2. PPM CW-O-029, issued 10/1/89
3. PPM CW-O-029, revised 7/17/91
4. PPM CW-O-029, revised 11/24/97
5. PPM CW-O-029, revised 1/6/98
6. PPM CW-O-029, revised 8/1/2011