

**Jacksonville City Council
2019 Orientation**

**PUBLIC MEETINGS,
SUNSHINE COMPLIANCE,
and
COUNCIL OFFICE PROCEDURES
TRAINING**

Materials Prepared and Edited by:

Cheryl L. Brown, Director/Council Secretary

MAY 2019

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**JACKSONVILLE CITY COUNCIL
PUBLIC MEETINGS and SUNSHINE COMPLIANCE**

I. CITY COUNCIL PUBLIC MEETINGS

In accordance with Chapter 15 – Jacksonville Sunshine Law Compliance Act, *Ordinance Code* (as amended by Ord. 2007-733-E, § 1, Ord. 2008-329-E, § 1, and Ord. 2010-135-E, § 1), the Director/Council Secretary has implemented the following procedures for compliance with the above stated legislation. The Executive Council Assistant (ECA) is responsible for scheduling, noticing, posting, taping (taping is not required, but recommended), and preparing written briefs/minutes for all meetings between and amongst individual Council Members. The personnel employed by the Director/Council Secretary shall compile and maintain written minutes/briefs for the following: Standing Committees, Special Committees, Select Committees, Sub-Committees, Regular Council Meetings, Task Forces, Workshops of the Council as a Whole, Meetings of the Council as a Whole, and Shade Meetings.

<p>ORDINANCE CODE City of JACKSONVILLE, FLORIDA</p> <p>All bills enacted through April 8, 2019 (Supplement No. 50, Update 2)</p>

TITLE II LEGISLATIVE BRANCH

Chapter 15 - JACKSONVILLE SUNSHINE LAW COMPLIANCE ACT

Sec. 15.101. - Statement of purpose.

The purpose of the Jacksonville Sunshine Law Compliance Act is to ensure compliance with the Sunshine Law, F.S. Ch. 286, and to create procedures, methods, best practices and education that will enhance compliance with open meeting laws, and enhance and maintain public confidence and transparency in the legislative practices of the City Council.
(Ord. 2007-733-E, § 1)

Sec. 15.102. - Applicability; Public Meeting, Location defined.

(a) The Jacksonville Sunshine Law Compliance Act shall apply to the Jacksonville City Council and those public meetings of the Council that are contemplated by F.S. Ch. 286, including meetings of the Council and Council committees, and meetings between and amongst Council Members. These meetings shall hereinafter be identified in this Chapter as "Council Public Meetings". Since other agencies are already obligated to comply with Florida's Sunshine Law, Ch. 286, F.S., even if Council Members serve thereon or attend, the Jacksonville Sunshine Law Compliance Act shall not be applicable to the noticed meetings of the various other commissions and agencies established by law, ordinance or executive order.

(b) *Public location* shall mean any government owned building.

(Ord. 2007-733-E, § 1; Ord. 2010-135-E, § 1; Ord. 2013-285-E, § 1)

Sec. 15.103. - Notice of Council Public Meetings; posting and timing.

(a) All council public meetings shall be publicly noticed in a timely manner. The notices required shall include at a minimum (i) the date and time of the meeting noticed, (ii) the date and time the notices are posted, (iii) the location of the meeting, and (iv) the general subject matter of the meeting, and (v) the Council Member calling the meeting and any other Council Members who, at the time of notice, are expected to be in attendance.

(b) Council Public Meeting notices shall be provided on the Council's internet website, which utilizes modern technology and provides swift public notice to all of Jacksonville. In addition to the internet, posting of notices shall be made at such locations at City Hall where public meetings are generally noticed, and by such other methods as may be appropriate or required by particular circumstances.

(c) Notice of Council Public Meetings shall be posted for at least 24 hours prior to the meeting, not including weekends and holidays.

(d) Notwithstanding subsection (c) above, notice of Council Public Meetings may be posted for a period of less than 24 hours, only in the event of an emergency, and when approved in writing by the Council President and with notice to the City's Ethics Director.

(e) A copy of the notices of all Council Public Meetings shall be provided to and maintained in a retrievable format and filing system developed by the Legislative Services Division.

(f) The Director/Council Secretary shall develop and implement standardized policy and procedures for City Council sunshine meeting notices and uniform calendaring practices.

(Ord. 2007-733-E, § 1; Ord. 2008-329-E, § 1; Ord. 2013-285-E, § 1)

Sec. 15.104. - Public Meetings location.

(a) All Council Public Meetings shall be conducted in such places as will assure open, reasonable, and convenient access to the public.

(b) The locations for Council Public Meetings include the Council Chambers and public conference, meeting, or committee rooms. Public meetings shall not be held in the individual offices of Council Members, except in the event of exigent circumstances.

(c) Public locations shall be used for all Council Public Meetings, unless other locations are approved in writing. A request therefore shall be made in one written submission to both the City Ethics Officer and the Office of General Counsel Ethics Liaison, with a copy thereof delivered to the Council President. Written approval shall be required from either the City Ethics Officer or the Office of General Counsel Ethics Liaison, with a copy thereof provided to the Council President and to the other approving authority.

(Ord. 2007-733-E, § 1; Ord. 2010-135-E, § 1)

Sec. 15.105. - Public Meeting; commencement and adjournment.

The business and conversations conducted during a noticed Council Public Meeting shall commence upon the chair's or Council Member's opening of the meeting, and shall conclude upon adjournment. The mere fact that a meeting has been noticed, does not authorize action or discussions prior to the opening of the meeting or following its adjournment.
(Ord. 2007-733-E, § 1)

Sec. 15.106. - Public Meetings minutes.

(a) Each Council member is responsible for the taking and preparation (or delegation thereof) of the minutes of each Council Public Meeting noticed by that Council Member, in a manner as required by F.S. Ch. 286, and subsection (c) below.

(b) The Director/Council Secretary shall be responsible for developing and implementing procedures for assuring:

- (1) Minutes are written for all noticed Council Public Meetings;
- (2) Minutes are filed; and
- (3) A system for the maintenance and retrieval of minutes is developed for all minutes of Council Public Meetings.

(c) The minutes of every Council Public Meeting conducted between two or more Council Members outside of the regular Council meeting or committee meeting structure shall reflect, at a minimum:

- (1) The location, date and time the meeting commenced and adjourned;
- (2) The members of the Council, other public officials and employees, and registered lobbyists in attendance;
- (3) The substance of the discussions and positions presented by the persons in attendance.

(d) A copy of the minutes of all noticed Council Public Meetings shall be kept, with the notice to such meetings, by the Legislative Services Division. The Legislative Services Division shall develop such systems and policies as are necessary for the orderly filing, maintaining and retrieval of minutes.

(e) No less than once every 30 days, the Legislative Services Division shall review notices of all Council Public Meetings to ensure that copies of the minutes of all applicable public meetings have been placed on file in the Legislative Services Division.

(Ord. 2007-733-E, § 1; Ord. 2010-135-E, § 1)

Sec. 15.107. - Biannual (every two years) review and report on Council notices, meeting locations, and minutes.

(a) The Inspector General's Office shall review information provided by the Legislative Services Division regarding:

- (1) The notices of Council Public Meetings;
- (2) The location of such public meetings; and
- (3) Written minutes of such public meetings, and prepare an annual report thereon.

The Inspector General shall file such report with the Council committee to which audit matters are referred, the Council President, the City Ethics Officer, and the Ethics Commission, who may comment thereon.

(b) The report, as required by subsection (a) above, shall include confirmation, through methods and means developed by the Inspector General, that:

- (1) Notices were public and timely, and not less than 24 hours exclusive of weekends and holidays, and accessible to the public by internet;
- (2) That meetings were located in appropriate public rooms, with a list of all meetings held in Council Members' offices;
- (3) That minutes were written, maintained in the filing system, and available for retrieval; and
- (4) That all Council Members and Executive Council Assistants have received annual continuing education and training on the Sunshine Law;

and shall provide recommendations, as appropriate to improve compliance, as authorized by [Section 15.109](#) below. The report shall be based upon a review of that information collected and provided by the Council Secretary/designee, and any other information that is known to the Inspector General.

(c) The Inspector General's review shall commence in even number years on May 1st, 60 days prior to installation of a new Council President, and the report shall be provided no later than June 1. The Inspector General's review shall be based upon statistically significant samples from the preceding two years.

(Ord. 2007-733-E, § 1; Ord. 2010-135-E, § 1; Ord. 2013-285-E, § 1; Ord. 2014-519-E, § 7)

Sec. 15.108. - Annual continuing education and training.

(a) Council Members and Executive Council Assistants shall receive, and the Office of the General Counsel, with the assistance of the City Ethics Director, the Director/Council Secretary and other supporting agencies, shall provide annual training on Government in the Sunshine, open meetings laws and ethics laws.

(b) The date, format, time, and duration of this training shall be determined by the Director/Council Secretary, Director of Ethics, and Office of General Counsel and shall be utilized to fulfill the requirements of F.S. § 112.3142.

(c) All Council Members and Executive Council Assistants shall be provided materials in electronic format.

(d) In addition to annual training, training on Government in the Sunshine, open meetings laws and ethics shall be provided upon special request. These presentations may be given at committee or Council meetings or at other times as may be directed by the Council President.

(Ord. 2007-733-E, § 1; Ord. 2008-329-E, § 1; Ord. 2010-135-E, § 1; Ord. 2013-285-E, § 1; Ord. [2016-6-E](#), § 1)

Sec. 15.109. - Recommendations for improved compliance.

The Director/Council Secretary, the City Ethics Director, and the Office of General Counsel, may make recommendations for improvements to this Chapter to the City Council.
(Ord. 2007-733-E, § 1; Ord. 2010-135-E, § 1; Ord. 2013-285-E, § 1)

A. Public Notice / Information System

The City Council is the legislative body of the City of Jacksonville's consolidated government and is responsible for voting on ordinances and resolutions that govern our way of life. The 19 City Council Members, who are elected to four-year terms and serve as part-time legislators, have power to enact legislation in order to provide for the needs of our community. Chapter 15, *Ordinance Code*, provides that the meetings and actions of the City Council shall be conducted in such a manner so as to provide the public with access to meetings and documents in order to enhance and maintain public confidence and transparency in the legislative process.

The City Council, through the Office of the Director/Council Secretary, maintains a Public Notice System comprised of several components:

- **City Council Resources Calendar** – Manages the reservation of City Council meeting space.
- **Council Web Calendar** – Provides both web access (<http://www.coj.net/city-council/events.aspx>) and City Hall electronic kiosk viewing of upcoming scheduled City Council meeting events.
- **Public Notice Web Application** – Provides web access (<http://apps.coj.net/CouncilPublicNotices/MembersWithMeetings/ShowMembersWithMeetingsTablePage.aspx>) for public viewing of notices and minutes for meetings between and amongst Council Members.
- **Online Council Agendas, Matters Pending, and Minutes** – Provides web access (<http://cityclts.coj.net/coj/>) for public viewing of agendas, meeting minutes, matters pending, and bill summaries of all meetings of the Council and the standing committees of the Council.
- **Council and Council Committee Video** – Provides both live streaming video of in-session meetings and web access for public viewing of archived videos, of past meetings of the Council and the standing committees of the Council, at <http://www.coj.net/city-council/city-council-meetings-online.aspx>.
- **Council Committees, Boards and Commissions** – Provides web access (<http://www.coj.net/city-council/standing-committees.aspx>) for information about current and past standing, special, and ad hoc committees, and boards and commissions of the Council.
- **Legislative Bill Search** – Provides web access (<http://cityclts.coj.net/coj/cojBillSearchNew.asp?type=PL>) for public viewing of active and past legislation.
- **Municipal Ordinance Code/City Charter Online** – Provides web access (<http://library.municode.com/index.aspx?clientId=12174>) for public viewing of the Municipal Ordinance Code and City Charter via an external website maintained by Municipal Code Corporation.
- **Rules of the Council Online** – Provides web access (<http://www.coj.net/city-council/rules-of-the-council.aspx>) for public viewing of the Rules of the Council.
- **Budget Information Online** – Provides centralized web access (<http://www.coj.net/city-council/standing-committees/finance/budget-information>) for public viewing of the budget process, including notices, handouts and video of the meetings of the City Council regarding the budget.

- **Lobbyist Registry** – Manages the registration of individuals that lobby the City and provides web access (<http://www.coj.net/city-council/lobbyist-information.aspx>) for public viewing of active and past lobbyists and issues.
- **Internal City Council Email Online** – Provides web access (<http://webmail.coj.net/public>) for public viewing of the incoming email received by the internal CityC@coj.net email account. All notices and documents to be posted to the Public Notice System **must** be sent to CityC@coj.net.
- **Public Records Requests** – All requests for public records must be coordinated through the Director/Council Secretary. Contact Cheryl Brown at 630-1452 or CLBrown@coj.net. Requests for a DVD or CD copy of meetings, should be directed to the Office of Legislative Services at 630-1404.
- **Council Invocations** – Provides web access (<http://www.coj.net/city-council/council-invocations.aspx>) to the list of individuals offering the invocation at City Council meetings.
- **Gift Disclosure Registry** – Provides web access (<http://www.coj.net/city-council/gift-disclosure-registry.aspx>) for public viewing of City Council Gift disclosure.
- **General Topic FAQs** – Provides answers (at <http://www.coj.net/city-council/frequently-asked-questions>) for frequently asked questions regarding the City Council.
- **Sunshine Training/Compliance Resources** – Provides web access (<http://www.coj.net/city-council/sunshine-compliance>) to Sunshine Compliance training documents and other related materials.

All meetings of the Council and the committees of the Council and meetings between and amongst Council Members are posted to the various components of the Public Notice System. The ECA of the initiating Council Member is responsible for scheduling, noticing and preparing written briefs/minutes, including a sign-in sheet, for meetings between individual Council Members.

ECAs may be assigned to staff Subcommittees or Special Committees to which their Council Member has been appointed as Chair by the Council President. The ECA will be responsible for coordinating with the assigned Legislative Aide, Office of Legislative Services, prior to sending out notification of Subcommittee or Special Meetings. The ECA will arrange a meeting location, post the official notice on the Council Members letterhead, and arrange for all activities to take place during the meeting. All minutes, and records retention requirements, including the recording of the meetings are the responsibility of the ECA. All documents for these meetings will be submitted to the Office of Legislative Services immediately upon the adjournment of the meeting. The minutes will follow within 24 hours of the meeting.

