

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 13, 2011 (x) Consent () Regular
() Ordinance () Public Hearing

Department Submitted By: Clerk & Comptroller, Palm Beach County

Submitted For: Sharon R. Bock, Clerk & Comptroller

I. EXECUTIVE BRIEF

A. Motion and Title:

Staff recommends motion to approve: Destruction of the following Board of County Commissioners records, which have met the revised required State retention schedule:

- Receipt/Revenue Records – FY 2002 thru FY 2004
- Financial Reports – FY 1988 thru 2004
- Bank Statements – FY 1988 thru 2004

B. Summary:

These records have met the required retention schedule of the Florida Division of Library and Information Services. (Ch 28.30, Ch 257.36(6))

C. Background and Justification:

The Clerk seeks Board approval for the destruction of these items prior to the final destruction process.

D. Attachments:

1. Memorandum from Clerk’s Legal Records Division with Records Destruction Request Authorization
2. General Records Schedule GSI-SL for State and Local Government Agencies
3. Compact Diskette containing Records for Destruction *(on file in Clerk’s office)*

Recommended by: Shannon Ramsey-Chessman 8/23/11
 Shannon Ramsey-Chessman, Chief Operating Officer of Finance Date

Approved by: NA
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	~0~ *see below	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes _____ No _____
 Budget Account No.: Fund _____ Dept _____ Unit _____
 Object _____ Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Budget and/or Contract Dev. and Control Comments:

* there is no fiscal impact on this item.

[Signature] 8/19/2011
 OFMB/Budget 8/18
 8/17/11
 8/17/11

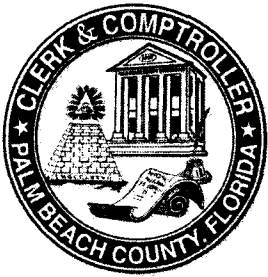
[Signature] 8/26/11
 Contract Development and Control
 8-26-11 B. Wheeler

B. Legal Sufficiency:

[Signature] 8/17/11
 P.F.G.
 Assistant County Attorney

C. Other Department Review:

 Department Director



Memorandum

SHARON R. BOCK
 Clerk & Comptroller
 Palm Beach County

Date: August 8, 2011 *dd for MB*
From: Mark Broderick, Leg Recds & Civil Courts Director
To: Tony DeBlasio, Accounting & Financial Reporting Manager
 Dr. Alexander^{TA} Cook, Payables Manager
 Olga Enrique, Revenue & Cash Mgmt. Manager
 Shannon Ramsey-Chessman, Chief Operating Finance Officer
 Joe Bergeron, Internal Auditor
 Denise Nieman, County Attorney

Subject: Destruction of Board of County Commission records

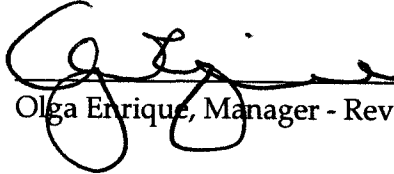
Attached you will find a Clerk & Comptroller Certificate of Destruction approval form and an excerpt(s) of the General Records Schedule for State and Local Government agencies. As outlined below in the table, this approval consists of Board of County Commission Records totaling 1,405.50 cubic feet.

Schedule Item number	Series title	Inclusive dates	Volume in cubic feet
GS1-SL Item# 365	RECEIPT/REVENUE RECORDS: DETAIL Record copy. 5 fiscal years provided applicable audits have been released.	FY 2002 thru FY 2004	1,225.5 cubic feet (817 boxes)
GS1-SL Item #108	FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS) Record copy. 5 fiscal years provided applicable audits have been released.	FY 1988 thru 2004	135 cubic feet (90 boxes)
GS1-SL Item #85	BANK STATEMENTS: RECONCILIATION Record copy. 5 fiscal years provided applicable audits have been released.	FY 1988 thru 2004	45 cubic feet (30 boxes)

Please review the attachments and indicate your approval for the records destruction. Your signature on the approval form attests, to the best of your knowledge, there are no unresolved (1) audit questions, (2) investigations, (3) civil suits pending, or (4) other reasons for delaying the destruction.