Staff members of the Director/Council Secretary are responsible for the scheduling, noticing, agendas, and minutes for all meetings of the Council, Standing Committees, Task Forces, Workshops of the Council as a Whole, and Shade Meetings. The Director/Council Secretary's Office along with the Chief of Legislative Services will work with the ECA of the Council Member appointed as Chair for all Select/Special Committees and Subcommittees, to ensure that the ECA posts and schedules meetings in compliance with the processes and procedures used within the Office of Legislative Services—this will reinforce the Records

and Retention Procedures of the Office of City Council as directed by the Director/Council Secretary.

Please Note: It is the responsibility of the ECA to comply with the requirements as stated and printed. A review of the Public Notice System is completed and reported on as to compliance with the Code. Additionally, records management is important for retrieval of documents in a systematic process. Therefore, all documents received must be forwarded to the Office of Legislative Services via hard copy originals AND matching electronic documents are to be forwarded using the Snap Scan equipment provided to each ECA. The ECA will scan all documents and forward the properly labeled document as a file attachment. For example, you may have the following documents in your possession due to notification of a meeting regarding Public Places held on August 20, 2019: Notice, Attendance Sheet, Minutes, Meeting Handouts, Powerpoint, etc. Each of the documents would be scanned via the Snap Scan and labeled as such (see examples below):

- 20190820 Mtg Notice CM Brown Public Places
- 20190820 Mtg Attendance Sheet CM Brown Public Places
- 20190820 Mtg Minutes CM Brown Public Places
- 20190820 Mtg Handouts CM Brown Public Places
- 20190820 Mtg Powerpoint CM Brown Public Places

Please note that your email subject line **must** match your Notice file name.

In addition to the Standing Committees, Council Members may also serve on various boards and commissions. Meetings between and amongst members of boards and commissions must also be noticed. The ECA is responsible for the noticing and minutes, including a sign-in sheet, of any meeting between their Council Member and the member of a board or commission where both simultaneously serve. Please note that anytime a meeting notice document is distributed via email to CityC@coj.net, the Public Notice System is considered activated and the ECA (or assigned staff member as appropriate) is responsible to complete every step of the process.

Sample notice formats are available in the **G:\Shared\Sample - Council Public Notices\ECA Sample Training Documents June 2019** directory for your convenience. All public notice communication must be on a letterhead template from the initiator and include the current date and time and the name and contact information of the ECA (or appropriate staff member or department reference). All public notice communication is emailed to CITYC@coj.net.

All appropriate meeting documentation, i.e. notices, amendments, agendas, cancellations, briefs/minutes, sign-in sheets, etc., must be electronically distributed, via email attachment, to CITYC@coj.net for appropriate posting.

B. Public Notice Samples

SAMPLE 1 – Meeting Notice-Two Elected Officials



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

June 7, 2019
4:30 p.m.

NOTICE

Notice is hereby given that Council Member Charlie Brown will meet with Council Member Snow White, and representatives from the Office of General Counsel, on **Tuesday, June 17, 2019, at 3:00 pm in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.** The purpose of this meeting is to discuss neighboring county lines and to discuss the neighboring boundary issues of possible regional impact, if any, for Clay County District Two and Duval County Districts One and Two.

All interested persons are invited to attend.

Please contact Buzz Lightyear, ECA-District 31, at (904) 630-1234 for additional information or correspondence.

CB/bl

xc: Council Members/Staff
Cheryl L. Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
Office of General Counsel
Posted Notice Board – 1st Floor City Hall
Electronic Notice Kiosk – 1st Floor City Hall
Public Notice System – City Council Web Page
Media Box
File Copy

SAMPLE 2 – AMENDED Meeting Notice-Two Elected Officials



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

June 10, 2019
4:30 p.m.

AMENDED NOTICE

The previous Notice is hereby AMENDED as follows:

Notice is hereby given that Council Member Charlie Brown will meet with Council Member Snow White, and representatives from the Office of General Counsel, on ~~Tuesday, June 17, 2019, at 3:00 pm~~ **Wednesday, June 18, 2019, at 1:00 p.m. in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.** The purpose of this meeting is to discuss neighboring county lines and to discuss the neighboring boundary issues of possible regional impact, if any, for Clay County District Two and Duval County Districts One and Two.

All interested persons are invited to attend.

Please contact Buzz Lightyear, ECA-District 31, at (904) 630-1234 for additional information or correspondence.

CB/bl

xc: Council Members/Staff

Cheryl L Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
Office of General Counsel
Posted Notice Board – 1st Floor City Hall
Electronic Notice Kiosk – 1st Floor City Hall
Public Notice System – City Council Web Page
Media Box
File Copy

SAMPLE 3 – Meeting Notice Cancellation-Two Elected Officials



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

June 14, 2019
4:30 p.m.

CANCELLATION NOTICE

Notice is hereby given that Council Member Charlie Brown will **not** meet with Council Member Snow White, and representatives from the Office of General Counsel, on **Wednesday, June 18, 2019, at 1:00 p.m. in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.** The purpose of this meeting was to discuss neighboring county lines and to discuss the neighboring boundary issues of possible regional impact, if any, for Clay County District Two and Duval County Districts One and Two.

Please contact Buzz Lightyear, ECA-District 31, at (904) 630-1234 for additional information or correspondence.

CB/bl

xc: Council Members/Staff
Cheryl L Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
Office of General Counsel
Posted Notice Board – 1st Floor City Hall
Electronic Notice Kiosk – 1st Floor City Hall
Public Notice System – City Council Web Page
Media Box
File Copy

SAMPLE 4 – Meeting Notice-Two Members Regarding Legislation



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

June 12, 2019
4:30 p.m.

MEETING NOTICE

Notice is hereby given that Council President Charlie Brown will meet with Council Member Minnie Mouse and representatives from the Office of General Counsel on **Friday, June 14, 2019, at 1:00 p.m. in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.** The purpose of this meeting is to discuss pending legislation 2019-226 and 2019-227:

2019-226 ORD Adopting Large Scale FLUM Amend to 2030 Comp Plan at 0 A.C. Skinner Pkwy btwn I-95 & Southside Blvd (17.37± Acres) - CGC to HDR - JTA. (Appl# L-5309-18A) (Dist 11-Becton) (Fogarty) (LUZ) (Rezoning 2019-227) LUZ PH - 5/21/19 Public Hearing Pursuant to Sec 163.3184(3), F.S. & Chapt 650, Pt 4, Ord Code - 5/15/19 & 5/28/19

2019-227 ORD-Q Rezoning at 0 A.C. Skinner Pkwy (17.37± Acres) btwn I-95 & Southside Blvd - PUD to PUD - JTA. (Dist 11-Becton) (Corrigan) (LUZ) (Large Scale 2019-226) LUZ PH - 5/21/19 Public Hearing Pursuant to Chapt 166, F.S. & CR 3.601 - 5/15/19 & 5/28/19

All interested parties are encouraged to attend.

Please contact Buzz Lightyear, ECA-District 31, at (904) 630-1234 for additional information or correspondence.

CB/bl

xc: Council Members/Staff
Cheryl L Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
Office of General Counsel
Posted Notice Board – 1st Floor City Hall
Electronic Notice Kiosk – 1st Floor City Hall
Public Notice System – City Council Web Page
Media Box
File Copy

SAMPLE 5 – Excusal-All City Council Business



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

August 1, 2019
2:30 p.m.

MEMORANDUM

TO: The Honorable Charlie Brown
Council President

FROM: The Honorable Minnie Mouse
Council Member, District 20

SUBJECT: Excused Absence Request – All City Council Business

I respectfully request to be excused from all City Council related business scheduled for August 21 – 26, 2019, as I will be attending the International Trade Conference in Tune Town, USA. I will return to Jacksonville, FL on Tuesday, August 27, 2019, and will attend the scheduled City Council meeting.

Thank you for your consideration of this request.

Please contact Buzz Lightyear, ECA-District 31, at (904) 630-1234 for additional information or correspondence.

CB/bl

xc: Council Members/Staff
Cheryl L. Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
Office of General Counsel
Posted Notice Board – 1st Floor City Hall
Electronic Notice Kiosk – 1st Floor City Hall
Public Notice System – City Council Web Page
Media Box
File Copy

SAMPLE 6 – Excused Absence-Standing Committee



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

August 2, 2019
2:30 p.m.

MEMORANDUM

TO: The Honorable Charlie Brown
RCD Committee Chair

FROM: The Honorable Snow White
Council Member, District 22

SUBJECT: Excused Absence Request – Recreation & Community Development Committee

I respectfully request to be excused from attending the Recreation and Community Development Committee meeting scheduled for Tuesday, August 6, 2019, as I will be out of town on family vacation.

Thank you for your consideration of this request.

Please contact Goldie Locks, ECA-District 22, at (904) 630-1234 for additional information or correspondence.

SW/gl

xc: Council Members/Staff
Cheryl L Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
RDC Committee Legislative Aide, Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
Office of General Counsel
Posted Notice Board – 1st Floor City Hall
Electronic Notice Kiosk – 1st Floor City Hall
Public Notice System – City Council Web Page
Media Box
File Copy

SAMPLE 7 – Excused Lateness Request-Standing Committee



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

August 6, 2019
7:30 a.m.

MEMORANDUM

TO: The Honorable Charlie Brown
RCD Committee Chair

FROM: The Honorable Snow White
Council Member, District 22

SUBJECT: Excused Lateness Request – Recreation & Community Development Committee

I respectfully request to be excused from arriving late at the Recreation and Community Development Committee meeting scheduled for Tuesday, August 6, 2019, as I have a prior commitment and may not be able to arrive on time.

Thank you for your consideration of this request.

Please contact Goldie Locks, ECA-District 22, at (904) 630-1234 for additional information or correspondence.

SW/gl

xc: Council Members/Staff
Cheryl L. Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
RDC Committee Legislative Aide, Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
Office of General Counsel
Posted Notice Board – 1st Floor City Hall
Electronic Notice Kiosk – 1st Floor City Hall
Public Notice System – City Council Web Page
Media Box
File Copy

SAMPLE 8 – Excused Early Departure Request-Standing Committee



OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

SAMPLE

August 6, 2019
7:30 a.m.

MEMORANDUM

TO: The Honorable Charlie Brown
RCD Committee Chair

FROM: The Honorable Snow White
Council Member, District 22

SUBJECT: Excused Early Departure Request – Recreation & Community Development
Committee

I respectfully request to be excused to leave the Recreation and Community Development Committee meeting scheduled for Tuesday, August 6, 2019, at 3:00 p.m. I have a prior commitment and must leave City Hall by 3:00 p.m.

Thank you for your consideration of this request.

Please contact Goldie Locks, ECA-District 22, at (904) 630-1234 for additional information or correspondence.

SW/gl

xc: Council Members/Staff
Cheryl L Brown, Director/Council Secretary
Carol Owens, Chief of Legislative Services
Jessica Matthews, Assistant Chief of Legislative Services
RDC Committee Legislative Aide, Legislative Services
Jeff Clements, Chief of Research
CITYC@COJ.NET
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Posted Notice Board – 1st Floor City Hall
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Public Notice System – City Council Web Page
Media Box
File Copy

C. Town Meetings and Community Events

Upon request of the initiating Council Member, “Town Meeting” and “Community Event” notifications may be posted to the Council Web Calendar, even though these events are not necessarily posted to the Public Notice Web Application. **Please note that if the event flyer (or other event document) is email distributed to CityC@coj.net, the Public Notice System is considered activated and the ECA is now responsible to complete every step of the process, including the preparation of minutes and the posting of an official notice of the meeting.**

If the initiating Council Member does not intend to invite other Council Members to a “Town Meeting” or “Community Event”, do **NOT** distribute the event document to the CityC@coj.net email account. Instead, email the document directly to Paula Shoup (PShoup@coj.net) for posting on the initiating Council Member’s webpage (and the Council Web Calendar if requested).

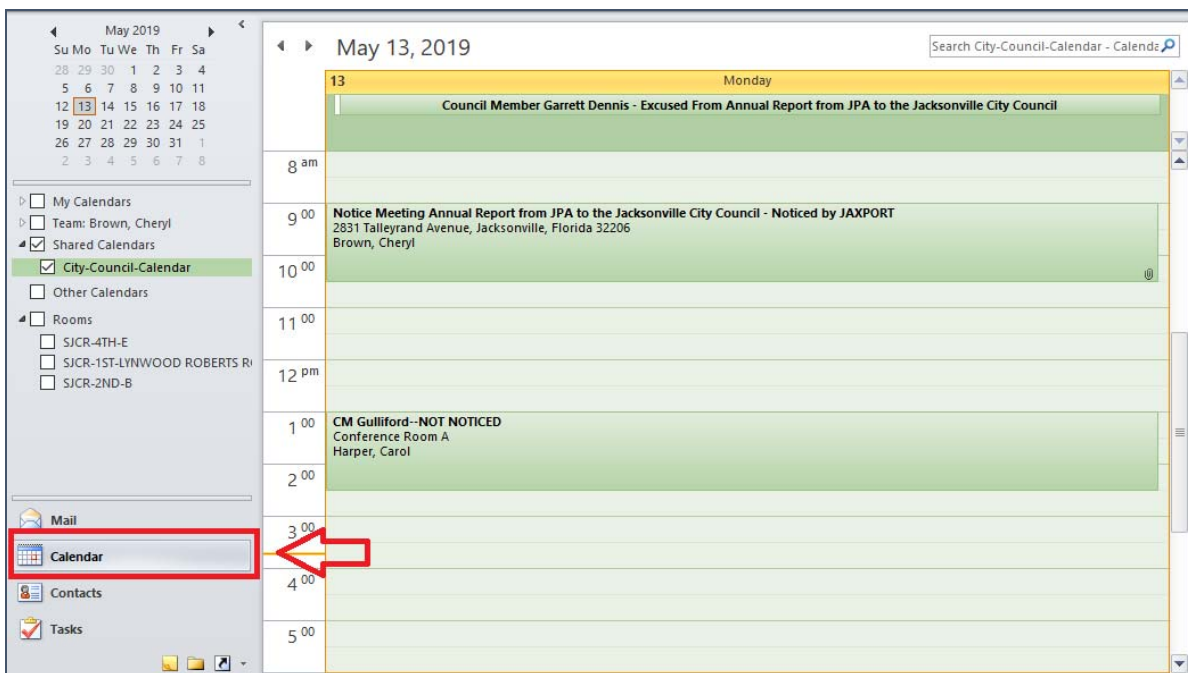
NOTE: Audio / Video Staff – If your Council Member requires audio or video recording for a non-regular meeting, such as a constituent workshop or Town Hall meeting, staff availability must be scheduled in advance. Contact Steve Cassada (scassada@coj.net / 630-4482) or Louie Marino (lmario@coj.net / 630-1400) for assistance.

D. Council Calendar – Reserving City Council Meeting Rooms

(Page 1 of 3)

Before scheduling any City Council Resources, please be sure to check availability on the City Council Calendar. All resources and schedules are listed.

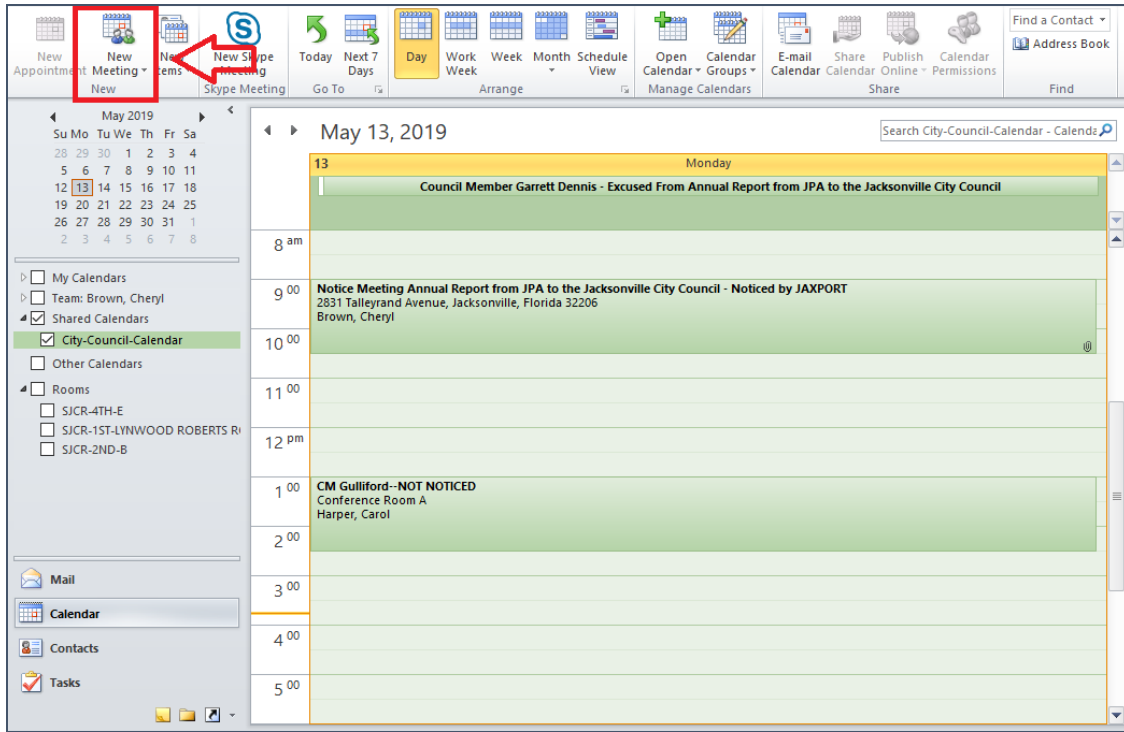
1) Select **CALENDAR** on left pane of Outlook.



Council Calendar – Reserving City Council Meeting Rooms

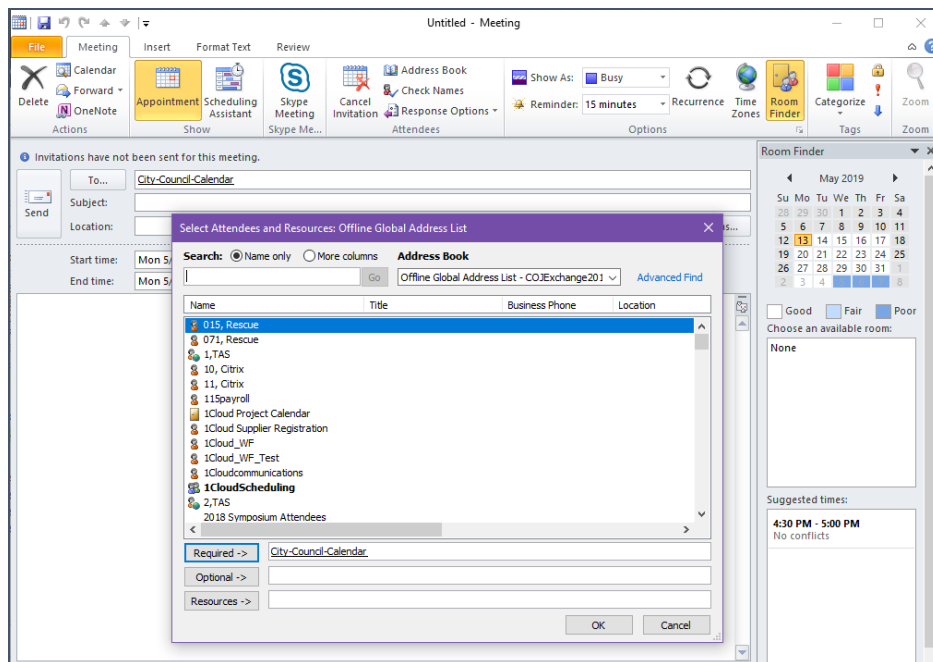
(Page 2 of 3)

2) Select “New Meeting” from the toolbar.



3) Select the **TO** button and type **CITY-COUNCIL-CALENDAR** as well as any other specific meeting attendees that you would like to receive the calendar invite.

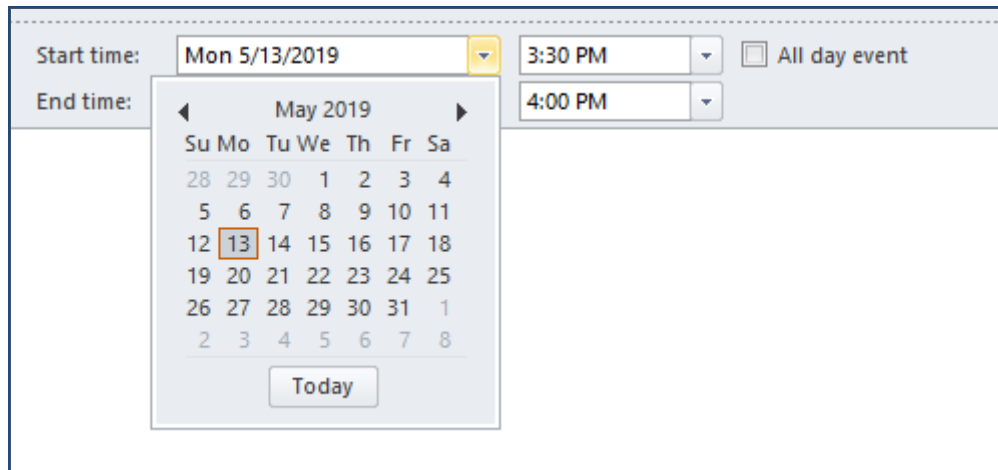
NOTE: When reserving the Lynwood Roberts Room, type both **CITY-COUNCIL-CALENDAR** and **SJCR-1st-LYNWOOD ROBERTS ROOM** as attendees.



Council Calendar – Reserving City Council Meeting Rooms

(Page 3 of 3)

- 4) Make sure to enter the meeting details in the **SUBJECT** and **LOCATION** dialog boxes. Noticed or Non-Noticed Meeting must be inserted in the Subject Box as well as the Council Members calling the meeting. List which room is being reserved in the Location Box. The most common options are Council Chambers, Conference Room A, Conference Room B, Don Davis Room, or Committee Room B (Lynwood Roberts Room will automatically populate when selecting SJCR-1st- LYNWOOD ROBERTS ROOM as an attendee).
- 5) Select the **Start** and **End time** under the drop down calendar box.



The screenshot shows a form for selecting meeting times. The 'Start time' field is set to 'Mon 5/13/2019' with a dropdown arrow, and the time is '3:30 PM'. The 'End time' field is set to '4:00 PM'. There is an 'All day event' checkbox which is unchecked. A calendar dropdown is open, showing the month of May 2019. The date '13' is highlighted with a red box. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 28 to 8.

- 6) Give as much contact information (mandatory) in the larger dialog box as possible. The Executive Council Assistant's names, email, address and contact number must be included in this box.
- 7) Select SEND.
- 8) You will receive a confirmation that your meeting has been scheduled. If you have not complied with the process above, your request will be declined with an explanation requesting compliance for posting. Please resend information with necessary changes and your meeting request will be confirmed.

II. COMPLIANCE and TRANSPARENCY

A. Council Public Notices – Web Application

In accordance with Chapter 15, *Ordinance Code*, the City Council public meeting notices shall be provided on the Council’s internet website and provide swift public notice to all of Jacksonville. The City Council Public Notice Web Application may be assessed at <http://apps.coj.net/CouncilPublicNotices/Meetings/ShowMeetingsTablePage.aspx>. The online application provides for searches by meeting date, Council Member, meeting initiator and meeting keyword.

The screenshot shows the 'Council Public Notices' web application. At the top, there are navigation links for 'MEETINGS', 'COUNCIL MEMBERS', 'COUNCIL MEETING DOCUMENTS', and 'CITY COUNCIL HOME PAGE'. Below this is a search section with a 'SEARCH FOR' input field and a 'SEARCH' button. There are also filters for 'MEETING DATE' and 'Meeting Initiator' (set to 'All') with a 'FILTER' button. A pagination bar shows '1 of 183' items, '7283 Items', and '40 / Page GO'. The main content is a table with the following columns: MEETING DATE, MEETING TITLE, MEETING TIME, MEETING INITIATOR, DATE CHANGED, and DATE POSTED. The table lists various meetings, including City Council Agenda Meetings, Finance Agenda Meetings, Rules Agenda Meetings, LUZ Agenda Meetings, NCSPPHS Agenda Meetings, and TEU Agenda Meetings, with their respective times and initiators.

MEETING DATE	MEETING TITLE	MEETING TIME	MEETING INITIATOR	DATE CHANGED	DATE POSTED
6/25/2019	City Council Agenda Meeting	4:00 PM	Bowman	1/22/2019	7/13/2018 9:25 AM
6/25/2019	City Council Meeting	5:00 PM	Bowman	7/13/2018	7/13/2018 9:30 AM
6/18/2019	Finance Agenda Meeting	9:00 AM	Anderson	11/30/2018	11/30/2018 3:09 PM
6/18/2019	Finance Committee Meeting	9:30 AM	Anderson	11/30/2018	11/30/2018 3:10 PM
6/18/2019	Rules Agenda Meeting	1:30 PM	Hazouri	3/4/2019	11/30/2018 3:11 PM
6/18/2019	Rules Committee Meeting	2:00 PM	Hazouri	11/30/2018	11/30/2018 3:13 PM
6/18/2019	LUZ Agenda Meeting	1:00 PM	Schellenberg	11/30/2018	11/30/2018 3:14 PM
6/18/2019	LUZ Committee Meeting	5:00 PM	Schellenberg	11/30/2018	11/30/2018 3:15 PM
6/17/2019	NCSPPHS Agenda Meeting	9:00 AM	Newby	11/30/2018	11/30/2018 3:02 PM
6/17/2019	NCSPPHS Committee Meeting	9:30 AM	Newby	11/30/2018	11/30/2018 3:04 PM
6/17/2019	TEU Agenda Meeting	1:30 PM	Ferraro	11/30/2018	11/30/2018 3:06 PM
6/17/2019	TEU Committee Meeting	2:00 PM	Ferraro	11/30/2018	11/30/2018 3:08 PM
6/12/2019	Waterways Committee Meeting	9:30 AM	Boyer	7/16/2018	7/16/2018 3:28 PM
6/11/2019	City Council Agenda Meeting	4:00 PM	Bowman	7/13/2018	7/13/2018 9:21 AM
6/11/2019	City Council Meeting	5:00 PM	Bowman	7/13/2018	7/13/2018 9:23 AM
6/4/2019	Finance Agenda Meeting	9:00 AM	Anderson	11/30/2018	11/30/2018 2:28 PM
6/4/2019	Finance Committee Meeting	9:30 AM	Anderson	11/30/2018	11/30/2018 2:44 PM
6/4/2019	Rules Agenda Meeting	1:30 PM	Hazouri	11/30/2018	11/30/2018 2:46 PM
6/4/2019	Rules Committee Meeting	2:00 PM	Hazouri	11/30/2018	11/30/2018 2:53 PM
6/4/2019	LUZ Agenda Meeting	1:00 PM	Schellenberg	11/30/2018	11/30/2018 2:55 PM
6/4/2019	LUZ Committee Meeting	5:00 PM	Schellenberg	11/30/2018	11/30/2018 2:59 PM
6/3/2019	NCSPPHS Agenda Meeting	9:00 AM	Newby	11/30/2018	11/30/2018 2:09 PM
6/3/2019	NCSPPHS Committee Meeting	9:30 AM	Newby	11/30/2018	11/30/2018 2:22 PM
6/3/2019	TEU Agenda Meeting	1:30 PM	Ferraro	11/30/2018	11/30/2018 2:24 PM
6/3/2019	TEU Committee Meeting	2:00 PM	Ferraro	11/30/2018	11/30/2018 2:25 PM
5/28/2019	City Council Agenda Meeting	4:00 PM	Bowman	4/11/2019	7/13/2018 9:15 AM
5/28/2019	City Council Meeting	5:00 PM	Bowman	4/11/2019	7/13/2018 9:18 AM

B. Video and Audio Records Management Protocol

In accordance with Federal ADA requirements, all live streamed meetings must be closed captioned. All City Council publicly noticed meetings are closed captioned and posted to the City Council's webpage at <http://www.coj.net/city-council/city-council-meetings-online.aspx>. Regular and Special meetings of the Council, Standing Committees, Special Committees, Sub Committees, Member to Member, and any Task Force of the Council are placed on the livestream and captioning schedule. Meetings that fall outside of the previous list and have not been previously scheduled for closed captioning, will not be allowed to live stream, NO exceptions.