If the destruction is to be delayed, please state the reason in the space indicated on the approval form and return the package to me for resolution. Upon final approval by the Board of County Commissioners, the records listed on the attachment form will be destroyed.

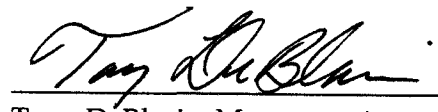
We would like to obtain all signatures. Thank you in advance for your cooperation regarding this matter.



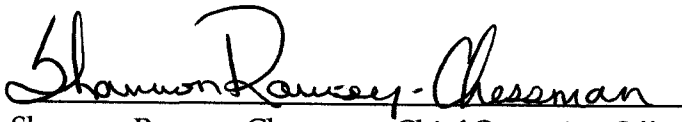
Olga Enrique, Manager - Revenue & Cash Management




Dr. Alexandra Cook, Manager - Payables



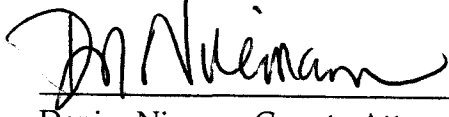
Tony DeBlasio, Manager - Accounting & Financial Reporting



Shannon Ramsey-Chessman, Chief Operating Officer-Finance



Joe Bergeron, Internal Auditor



Denise Nieman, County Attorney

to the caller. These logs may be used in regards to police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION:

- a) Record copy. 1 fiscal year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RAIN CHECKS

Item #293

This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide date rain check issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

Item #364

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned, including demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

RETENTION:

- a) Record copy. 5 anniversary years after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

Item #172

This record series consists of documents pertaining to real property acquired by a government agency. The series may include agency property deeds, appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RETENTION:

- a) Record copy. 3 fiscal years after final disposition of property provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

Item #164

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECEIPT/REVENUE RECORDS: DETAIL

Item #365

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as 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 related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECEIPT/REVENUE RECORDS: SUMMARY

Item #366

This series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation. See also "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION:

- a) Record copy. 10 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RECORDS DISPOSITION DOCUMENTATION

Item #45

This record series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), F.A.C., which states in part that "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for

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:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)

Item #107

This record series consists of the agency's copies of local government annual financial reports required by statute or rule, including those required by Section 218.32, Florida Statutes, Annual Financial Reports; Local Governmental Entities; Section 218.39, Florida Statutes, and Chapters 10.550, 10.800, and 10.850 of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, Florida Statutes, Filing of financial information; handling by Chief Financial Officer. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)." *These records may have archival value.*

RETENTION:

- a) Record copy. 10 fiscal years provided applicable audits have been released. *Agencies should ensure appropriate preservation of records determined to have long-term historical value.*
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (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 Governmental Entities; Section 218.39, Florida Statutes, and Chapters 10.550, 10.800, and 10.850 of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, Florida Statutes, Filing of financial information; handling by Chief Financial Officer. 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: ANNUAL (LOCAL GOVERNMENT)."

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FUEL TAX REPORTS

Item #213

This record series consists of fuel tax reports submitted monthly to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, F.S., Motor and Other Fuel Taxes, and Rule 12B-5, F.A.C., Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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:

- a) Record Copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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 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 purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION

Preferably, the records should be restored to the agency from the backup to ensure that the backup is not used as a records retention tool.

BANK STATEMENTS: RECONCILIATION

Item #85

This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BARGAINING RECORDS

Item #87

This record series consists of contracts and supporting documentation related to a contract or agreement between a public agency and a labor organization or employee union.

RETENTION:

- a) Record copy. 5 fiscal years after expiration or cancellation of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

Item #70

This record series consists of information relative to the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "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. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. 10 anniversary years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

Item #71

This record series consists of information relative to the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "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. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: NON-CAPITAL IMPROVEMENT

Item #72

This record series consists of information relative to the processing and letting of successful and unsuccessful non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."

RETENTION:

- a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BOND ADMINISTRATION RECORDS

Item #250

This record series consists of documents relating to the financing of local government projects through bonded indebtedness. The records include, but are not limited to preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. See also "BOND REGISTERS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.