The Council Secretary/Director has developed a Standard Operating Procedure (SOP) regarding Video and Audio Records Management.

SOP – Video and Audio Records Management (Page 1 of 2)



OFFICE OF THE CITY COUNCIL

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117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

June 7, 2019

MEMORANDUM

TO: Council Members and Council Staff

FR: Dr. Cheryl L. Brown, Director/Council Secretary
Jacksonville City Council

RE: Video and Audio Records Management Protocol Processes and Procedure Directives

This communication serves as an update to the Original correspondence dated December 6, 2018. In order to comply with Federal ADA requirements, any (all) City Council publicly noticed meetings are being closed captioned and posted to the City Council's Granicus webpage at <http://www.coj.net/city-council/city-council-meetings-online/granicus>. This includes Regular and Special Council, Standing Committees, Special Committees, Task Force, Sub Committees of the Council, and member to member meetings.

SOP – Video and Records Management
(Page 2 of 2)

According to Federal requirements, any live streamed meeting must have close captioning. Additionally, any item posted to the webpage or viewing must have captioning as a part of the archival retrievable visual or audio content. Noticed meetings scheduled as listed above, in the locations above will be placed on the livestream and captioning schedule. Meetings that fall outside of the list above and that have not been previously scheduled for closed captioning will not be allowed to live stream, no exceptions. Recordings of these meetings will be posted online after captioning has been added. There is a 2-3 day delay for captioning of non-live streamed audio/video meetings (i.e. all meetings held in the 4th Floor's Conference Room A, Conference Room B, Don Davis Room, Committee Room B, and any meeting in the Chambers or Lynwood without scheduled captioning). Minutes/Briefs will be made available online immediately after they have been prepared for distribution by staff.

Outside departments, boards, agencies, or organizations for meetings that are scheduled for Council facilities fall under the directives listed above, without exceptions. Expenses for captioning services will be borne by the user or user agency. Upon request of use of the facility (ies), acceptance of the requirements for Federal ADA captioning has been established and accepted.

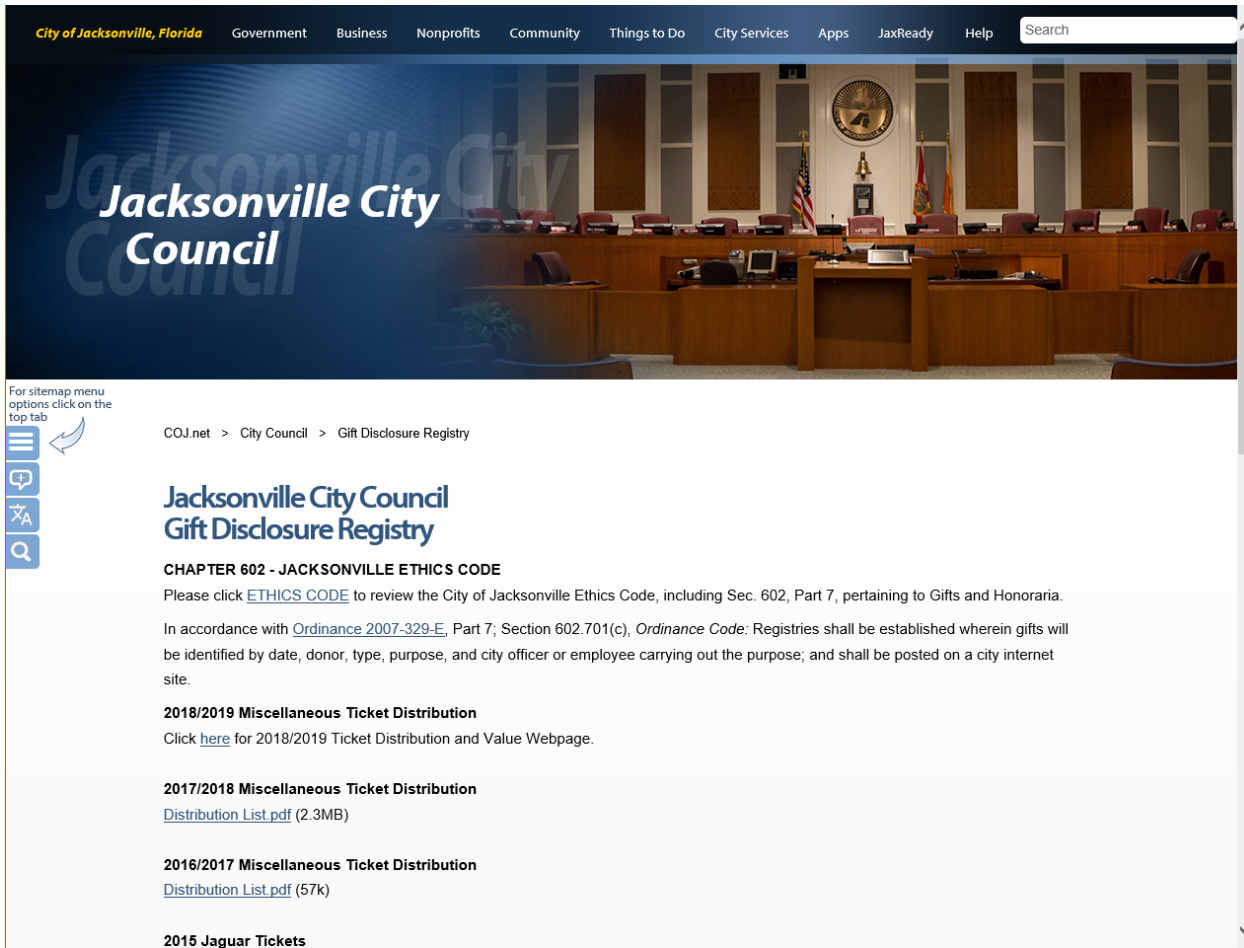
The Office of the Council Director, Council Systems Information Team have worked diligently and tirelessly over approximately past three years to provide not only live captioning (30 year history) but archived captioning of audio and video documents. Granicus has allowed for scheduling, live captioning, indexing, and viewing of captioning on archived videos.

Technology is ever changing... additional system improvements and upgrades to the Council Chamber will take place in 2019 and 2020. Mock meetings and Training Sessions for the use of equipment will be held during the June 7, 2019 Executive Council Assistants and Council Staff Training Orientation.

Please contact Dr. Cheryl L Brown, Director/Council Secretary at 904.630.1452 or CLBrown@coj.net.

C. Gift Disclosure – Web Posting

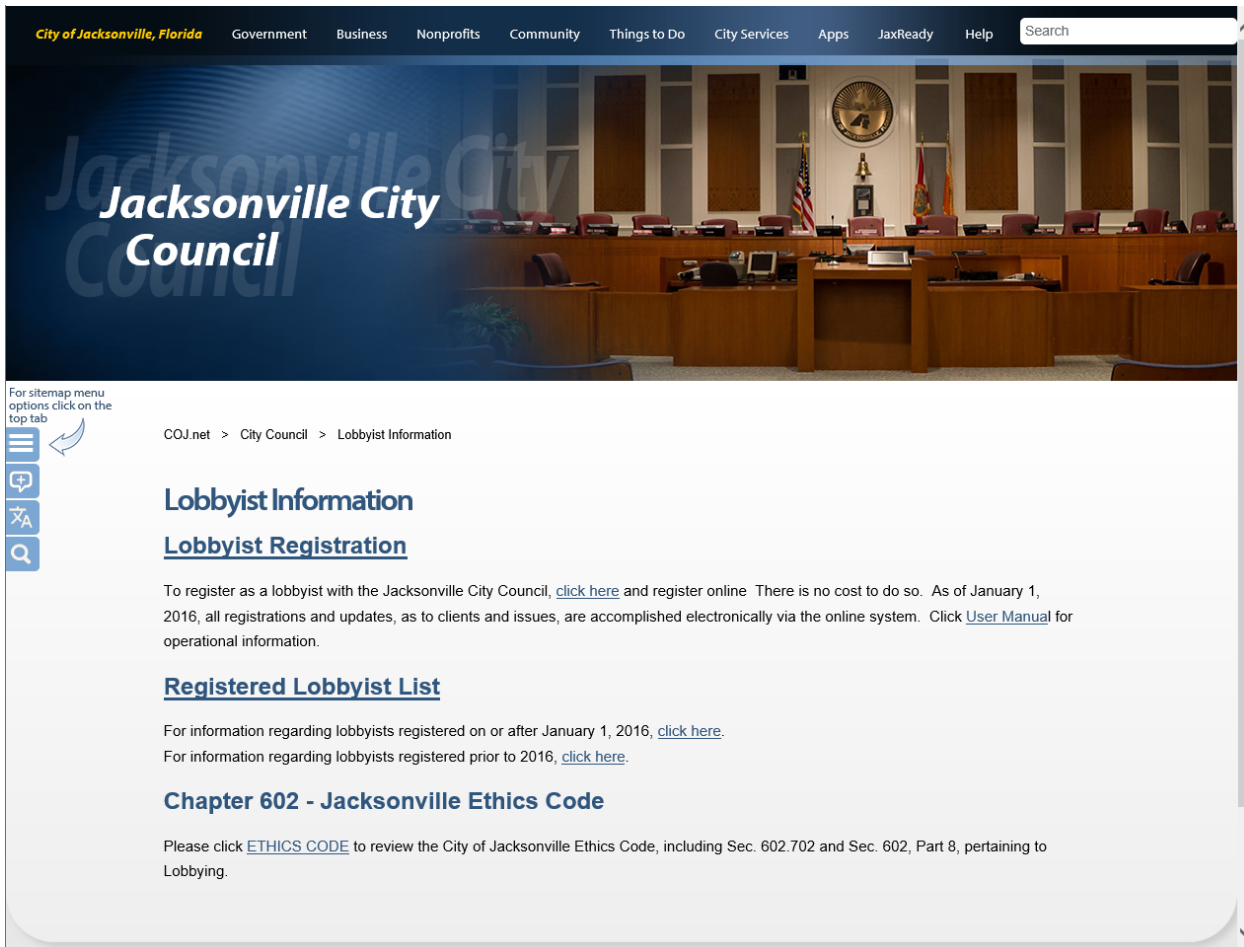
In accordance with Chapter 15, *Ordinance Code*, registries shall be established wherein gifts will be identified by date, donor, type, purpose, and city officer or employee carrying out the purpose; and shall be posted on a city internet site. The Jacksonville City Council Gift Disclosure Registry may be accessed at <http://www.coj.net/City-Council/Gift-Disclosure-Registry.aspx> as shown below:



The screenshot shows the Jacksonville City Council website. The header includes the City of Jacksonville, Florida logo and navigation links for Government, Business, Nonprofits, Community, Things to Do, City Services, Apps, JaxReady, and Help. A search bar is located in the top right. The main banner features a photograph of the city council chamber with the text "Jacksonville City Council" overlaid. Below the banner, a breadcrumb trail reads "COJ.net > City Council > Gift Disclosure Registry". The page title is "Jacksonville City Council Gift Disclosure Registry". The content includes "CHAPTER 602 - JACKSONVILLE ETHICS CODE" and a link to the "ETHICS CODE". It also contains information about gift registries established in accordance with Ordinance 2007-329-E, Part 7, Section 602.701(c). Three sections of ticket distributions are listed: "2018/2019 Miscellaneous Ticket Distribution" with a link to a webpage, "2017/2018 Miscellaneous Ticket Distribution" with a link to a PDF (2.3MB), and "2016/2017 Miscellaneous Ticket Distribution" with a link to a PDF (57k). The final section is "2015 Jaguar Tickets".

D. Lobbyist Registry – Web Posting

In accordance with Chapter 602, *Ordinance Code*, the Director/Council Secretary shall maintain a book of registration statements and oaths submitted by lobbyists, as well as any correction and amendments made to the statements. Lobbyist lists and information is available online at <http://www.coj.net/City-Council/Lobbyist-Information.aspx> as shown below:



The screenshot displays the Jacksonville City Council website. The top navigation bar includes links for Government, Business, Nonprofits, Community, Things to Do, City Services, Apps, JaxReady, and Help, along with a search box. The main header features the text "Jacksonville City Council" over a background image of the council chamber. Below the header, a breadcrumb trail reads "COJ.net > City Council > Lobbyist Information". The page content includes a "Lobbyist Information" section with a sub-section for "Lobbyist Registration", which provides instructions on how to register online and mentions a "User Manual" for operational information. Another sub-section, "Registered Lobbyist List", provides links for information regarding lobbyists registered on or after January 1, 2016, and prior to 2016. The final section is "Chapter 602 - Jacksonville Ethics Code", which includes a link to the "ETHICS CODE" for review.

City of Jacksonville, Florida Government Business Nonprofits Community Things to Do City Services Apps JaxReady Help Search

Jacksonville City Council

For sitemap menu options click on the top tab

COJ.net > City Council > Lobbyist Information

Lobbyist Information

Lobbyist Registration

To register as a lobbyist with the Jacksonville City Council, [click here](#) and register online. There is no cost to do so. As of January 1, 2016, all registrations and updates, as to clients and issues, are accomplished electronically via the online system. Click [User Manual](#) for operational information.

Registered Lobbyist List

For information regarding lobbyists registered on or after January 1, 2016, [click here](#).
For information regarding lobbyists registered prior to 2016, [click here](#).

Chapter 602 - Jacksonville Ethics Code

Please click [ETHICS CODE](#) to review the City of Jacksonville Ethics Code, including Sec. 602.702 and Sec. 602, Part 8, pertaining to Lobbying.

E. Council Invocations – Web Posting

In accordance with the Council President's Policy, the Director/Council Secretary shall maintain a record of the name of the person performing the invocation at each Council meeting and their religion denomination. The Council Invocation policy and list are available online at <http://www.coj.net/city-council/council-invocations> as shown below:



The screenshot shows the Jacksonville City Council website. At the top, there is a navigation bar with the following links: City of Jacksonville, Florida; Government; Business; Nonprofits; Community; Things to Do; City Services; Apps; JaxReady; Help; and a search box. Below the navigation bar is a large banner image of the council chamber with the text "Jacksonville City Council" overlaid. Underneath the banner, there is a breadcrumb trail: "COJ.net > City Council > Council Invocations". To the left of the breadcrumb trail is a vertical sidebar with icons for a menu, a speech bubble, a magnifying glass, and a search icon. The main content area has the heading "Council Invocations" and a note: "Reading the pdf documents on this page requires the Adobe Acrobat Reader available free from [Adobe](#)." Below this, there are two sections: "Current Schedule:" with a link to "2018-2019 Council Year Invocation Schedule" and "Additional Resources:" with three links: "Council President Bowman's Memorandum re: Council Invocation Policy (67kb doc)", "General Counsel's City Council Invocation Memorandum (42k pdf)", and "Rules of the Council".

F. Secondary Employment – Disclosure

In accordance with Chapter 602, *Ordinance Code*, all employees of the City must disclose secondary employment. Employees must obtain prior approval before taking secondary employment and once approval for secondary employment has been received, the employee must register that employment. Human Resources Directive #519 (revised May 7, 2018), regarding Secondary Employment, is available on the COJ Portal at <http://www.coj.net/departments/ethics-office/secondary-employment.aspx>. Highlights of the policy are shown below and on the following pages.

Effective January 1, 2008, the secondary employment of appointed employees, including projected hours per year, is published online at: <http://www.coj.net/Departments/Ethics-Office/Disclosures.aspx>.

DEFINITIONS

Secondary Employment

Secondary employment refers to a second job held by a full-time City of Jacksonville employee. This secondary employment includes contract, self-employment and part time work as well as any employment for another person or organization for any period of time while employed by the City of Jacksonville.

Secondary employment includes:

- operating a business.
- providing paid consultancy services to another person or organization.
- partnerships and directorships of companies; (Note: any position that involves being engaged in the business of the company in an employee's spare time).
- paid work outside; and/or,
- voluntary employment in return for a benefit.
- employment undertaken while on approved leave (either paid or unpaid).
- employment that generates any taxable income on a W-2 form or a 1099 form, and work that an employee is doing that is not currently generating income (example: a business the employee is "getting off the ground" or one in which the employee's spouse is receiving the salary and the employee is not generating income.) Any outside work is covered.

If in doubt, declare it or discuss it with your DEO. Military duties are not considered to be secondary employment.

Conflict of Interest - exists when the outside employment could reasonably be expected to impair independence in judgment or performance of a City employee's duties. Some examples of conflicts occur when:

- the company the employee works for has any business dealings with the City of Jacksonville.
- secondary employment is undertaken during the same hours that an employee is being paid as a City employee, if not on approved leave.
- secondary employment makes use of any City of Jacksonville facility, equipment or resource including but not limited to telephone, computer software and information technology resources and fleet vehicles.
- secondary employment makes use of or may commercially benefit from information the employee possesses by virtue of their employment with the City of Jacksonville.
- COJ employees are required to provide verification of any approved secondary employment to any COJ agency when providing vendor services directly to COJ.

SECONDARY EMPLOYMENT POLICY STATEMENT

An employee must not engage in private employment or contract work outside the service of the City of Jacksonville that could reasonably be expected to impair independence in judgment or performance of City duties.

Employment with the City of Jacksonville carries with it an obligation to act in the public interest. Accordingly, employees must abide by the standards provided in the Ethics Code, obey the law and consider the spirit of the law.

An employee must not engage in secondary employment outside the services of the City if prohibited from doing so by the appropriate approving authority or unless the employee has agreed in writing to any of the terms and/or conditions placed on the secondary employment by the appropriate approving authority.

APPLICABILITY

Appointed Officials and Employees Reporting to the City Council

All employees appointed by the City Council, while full – time employees of the Council, must obtain **prior** approval from the Council President/Designee before accepting secondary employment.

ANNUAL RENEWAL

On an annual basis, by March 31st of each year, **all** employees with approved Secondary Employment will be required to verify their information with Employee Services. Employees must send an email to secondaryemployment@coj.net stating there has been no change and they request their approval be extended for another year or follow the directions below to update their request.

Any failure to follow this renewal process by the deadline will result in the immediate termination of the employee's Secondary Employment authorization.

VIOLATIONS

Not reporting secondary employment or any violations of the Secondary Employment Directive may result in disciplinary action, up to and including termination and/or preventing rehire, if deemed appropriate.

Any violations identified are to be reported to the Office of Ethics, Compliance and Oversight within three (3) calendar days.

Questions concerning this policy may be directed to the City's Ethics Officer at ethics@coj.net or the appropriate DEO.

PROCEDURE FOR APPOINTED OFFICIALS AND EMPLOYEES

- 1.** Requests to engage in secondary employment shall be submitted using the attached form. The employee shall submit the form with the required information to his/her DEO with a copy to the direct supervisor for approval prior to commencing secondary employment.
- 2.** The DEO will conduct the initial review of the secondary employment for any potential conflict issues, conferring with the Ethics Officer and General Counsel's office as necessary.
- 3.** The DEO will then forward the recommendation to the Director/Chief for departmental recommendation.
- 4.** The department recommendation shall be submitted, within five (5) days of receipt, to the Director of Employee Services /designee or appropriate appointing authority for approval.
- 5.** The Employee Services recommendation shall be submitted to the Mayor's designee for final approval.
- 7.** The employee shall be notified of the recommendation of approval or denial. A copy of the request/notification form shall be placed in the employee's personnel file.
- 8.** After receipt of this approval, Employee Services will update the master list of Appointed City employees engaged in secondary employment for publication to the coj.net website and the Employee Portal.

UPDATES OF APPROVED SECONDARY EMPLOYMENT

Employees must provide a new request through the same procedure used for initial submittals, for the following reasons:

- The duties and responsibilities of secondary employment changes,
- termination of secondary employment, or
- duties and responsibilities of City employment changes.

If any of these conditions are met:

- 1.** All full time employees must provide secondary employment information updates, within thirty (30) days of the change, by using the attached form. The DEO will review the change and confer with the City Ethics Officer and General Counsel's Office as necessary to determine if a conflict of interest exists.
- 2.** The DEO will then forward the recommendation to the Director/Chief for the departmental recommendation.
- 3.** Directors/Chiefs are responsible for ensuring notifications of secondary employment are appropriately evaluated and forwarded to the Director of Employee Services /designee or appointing authority for consideration and/or approval within five (5) days of receipt.
- 4.** For Appointed Officials and Appointed Employees, the Employee Services recommendation shall be submitted to the Mayor's designee for final approval.
- 5.** The employee shall be notified of any conflicts that may result in a denial or a direction to cease the secondary employment. A copy of the notification form shall be placed in the employee's personnel file and a fully executed copy will be sent to the employee for his/her records.
- 6.** After receipt of this approval/notification Employee Services will update the master list of City employees engaged in secondary employment and post to the coj.net website and the Employee Portal as appropriate.

III. COUNCIL OFFICE PROTOCOLS and PROCEDURES

A. Council Suite Visitors

Constituents and other visitors are to be escorted in and out of the Council Suite area. The receptionist will contact the ECA to inform them of the visitor's arrival. The ECA is to greet the visitor in the reception lobby and personally escort to them to their meeting destination. Upon completion of the meeting, the ECA must escort the visitor back to the reception lobby. Please do NOT take the visitor to other offices within the Council Suite, nor allow the visitor to exit on their own.

If the visitor has multiple meetings, the process still applies. Once your meeting is complete, escort the visitor back to the reception lobby and inform the receptionist that the visitor has another appointment within the office. The receptionist will make the appropriate contact necessary to facilitate the visitor's meeting schedule.

B. Public Documents and Cash Handling Procedures

Members of the public and the media often request copies of documents and other materials that are subject to the public records laws of the State of Florida. A public record is a document, in any form, made or received in connection with the city's official business. A few examples of public records are letters, reports, meeting minutes, maps, video/audio tapes, legislative bills, calendars, e-mail messages and electronic data.

All requests for public records must be coordinated through the Legislative Services Division, which maintains a ledger of Public Record Requests. Section 119, *Florida Statutes*, provides that requests can be made in any form, meaning that a requestor cannot be compelled to submit a request in writing and may not be required to provide their name or address. Follow-up questions may be asked to ensure clear understanding of the request and/or ensure a method of contact once the requested information is available.

In accordance with Section 119, *Florida Statutes*, the processing cost of providing a public record may be charged. The requestor should be made aware of any potential costs associated with document production in advance.

The Council Secretary/Director has developed Standard Operating Procedures (SOP) regarding Public Document and Cash Handling for the Office of City Council and the Value Adjustment Board. Additionally, the City of Jacksonville Department of Finance has also published a SOP both for Cash Receipts (available online at <http://inside.coj.net/af/ac/Shared%20Documents/Cash%20SOP%20revised%202016.pdf>) and for Imprest/Petty Cash Funds (available online at

SOP – City Council Proper Dissemination of Public Documents & Cash Handling
(Page 1 of 7)



OFFICE OF THE CITY COUNCIL

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117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

June 7, 2019

MEMORANDUM

TO: City Council Staff

FR: Cheryl L Brown, Director
Jacksonville City Council

RE: Memo Regarding Proper Dissemination of Public Documents and Cash Handling– Standard Operating Procedures

This document is in regards to the proper dissemination of public documents as referenced in staff training meetings and mandatory training sessions on public notices. This document adds significant revisions and clarifications and written documentation on the standard operating procedures for handling of public records requests and charges associated with those requests.

Members of the public and members of the media often request copies of documents and other materials that are subject to the public records laws of the State of Florida. A public record is a document, in any form, made or received in connection with the city’s official business. A few examples of public records are letters, reports, meeting minutes, maps, video tapes, audio tapes, legislative bills, calendars, e-mail messages and electronic data.

The attached documents outline the policy as well as internal procedures to follow to ensure that requested information is processed in an efficient, cost-effective manner.

These policies are effective immediately and apply to those divisions and personnel included in this distribution.

If you have questions regarding this policy, please contact Cheryl L. Brown, Director in the Office of City Council, at 630-1452 or at CLBROWN@COJ.NET.

Attachments:

- Public Records Policy
- City of Jacksonville Standard Operating Procedure – Cash Handling

SOP – City Council Proper Dissemination of Public Documents & Cash Handling (Page 2 of 7)

Public Records Policy June 7, 2019

Members of the public and members of the media often request copies of documents and other materials that are subject to the public records laws of the State of Florida. Duplication of documents should be in accordance with Section 119.07, Florida Statutes. A public record is a document, in any form, made or received in connection with the city's official business. A few examples of public records are: letters, reports, meeting minutes, maps, video tapes, e-mail messages and electronic data.

Florida law authorizes the city to charge for the duplication of documents that are deemed to be public records. Providing more than a few documents for free, however, places a financial burden on the city that necessitates charging statutorily-authorized fees.

In light of the extremely high volume of requests, and due to current budget restraints, a standardized policy regarding the processing of public records and the related statutory fees is necessary. This memorandum outlines the city policy for providing copies of public records to a member of the public or the media as outlined below.

Constituent-Generated Requests:

Each constituent-generated public records request, as well as the resulting resolution, should be documented in the Legislative Services Division. Constituents requesting a public record should make their request by: (1) contacting a Council Members office directly; (2) contacting the Legislative Services Division; (3) contacting the Director of City Council or (4) 630-CITY (2489) or entering it on www.coj.net. From this point, access point's 1-3 requests from members of the public/general citizenry will be facilitated coordinated effort via the individual Council Members Executive Council Assistants, Council Director and Legislative Services Division; item number 4 information obtained and forwarded to the Council Director will be coordinated through communication with the affected parties and Rachel Sundy, the Public Information Office Traffic Manager, in conjunction with the appropriate department/division.

If a constituent appears in person to request a public record and the document is readily available, the document should be provided at that time and the request should be subsequently documented in the ledger located within the Office of Legislative Services located at 117 West Duval Street, Suite 430 – 4th Floor City Hall – St James Building. (Complete the ledger, in its entirety, do not omit information.)

It is important to note that F.S. 119 states that requests can be made in any form, meaning that a requestor cannot be compelled to submit a request in writing. Requests may also be submitted anonymously. As such, a requestor should not be asked to provide their name when making a request. Follow-up questions may certainly be asked to ensure clear understanding of the request and/or to ensure you have a way to contact them once the information is available.

Typically, public documents fall into two categories-- hard copy documents and electronically-stored information. If a request includes a combination of both hard-copy and electronic documents, the processing cost will include both components.

Hard Copy Requests:

- For requests to review but not copy documents: they shall be made available for the requester by a stated date, time and location communicated with the requester.
- In accordance with Florida Statutes copy charges will apply as follows: there should be a charge of \$.20 per page for two-sided copies (\$.15 per copy for one-sided copy) of documents not more than 8 ½ by 14 inches. This includes printed booklets, including Annual Budget books, Comprehensive Annual Financial Reports, etc. The requestor should be made aware of any potential costs associated with document production, agree to pay related costs and provide payment for such costs before reproduction of documents begins.
- Should the request involve more than one-half hour (30 minutes) of employee time (to gather documents and copy them, for instance), then the requester should also be charged for that time at

SOP – City Council Proper Dissemination of Public Documents & Cash Handling (Page 3 of 7)

the hourly rate of compensation for each employee involved, rounded down to the nearest half hour. Every effort should be made to ensure that the work is conducted by a qualified employee with the lowest hourly rate. The requestor should be made aware of any potential cost related to document collection before an employee begins the process.

- The same would apply should the documents require redaction of information prior to proving for review. The requestor should be made aware of any potential cost related to redaction before an employee begins the process.
- Should the request require documents or files to be retrieved and transferred from off-site storage, the requester will be responsible for the cost of retrieving those items. The requestor should be made aware of any potential cost related to document collection before an employee begins the process.

Electronic Information Requests:

IMPORTANT: The Office of City Council stores its documents on servers maintained by the Information Technology Department (ITD). Therefore, the following procedures will be required when utilizing the services of ITD. The City of Jacksonville Information Technology Department (ITD) is budgeted as an Internal Service Fund. This is a fund used to account for the financing of goods or services provided by one department to other departments or agencies of the city, other governments or by the requester, on a reimbursable basis. In short, every action taken by ITD must be paid for by the organization or individual utilizing that service. Therefore, all electronic data will be provided utilizing the prescribed costs outlined by ITD, which accounts for the *actual* cost of performing that service.

Exporting data from City of Jacksonville software applications/operating systems/databases:

- A great deal of data resides in a variety of software applications and operating systems that require training to use. In order to provide such data, it must be exported by ITD using prescribed, SPECIFIC parameters in coordination with the department/division that maintains the data.
- When such data is exported from an application, there is a possibility that the data may be inadvertently manipulated by pushing it into a new format. Therefore, following the export of the data by ITD, the information must be reviewed for accuracy by the department/division that maintains that data.
- Records will be provided in PDF or hard copy format. An attempt will always be made to e-mail the data to the requester to avoid additional charges.
- *Cost:*
 - o For each request requiring ITD resources, the cost is determined by the following factors:
 - Analyst Time
 - Media (DVD, CD, etc.)
 - Paper Copies
 - System Resource Charge
 - o Should the request involve more than one-half hour (30 minutes) of employee time (to validate raw data, or redact exempt information, for instance), then the requester should also be charged for that time at the hourly rate of compensation for each employee involved, rounded down to the nearest half hour, in addition to any ITD-related system processing charge.
 - o The requestor should be made aware of any potential costs associated with information production, agree to pay related costs and provide payment for such costs before production of information begins.

E-mails:

- Most e-mails to and from city officials are considered public records. In years past, when a request was received, employees were able to conduct searches within their own Outlook systems to comply with the request. As server capacity has become strained, ITD now has a policy of archiving certain messages after a certain time period in an electronic vault storage system. Because of this process, an employee's search of his or her Outlook system may not produce all e-

SOP – City Council Proper Dissemination of Public Documents & Cash Handling (Page 4 of 7)

mails responsive to a request.

- As such, to ensure a complete and accurate response to public records requests for e-mails, it is advised that requests for e-mail records be recovered by ITD. The exception to this is if the e-mail account holder can personally attest to the fact that any e-mails responsive to the request are available to him or her then they may produce the documents without the assistance of ITD.
- When requesting that ITD pull information from the vault storage e-mail system, the requestor should specify if the search is related to key word or date periods. If they are requesting a key word search, the requestor should provide the key words.
- If the response to the request results in a large quantity of e-mails, files will be saved to a CD/DVD to avoid unnecessary paper usage. However, e-mails may also be provided in hard copy format. (See applicable costs in “Hard Copy Requests” and “CDs/DVDs”.)
- *Cost:*
 - o For each request requiring ITD resources, the cost is determined by the following factors:
 - Analyst Time
 - Media (DVD, CD, etc)
 - Paper Copies
 - System Resource Charge
 - o Should the request involve more than one-half hour (30 minutes) of employee time (to redact exempt information, for instance), then the requester should also be charged for that time at the hourly rate of compensation for each employee involved, rounded down to the nearest half hour, in addition to any ITD-related system processing charge.
 - o The requestor should be made aware of any potential costs associated with information production, agree to pay related costs and provide payment for such costs before production of information begins.

City Council CDs/DVDs:

- *Cost:*
 - o For requests of copy of a audio tape, CD or DVD, the charge is listed below. For additional copies, there should be a charge of \$1.00 audio tape, \$5 per CD and \$5 per DVD.
 - o Should the request involve more than one-half hour (30 minutes) of employee time (to locate an old file or transfer video from a VHS tape to DVD for instance), then the requester should also be charged for that time at the hourly rate of compensation for each employee involved, rounded down to the nearest half hour. (Contact Director of Staff Services for this calculation- as special notification to the requestor is required prior to collecting the documents.)
 - o The requestor should be made aware of any potential costs associated with information production, agree to pay related costs and provide payment for such costs before production of information begins.

Photos:

- Photos taken by the City Council Staff during Council Meetings are provided free of charge and will be transmitted in an electronic form (e-mail) only.
- The Office of City Council uses the services of the City Photographer within the Office of Public Information on special occasions. City of Jacksonville photographer photo's taken for city related events other than the Council may be obtained by visiting the city's photo sharing site on Flickr <http://www.flickr.com/photos/34206377@N08/collections/>.
- This site allows visitors to obtain both high and low resolution photos for electronic and print purposes.
- There is *no charge* for using this service for photos located within this photo sharing site.

Public records requests related to a lawsuit:

SOP – City Council Proper Dissemination of Public Documents & Cash Handling (Page 5 of 7)

Please submit records requests related to a lawsuit or pending litigation to the Office of General Counsel for handling by calling 630-1700.

Requests for Public Records Related to City Council:

Requests for records related to City Council will be facilitated by Cheryl Brown, Council Secretary at 630-1452 or CLBrown@coj.net. Constituents may contact their Council Representative directly via e-mail or phone for public record request. Also, media may contact Council Members directly for public record related issues.

Fulfillment Time:

The records should be provided to the requester in a reasonable time frame. The amount of time needed to retrieve and compile requested records should be communicated with the requester and all efforts to adhere to this timeframe should be made.

The requester should be made aware of the estimated charge in writing (invoice) BEFORE beginning fulfillment of the request. In addition, written approval of the charge should be obtained from the requester BEFORE beginning the fulfillment or duplication process.

Payment, Receipts & Handling of Money:

Payment should be made in the form of cash (exact change) or money order, personal or exact business check amount. All money orders, personal checks or business checks must be made payable to: Duval County Tax Collector and restrictively endorsed on the back – For Deposit Only – Duval County Tax Collector – Legislative Services Division Jax City Council.

The Office of Legislative Services(4th Floor - City Hall at St. James Building, 117 W. Duval St., Suite 430) staff will facilitate the monetary transaction and provide a receipt. The Chief of Legislative Services shall insure that CR is typed in each day and that all funds are deposited with the Tax Collector's Office. A file with all receipts from the collection of funds from requestors in a numbered sequence shall be maintained. If a numbered sequential invoice is voided the voided invoice will remain on file. All invoices will have the following information, if the transaction was cash: date of transaction, type of transaction, amount of transaction, initials of individual handling the transaction, items provided. If the transaction is a money order or business or personal check; date of the transaction, type of transaction, amount of the transaction, phone number, and initial of individual handling the transaction, name of the check or money order number and maintain a copy of the money order, business or personal check with the daily receipts. (Also, it is the policy that checks having only post office boxes can not be received for payment.) A tabulation and reconciling of funds to invoices used will take place on a daily basis to ensure all funds are tallied and posted correctly. All overages and shortages will be reported, in writing, on a daily basis at the time of occurrence to the Director. The Chief of Legislative Services will assign the task of daily reconciling of the deposit to FAMIS to assure deposits are logged and correct. A log will be maintained by the Chief of Legislative Services and staff validation employee from the Office of Administration – City Council to validate the reconciliation of funds and cross reference with FAMIS.

Legislative Services Standard Operating Procedures

- No funds will be kept for petty cash or to make change in the Office of Legislative Services.
- The reconciler will be responsible for verifying the receipts against the "Daily Receipt Report" for each cashier. The reconciler will verify the last receipt number used on the previous deposit to the first file number used for the current deposit, review the current deposit file numbers entered are sequential and the total receipts equal the total deposit for the day.
- The reconciler will keep a copy of all transactions including to validate the number receipts used for the daily receipt totaling process; logging all over/shortages by individual staff member.
- The Reconciler will serve as the "Runner" to deliver the funds to the Tax Collector's Office. An alternate has been assigned in the event of the absence of the Reconciler. This individual is not a staff member of the Legislative Services Division.

SOP – City Council Proper Dissemination of Public Documents & Cash Handling (Page 6 of 7)

- All funds shall be placed in a locked bag by the reconciler (2 money bags have been provided) who shall maintain possession of the key. Neither the Tax Collector’s “Runner”, if used later in the development of this process, or Legislative Staff shall have a key to the bag. A key will be provided to Management of the Tax Collector’s Office for access to the funds.
- The Chief of Legislative Services will maintain a log and complete file of all requests for reimbursement and use the authorized check request form for all transactions as provided by the City Treasurer’s Office. Requests
- The reconciler will enter two CR (cash receipt) deposit slips to record the daily receipt of cash and checks/money orders separately (during the busy intake process period). CR slip detail description will include: VAB file number sequence used, cash amount, checks/money order amount and the number of check/money order items in the “description” field. A copy of the “Daily Receipt Report” listing the check and money order numbers and cash received for that deposit will be attached to the CR(s).
- CR entry will use transaction code 701. Accounting codes used are as follows:

Verified receipts: Index Code CCS011AD Sub-object 34904

Cash over/short: Index Code CCS011AD Sub-object 36938
- A hard copy of each CR will be included with the deposit with the back-up “Daily Receipt Report”. Another copy, including backup Daily Receipt Reports, will be forwarded to the Reconciler to be matched with the validated receipt from the Tax Collector (electronically). The matched deposit CR documentation and the validated Tax Collector receipt will be reviewed and matched. The matched deposit package will be returned to Legislative Services Office to be filed and retained for audit purposes.
- No third party or counter checks.
- Due to the possible time restraints, the reconciler is printing am and pm daily reports and making two deposits per day, if required. During the high volume period the reconciler will write am or pm on the top of each printed daily report. This will assist in tracking of daily fund report to CR’s.

Legislative Services:

2012 Legislative Services Deposit and Account Information

Verified receipts: Index Code: **CCSS011AD** Sub-object: **34904**

Cash over/short: Index Code: **CCSS011AD** Sub-object: **36938**

Public Record Request: **CCSS011AD** Sub-object: **36907**

It should be noted for anyone who collects money for these requests that, per city policy, there should be no co-mingling of funds (i.e. you should not provide change out of your pocket, etc.). No funds of any kind (cash, checks, or money orders) should be kept overnight within the Office of Legislative Services. The Office of Legislative Services does not maintain a petty cash fund, and therefore cannot provide change.

Staff is required to place his or her initials on all invoices.

Staff is required to complete the receipt form in its entirety.

SOP – City Council Proper Dissemination of Public Documents & Cash Handling (Page 7 of 7)

Staff is required to provide an explanation for all voided receipts (using three part receipt book only). – All voids and refunds should be pre-approved by supervisor. All refunds will be processed through the Accounting Department using City of Jacksonville Refund Procedures... no exceptions.

Staff is restricted from providing a refund or change of any kind out of the cash box.

Staff is required to inform the Chief of Legislative Services of request for refund. The Chief of Legislative Services shall complete the required form and transmit it to the Director of Staff Services for processing.

Staff will maintain a record of all transactions of public record request, paid and non-paid in the log as provided, tracking each transaction as processed in the receipt book.

The Chief of Legislative Services will process a daily tracking and reconciling as well as the reconciler of the receipt book and Division Log. This confirmation will be logged in an electronic data base along with CR validation numbers at the end of each day's transactions. All receipt, logbook information shall be reconciled with CR validation receipts.

All deposits should be deposited at the Tax Collector's office on the same day the funds are collected, there are exceptions. If same day deposit is not possible, funds should be deposited within 24 hours or as soon as possible.

Staff will not discard or dispose of any receipts from the receipt book. Again, staff will immediately inform the Chief of Legislative Services of any voided receipts and provide a typed, signed notification and explanation of the same.

Documentation of funds for Fair Share and Zoning Appeals: All Legislative files include a copy of the check as required by City of Jacksonville Cash Receipts SOPs. In addition documentation of advertising fees should be kept in the file as support for the reimbursements received from the public ...as recommended by the Council Auditor.

Logbook will be displayed, in an open area which can be viewed by the public.

A notice shall be placed on the main counter informing citizens that a receipt shall be provided with all financial transactions.

Note:

Staff members will sign a Cash Receipts Security Agreement acknowledging receipt of the Standard Operating Procedures, Cash Receipt Procedures with reference to safeguarding of assets for the Legislative Services Division – City of Jacksonville. This agreement is provided by the City of Jacksonville and is a part of the Cash Receipts Agreement – mandatory for all personnel responsible for handling and safeguarding cash.

NOTE: Modifications and changes in Policy –

New employees will not participate in the intake of cash handling procedures during probationary period. New employees will on engage in the training of the procedure through verbal walk through of the process.

SOP – Value Adjustment Board Proper Dissemination of Public Documents & Cash Handling
(Page 1 of 7)



VALUE ADJUSTMENT BOARD - DUVAL COUNTY

DR. CHERYL L. BROWN
VAB CLERK
DUVAL COUNTY-JACKSONVILLE
OFFICE (904) 630-7370
FAX (904) 630-
E-MAIL: VAB@COJ.NET

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

June 7, 2019

November 17, 2017, September 22, 2016, July 9, 2015
May 5, 2013; July 2, 2012, July 18, 2011 & August 2011 Review
September 22, 2010

MEMORANDUM

TO: City Council Staff

FR: Dr. Cheryl L Brown, VAB Clerk
Duval County - Jacksonville City Council

RE: Amended Memo Regarding Proper Dissemination of Public Documents – Value Adjustment Board Standard Operating Procedures

This email document has not been substantially changed. Please note that employees are required to read the material in its entirety, and sign the cash handling Standard Operating Procedure Confirmation Form (SOP) confirming that you understand and will abide by the requirements contained within this package.

Please read information listed below:

This document is in regards to the proper dissemination of public documents as referenced in staff training meetings and mandatory training sessions on public notices. This document adds significant revisions and clarifications and written documentation on the standard operating procedures for handling of public records requests and charges associated with those requests.

Members of the public and members of the media often request copies of documents and other materials that are subject to the public records laws of the State of Florida. A public record is a document, in any form, made or received in connection with the city's official business. A few examples of public records are letters, reports, meeting minutes, maps, video tapes, audio tapes, legislative bills, calendars, e-mail messages and electronic data.

The attached documents outline the policy as well as internal procedures to follow to ensure that requested information is processed in an efficient, cost-effective manner.

These policies are effective immediately and apply to those divisions and personnel included in this distribution.

If you have questions regarding this policy, please contact Cheryl L. Brown, VAB Clerk in the Office of the Value Adjustment Board, at 630-7370 or at VAB@coj.net.

Attachments:

- Public Records Policy
- Value Adjustment Board Standard Operating Procedure – Cash Handling

SOP – Value Adjustment Board Proper Dissemination of Public Documents & Cash Handling (Page 2 of 7)

Public Records Policy

June 7, 2019

November 17, 2017, September 22, 2016, July 9, 2015
May 5, 2013; July 2, 2012, July 18, 2011 & August 2011 Review
September 2010

Members of the public and members of the media often request copies of documents and other materials that are subject to the public records laws of the State of Florida. Duplication of documents should be in accordance with Section 119.07, Florida Statutes. A public record is a document, in any form, made or received in connection with the city's official business. A few examples of public records are: letters, reports, meeting minutes, maps, video tapes, e-mail messages and electronic data.

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In light of the extremely high volume of requests, and due to current budget restraints, a standardized policy regarding the processing of public records and the related statutory fees is necessary. This memorandum outlines the city policy for providing copies of public records to a member of the public or the media as outlined below.

Constituent-Generated Requests:

Each constituent-generated public records request for Value Adjustment Board materials, as well as the resulting resolution, should be documented in the Value Adjustment Board Office – Suite 305- 3rd Floor City Hall St. James Building. Constituents requesting a VAB public record should make their request by: (1) contacting the VAB Office 630-7370 directly; (2) contacting the VAB Clerk or (3) VAB Attorney; (4) 630-CITY (2489) or entering it on VAB@coj.net. From this point, access point's 1-3 requests from members of the public/general citizenry will be facilitated coordinated effort via the individual VAB Staff and the VAB Attorney; item number 4 information obtained and forwarded to the Council Director/VAB Clerk will be coordinated through communication with the affected parties and assigned Public *Information Officer- ITD Representative as Appointed by the Mayor of Jacksonville*, in conjunction with the appropriate department/division.

If a constituent appears in person to request a public record and the document is readily available, the document should be provided at that time and the request should be subsequently documented in the ledger located within the Value Adjustment Board Office located at 117 West Duval Street, Suite 305 – 3rd Floor City Hall – St James Building.

It is important to note that F.S. 119 states that requests can be made in any form, meaning that a requestor cannot be compelled to submit a request in writing. Requests may also be submitted anonymously. As such, a requestor should not be asked to provide their name when making a request. Follow-up questions may certainly be asked to ensure clear understanding of the request and/or to ensure you have a way to contact them once the information is available.

Typically, public documents fall into two categories-- hard copy documents and electronically-stored information. If a request includes a combination of both hard-copy and electronic documents, the processing cost will include both components.

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- In accordance with Florida Statutes copy charges will apply as follows: there should be a charge of \$.20 per page for two-sided copies (\$.15 per copy for one-sided copy) of documents not more than 8 ½ by 14 inches. This includes printed booklets, including Annual Budget books, Comprehensive Annual Financial Reports, etc. The requestor should be made aware of any potential costs associated with document production, agree to pay related costs and provide payment for such

SOP – Value Adjustment Board Proper Dissemination of Public Documents & Cash Handling (Page 3 of 7)

costs before reproduction of documents begins.

- Should the request involve more than one-half hour (30 minutes) of employee time (to gather documents and copy them, for instance), then the requester should also be charged for that time at the hourly rate of compensation for each employee involved, rounded down to the nearest half hour. Every effort should be made to ensure that the work is conducted by a qualified employee with the lowest hourly rate. The requester should be made aware of any potential cost related to document collection before an employee begins the process.
- The same would apply should the documents require redaction of information prior to proving for review. The requester should be made aware of any potential cost related to redaction before an employee begins the process.
- Should the request require documents or files to be retrieved and transferred from off-site storage, the requester will be responsible for the cost of retrieving those items. The requester should be made aware of any potential cost related to document collection before an employee begins the process.

Electronic Information Requests:

IMPORTANT: The Value Adjustment Board stores its documents on servers maintained by the Information Technology Department (ITD). Therefore, the following procedures will be required when utilizing the services of ITD. The City of Jacksonville Information Technology Department (ITD) is budgeted as an Internal Service Fund. This is a fund used to account for the financing of goods or services provided by one department to other departments or agencies of the city, other governments or by the requester, on a reimbursable basis. In short, every action taken by ITD must be paid for by the organization or individual utilizing that service. Therefore, all electronic data will be provided utilizing the prescribed costs outlined by ITD, which accounts for the *actual* cost of performing that service.

Exporting data from City of Jacksonville software applications/operating systems/databases:

- A great deal of data resides in a variety of software applications and operating systems that require training to use. In order to provide such data, it must be exported by ITD using prescribed, SPECIFIC parameters in coordination with the department/division that maintains the data.
- When such data is exported from an application, there is a possibility that the data may be inadvertently manipulated by pushing it into a new format. Therefore, following the export of the data by ITD, the information must be reviewed for accuracy by the department/division that maintains that data.
- Records will be provided in PDF or hard copy format. An attempt will always be made to e-mail the data to the requester to avoid additional charges.
- **Cost:**
 - o For each request requiring ITD resources, the cost is determined by the following factors:
 - Analyst Time
 - Media (DVD, CD, etc.)
 - Paper Copies
 - System Resource Charge
 - o Should the request involve more than one-half hour (30 minutes) of employee time (to validate raw data, or redact exempt information, for instance), then the requester should also be charged for that time at the hourly rate of compensation for each employee involved, rounded down to the nearest half hour, in addition to any ITD-related system processing charge.
 - o The requester should be made aware of any potential costs associated with information production, agree to pay related costs and provide payment for such costs before production of information begins.

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E-mails:

- Most VAB documents, e-mails to and from city officials are considered public records. In years past, when a request was received, employees were able to conduct searches within their own Outlook systems to comply with the request. As server capacity has become strained, ITD now has a policy of archiving certain messages after a certain time period in an electronic vault storage system. Because of this process, an employee's search of his or her Outlook system may not produce all e-mails responsive to a request.
- As such, to ensure a complete and accurate response to public records requests for e-mails, it is advised that requests for e-mail records be recovered by ITD. The exception to this is if the e-mail account holder can personally attest to the fact that any e-mails responsive to the request are available to him or her then they may produce the documents without the assistance of ITD.
- When requesting that ITD pull information from the vault storage e-mail system, the requestor should specify if the search is related to key word or date periods. If they are requesting a key word search, the requestor should provide the key words.
- If the response to the request results in a large quantity of e-mails, files will be saved to a CD/DVD to avoid unnecessary paper usage. However, e-mails may also be provided in hard copy format. (See applicable costs in "Hard Copy Requests" and "CDs/DVDs".)
- *Cost:*
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 - o Should the request involve more than one-half hour (30 minutes) of employee time (to redact exempt information, for instance), then the requester should also be charged for that time at the hourly rate of compensation for each employee involved, rounded down to the nearest half hour, in addition to any ITD-related system processing charge.
 - o The requestor should be made aware of any potential costs associated with information production, agree to pay related costs and provide payment for such costs before production of information begins.

VAB CDs/DVDs:

- *Cost:*
 - o For requests of copy of an audio tape, CD or DVD, the charge is listed below. For additional copies, there should be a charge of *\$2.00 audio tape, \$5 per CD and \$5 per DVD.*
 - o Should the request involve more than one-half hour (30 minutes) of employee time (to locate an old file or transfer video from a VHS tape to DVD for instance), then the requester should also be charged for that time at the hourly rate of compensation for each employee involved, rounded down to the nearest half hour.
 - o The requestor should be made aware of any potential costs associated with information production, agree to pay related costs and provide payment for such costs before production of information begins.

Photos:

- If in the event photos are taken by the VAB Staff during VAB activities they will be provided free of charge and will transmit in an electronic form (e-mail) only.
- The Office of City Council uses the services of the City Photographer within the Office of Public Information on special occasions. City of Jacksonville photographer photo's taken for city related events other than the Council may be obtained by visiting the city's photo sharing site on Flickr <http://www.flickr.com/photos/34206377@N08/collections/>.

SOP – Value Adjustment Board Proper Dissemination of Public Documents & Cash Handling (Page 5 of 7)

- This site allows visitors to obtain both high and low resolution photos for electronic and print purposes.
- There is *no charge* for using this service for photos located within this photo sharing site.

Public records requests related to a lawsuit:

Please submit records requests related to a lawsuit or pending litigation to the Value Adjustment Board Attorney for handling by calling 904.630-7370 or email at VAB@coj.net.

Requests for Public Records Related to Value Adjustment Board:

Requests for records related to Value Adjustment Board will be facilitated by the Value Adjustment Board personnel and Value Adjustment Board Attorney by calling at 906.630- 7370. Constituents may view the VAB website at <http://www.coj.net/ValueAdjustmentBoard> for information about the VAB Announcements, Fees and Charges, Frequently Asked Questions, Meeting Minutes, Petitioning Process and Resources, Timeline and VAB Members and other relevant Federal Administrative Code web links.

Fulfillment Time:

The records should be provided to the requester in a reasonable time frame. The estimated amount of time needed to retrieve and compile requested records should be communicated with the requester and all efforts to adhere to this timeframe should be made.

The requester should be made aware of the estimated charge in writing (invoice) BEFORE beginning fulfillment of the request. In addition, written approval of the charge should be obtained from the requester BEFORE beginning the fulfillment or duplication process.

Payment, Receipts & Handling of Money:

Payment should be made in the form of cash (exact change – if possible) or money order, personal or exact business check amount. All money orders, personal checks (no counter checks) or business checks must be made payable to: Duval County Tax Collector and restrictively endorsed on the back – For Deposit Only – Duval County Tax Collector Value Adjustment Board.

The Value Adjustment Board (3rd Floor - City Hall at St. James Building, 117 W. Duval St., Suite 305) staff will facilitate the monetary transaction and provide a receipt through the following procedures as crafted by the VAB Clerk, VAB Attorney, City Treasurer, City Finance Manager and the Council Auditor.

The following Standard Operating Procedures are effective and personnel have signed forms acknowledging receipt and understanding of the same. A petty cash fund in the amount of **\$200.00** (Per teller) has been established. Upon the end of the initial intake period the fund can, but not required to be reduced to **\$100.00** with other with **\$100.00** returned to the authorizing VAB Fund through transmittal of a CR and documentation of with the City Treasurer. A message will be posted requesting that petitioner's are asked to have "exact" change if using currency. All depositing procedures of the SOP will remain in force.

Value Adjustment Board Standard Operating Procedures

- Each morning, the (2) cashiers will remove their locked cash box from the safe. Each box will contain \$200.00 at the start of the day. (Except upon the return of the fund to \$100.00 after the initial intake period; upon which one employee will be designated to take cash. All other employee's are only allowed to handle check transactions.)
- Each cashier has their initials pre-recorded in the database. When a pre-numbered petition file is entered and funds are received, the cashier is identified as being responsible for receiving the funds.

SOP – Value Adjustment Board Proper Dissemination of Public Documents & Cash Handling (Page 6 of 7)

- The cashier will restrictively endorse each check and money order received for payment with the VAB endorsement stamp at the time of receipt. (Stamp has been provided)
- Each day the cashiers will total all cash (less \$200.00 change bank), checks and money orders received that day to be turned in to the assigned reconciler.
- At the end of the day, all mail that has not been processed must be opened and date stamped at which time checks/money orders within the mail must be restrictively endorsed. The mail shall then be locked in a secure location overnight to be included in a separate deposit the following day.
- The reconciler will be responsible for verifying the receipts against the “Daily Receipt Report” for each cashier. The reconciler will verify the last file number used on the previous deposit to the first file number used for the current deposit, review the current deposit file numbers entered are sequential and the total receipts equal the total deposit for the day.
- The reconciler will keep a copy of all transactions including to validate the number of petitions used for the daily receipt totaling process; logging all over/shortages by individual staff member.
- The Reconciler will serve as the “Runner” to deliver the funds to the Tax Collector’s Office. An alternate has been assigned in the event of the absence of the Reconciler. This individual is not a staff member of the VAB.
- All funds shall be placed in a locked bag by the reconciler (3 money bags have been provided) who shall maintain possession of the key. Neither the Tax Collector’s “Runner”, if used later in the development of this process, or VAB Staff shall have a key to the bag. A key will be provided to Management of the Tax Collector’s Office for access to the funds.
- VAB will maintain a log and complete file of all requests for reimbursement and use the authorized check request form for all transactions as provided by the City Treasurer’s Office. Requests
- A sign printed and laminated sign shall be/ has been placed on the VAB Office that is visible for all constituents that appear in person to request a public record and document stating that informs that they should receive a receipt for all financial transactions. (Done)
- The reconciler will enter two CR (cash receipt) deposit slips to record the daily receipt of cash and checks/money orders separately (during the busy intake process period). CR slip detail description will include: VAB file number sequence used, cash amount, checks/money order amount and the number of check/money order items in the “description” field. A copy of the “Daily Receipt Report” listing the check and money order numbers and cash received for that deposit will be attached to the CR(s).
- CR entry will use transaction code 701. Accounting codes used are as follows:

Verified receipts: Index Code CCCS011 Sub-object 34904

Miscellaneous Sales & Charges: Index Code CCCS011 Sub-object 36907

Cash over/short: Index Code CCCS011 Sub-object 36938

Value Adjustment Board Reimbursement Index Code: CCCS011 Sub-object: 36967
- A hard copy of each CR will be included with the deposit with the back-up “Daily Receipt Report”. Another copy, including backup Daily Receipt Reports, will be forwarded to the Treasury department to be matched with the validated receipt from the Tax Collector (electronically). The matched deposit CR documentation and the validated Tax Collector receipt will be reviewed and matched. The matched deposit package will be returned to VAB office to be filed and retained for audit purposes.

SOP – Value Adjustment Board Proper Dissemination of Public Documents & Cash Handling
(Page 7 of 7)

Accounts Since FY 2009-2010 to present VAB Deposit Information

Value Adjustment Board Accounts:

Verified receipts: Index Code: CCCSS011 Sub-object: 34904

Cash over/short: Index Code: CCCSS011 Sub-object: 36938

Miscellaneous Sales & Charges: Index Code CCCSS011- Sub-object 36907

Value Adjustment Board Reimbursement Index Code: CCCSS011 Sub-object: 36967

It should be noted for anyone who collects money for these requests that, per city policy, there should be no co-mingling of funds (i.e. you should not provide change out of your pocket, do not cash personal checks , business checks for anyone...etc.). No funds of any kind (cash, checks, or money orders) should be kept overnight within following the procedures as set forth in the SOP authorized and approved by the City Treasurer and Council Auditor – as contained within this document. (Funds received after the closing time of the Tax Collector of will be deposited the following day. Funds will be placed in the vault and deposited the next available day.)

NOTE: Modifications and changes in Policy –

New employees will not participate in the intake of cash handling procedures during probationary period. New employees will on engage in the training of the procedure through verbal walk through of the process.

2010 Access does not offer security for user name and password. Therefore, to take additional precautions the users of the VAB Staff are required to put their last names in two places—the payment tab and the main tab. This allows for reconciler to verify the funds.

C. Framed Resolutions / Certificates of Recognition

Resolution Drafting – The ECA of a Council Member wishing to sponsor a purely congratulatory or otherwise ceremonial resolution should contact the Chief of Research (Jeff Clements at jeffc@coj.net / 630-1405) for drafting assistance and he will assign appropriate staff based upon expertise and distribution of workload. Requests for a resolution should include relevant information regarding the event or individual to be honored. Draft resolutions are returned to the requesting sponsor for review, revisions and final approval to submit the resolution for introduction. Resolutions approved for introduction are forwarded to the Office of General Counsel for final approval as to legal form and for submission to the Legislative Services Division for numbering and placement on the next available Council Agenda for first reading. The Research Division is not involved in scheduling presentations of approved resolutions to the honorees at City Council meetings; the resolution sponsor or their ECA should coordinate with the honoree and with the Legislative Services Division (Carol Owens at cowens@coj.net / 630-1683 or Jessica Matthews at jmatthews@coj.net / 630-5611) to reserve a mutually agreeable presentation appointment slot at a future Council meeting.

Certificate Drafting – The ECA of Council Members wishing to congratulate or honor a person, institution or event for some activity, occasion, anniversary, etc. that does not rise to the importance of meriting a full City Council resolution may request the Research Division to draft an honorary certificate for presentation. Requests should be made to the Chief of Research (Jeff Clements at jeffc@coj.net / 630-1405) for assignment to a staff member based upon expertise and distribution of workload. The certificate – printed on parchment paper with an embossed foil city seal – can be requested and signed by one or more Council Members on their own volition and presented to the honoree by the Council Member(s) in an embossed blue folder.

D. Council Member Mail

Each Council Member is assigned a slot in the City Council mailroom, located just outside of the reception lobby. The receptionist will place mail addressed to Council Members within their marked slot. The ECA is responsible for retrieving their Council Member's mail and processing all mail received in compliance with all applicable public records requirements.

E. Council Member's Communications Allowance

Sec. 10.105 (c), *Ordinance Code*, provides for a Communications Allowance, at the request of Council Members; "City Council Members and appointed officials or employees of the legislative branch as authorized by their Director may receive a monthly allowance not to exceed \$100 for cellular phone service and converged data device service. The use shall be requested and verified..."

For additional information about the Communications Allowance, Council Members should contact Laura Dyer, Executive Administrator, (ldyer@coj.net / 630-1403).

F. Long Distance Telephone Calling

If you are authorized to make long distance telephone calls:

- Dial 9, followed by 1, the area code, and telephone number
- After the beeps, dial the five-digit code on the back of your City ID Badge

If you are not authorized to make long distance telephone calls, but need that ability, contact the Administrative Services Division for authorization.

G. Phone Layout and Commonly Used Features

(Page 1 of 2)

Cisco Phone | Phone Layout




































Number	Buttons
①	Handset light strip
②	Programmable feature buttons
③	Phone screen
④	Softkey buttons
⑤	Navigation and Select button
⑥	Hold/Resume button
⑦	Conference button
⑧	Transfer button
⑨	Speakerphone button
⑩	Headset button
⑪	Mute button
⑫	Keypad
⑬	Volume button
⑭	Contacts button
⑮	Applications button
⑯	Messages button
⑰	Handset

Phone Layout and Commonly Used Features

(Page 2 of 2)

Cisco Phone | Commonly Used Feature Information

General Info "Call 255-1818 for issues"	Call Forward "All"	Redial	Transfer	Conference	Hold "Revert"	Voice Mail "Set Up"																						
<p>Phone Set Information:</p> <ul style="list-style-type: none"> Call History: All calls/Missed calls Preferences: Ringtone, Wallpaper, Brightness <p>Contacts:</p> <ul style="list-style-type: none"> Corporate Directory: Dial by name <p>Message Key:</p> <ul style="list-style-type: none"> Voice mail access <p>Buttons:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>Applications</td></tr> <tr><td></td><td>Contacts</td></tr> <tr><td></td><td>Messages</td></tr> <tr><td></td><td>Transfer</td></tr> <tr><td></td><td>Hold/Resume</td></tr> <tr><td></td><td>Conference</td></tr> <tr><td></td><td>Volume</td></tr> <tr><td></td><td>Speakerphone</td></tr> <tr><td></td><td>Mute</td></tr> <tr><td></td><td>Headset</td></tr> <tr><td></td><td>Select button</td></tr> </table>		Applications		Contacts		Messages		Transfer		Hold/Resume		Conference		Volume		Speakerphone		Mute		Headset		Select button	<p>Step 1: Press the Forward All softkey</p> <p>Step 2: Enter a phone number, or select an entry from the Call History list or you may press the Messages button to forward all calls to voicemail. Visual confirmation displays for a few seconds to confirm the number to which your calls will be forwarded</p> <p>Step 3: Verify that your calls are forwarded, look for:</p> <ul style="list-style-type: none"> See a Forward all icon in the line label See the forwarding information on the phone header 	<p>Step 1: Press the Redial softkey</p> <p>Step 2: To place the call on a specific phone line, select a dial tone on that line</p> <p>Step 3: Press the redial softkey</p>	<p>Step 1: Start with an active call (not on hold)</p> <p>Step 2: Press the Transfer button and do one of the following to enter the transfer recipient's phone number:</p> <ul style="list-style-type: none"> Enter the transfer recipient's phone number. Press the Active Calls softkey and select a held call. (The transfer completes immediately.) Press the pulsing green button of a held call (right side). Scroll to a Call History record and press the Call softkey <p>Step 3: Press the Transfer button or the Transfer softkey. (You do not have to wait for the recipient to answer to complete the transfer.) The transfer is complete</p> <p><small>Note: To swap between Calls before Completing a Transfer. After you connect to the transfer recipient—but before you transfer a call to this party—you can press the Swap softkey to toggle between the two calls. This allows you to consult privately with the party on each call before you complete the transfer.</small></p>	<p>Step 1: Start with a connected call that is not on hold</p> <p>Step 2: Press the Conference button and do one of the following:</p> <ul style="list-style-type: none"> Enter the phone number for the party you want to add and press the Call softkey Press the Active Calls softkey and select a call Select a call from the Call History <p>Step 3: Wait for the party to answer (or skip to step 4 while the call is ringing)</p> <p>Step 4: Press the Conference softkey. The conference begins. Repeat these steps to add more parties, if desired</p>	<p>Step 1: To put a call on hold, press the Hold softkey. The Hold icon displays and the line button pulses green</p> <p>Step 2: To resume the highlighted call, do one of the following:</p> <ul style="list-style-type: none"> Press the pulsing green button Press the Resume softkey Press the Select button in the Navigation pad <p>Also, use the Session buttons to swap between holding and connected calls. For example, if you have a held call and an active call, pressing the "Session" button for the held call resumes that call and places the other call on hold automatically</p> <p>Revert...</p> <p>Step 1: Press the flashing amber line button or the Answer softkey to resume the call from hold</p>	<p>Step 1: Press the message button</p> <p>Step 2: Enter the temporary passcode (135797) given to you by ITD</p> <p>Step 3: The system will prompt you to:</p> <ul style="list-style-type: none"> Record your name Record a greeting Set a new password (a minimum of 4-digits) <p>Step 4: Once you have completed all the prompts your voicemail box is ready to receive messages</p>
	Applications																											
	Contacts																											
	Messages																											
	Transfer																											
	Hold/Resume																											
	Conference																											
	Volume																											
	Speakerphone																											
	Mute																											
	Headset																											
	Select button																											

H. Computer Maintenance and Support

The Information Systems staff are your contact for any computer equipment problems. Staff will evaluate the problem and either make the necessary adjustment or make contact for further repair. Notify these individuals in the event of an outage, issue, malfunction of any electronic equipment, computers, or devices. It is imperative that these individuals are made aware of any and all problems prior to contacting outside sources. They will evaluate the problem and coordinate the appropriate repair. Do NOT contact the Information Technologies Division (ITD) directly. Always contact Steve Cassada (scassada@coj.net / 630-4482) or Louie Marino (lmario@coj.net / 630-1400) for assistance.

I. Printer Maintenance

Replacement cartridges for desktop printers can be found in the City Council mailroom. Staff can help identify which cartridge is required for your printer and aide with replacement if necessary. Always contact Information Systems staff to replace cartridges for the industrial printers found in the Supply Room and in the Research Division. For all maintenance issues, please notify staff and do not attempt to troubleshoot any desktop or industrial printer. Contact Steve Cassada (scassada@coj.net / 630-4482) or Louie Marino (lmario@coj.net / 630-1400) for assistance.

J. Audio / Video Staff

If your Council Member requires audio or video recording for a non-regular meeting, such as a constituent workshop or Town Hall meeting, staff availability must be scheduled in advance. Contact Steve Cassada (scassada@coj.net / 630-4482) or Louie Marino (lmario@coj.net / 630-1400) for assistance.

K. Building Maintenance Issues

All requests for building maintenance issues, including light bulb replacement, are coordinated through the Administrative Services Division. Contact Nancy Carlos (ncarlos@coj.net / 630-2430) for assistance.

L. City Council Travel

Council Members may request approval from the Council President to attend events (at the City's expense) that are held out of the city/county, for City Council business, providing that: 1) funding is available, and 2) they obtain prior approval by the Council President. Council Members may not exceed \$3,000 per fiscal year for Council-related travel expenses.

For additional information (including regulations and forms) regarding City Council travel, please refer to the Administrative Services section of the manual (Section V. Allowance, Equipment & Travel, Part C., page 83) or contact Laura Dyer, Executive Administrator, (ldyer@coj.net / 630-1403).

M. Parking – St. James Garage

The St. James Garage is a restricted parking location. The Council has assigned parking via the Director/Council Secretary with strict guidelines for payment and processes. Council Members under Ordinance 2012-215-E are eligible to receive a parking benefit, if they choose, for a City paid parking space in the St. James Garage. If the Council Member elects to accept this benefit it will be shown on their W-2 as a benefit. This benefit is non-transferrable, meaning if the City of Jacksonville provides the payment, ONLY the Member can park in the assigned space.

If the Council Member elects to pay for the space, via payroll deduction, his/her Executive Council Assistant can park in the space with the Council Member's approval. Note, if the Council Member is parked in the assigned space, the ECA must exit the St. James Garage. Council Members, ECA's, or authorized employees are not allowed to park in spaces that are not assigned to them, including unmarked or disabled spaces. With the approval of the Council Member, the ECA can pay for the Council Member's unused space, via payroll deduction. Again, there is only one space per Council Member, thus only the Council Member or the ECA can park in the garage, not both. The City of Jacksonville sends personnel to ensure that only authorized vehicles are utilizing the assigned spaces and violators will receive a warning and after that a ticket. If violations continue, security access maybe removed from the individual's badge.

Contact Dr. Cheryl L Brown, Director Jacksonville City Council (630-1452 / CLBrown@coj.net) for additional information or assistance.

N. Parking – Library Garage

In accordance with Sec. 802.114, *Ordinance Code*, citizens attending any Council or Committee meetings or special government function or event at City Hall, may have their parking validated, for up to four-hours, for the Library Parking Garage. The citizen must bring the parking ticket issued to them when they enter the Library Parking Garage to the Council staff person for validation. Note: The Council staff person must write down the last four digits from the citizen's parking ticket on the log provided along with the other pertinent information; therefore, if the citizen does not provide the original parking ticket, the parking can NOT be validated. Both the original parking ticket and the validation ticket are required to exit the parking garage.

O. Parking – Elected Official Decal

In accordance with Sec. 802.105(b), *Ordinance Code*, "Vehicles of elected City officials, members of the Legislature elected in whole or in part by electors residing in the City and elected officials of the Urban Services Districts, upon request, shall be exempt from the overtime parking provisions of this Chapter; provided, that the overtime parking violation occurred while the official was pursuing his official duties; and further provided, that the vehicle bears a seal captioned Public Official issued by the Mayor..."

Council Members requesting a decal for on-street parking must complete the Parking Sticker Request Form and submit it to Katrina Fisher (kfisher@coj.net / 630-2794).

FORM – Request for 2019 Elected Official Parking Sticker



REQUEST FOR 2019 ELECTED OFFICIAL PARKING STICKER

I hereby request an Elected Official Parking Sticker to be used on vehicles as designated below:

Vehicles listed must be registered to the designated elected official or the municipality

Vehicle Year and Make	License No.	2019 Sticker No.	Notes.

Name: _____
 Public Office Held: _____
 Date of Request: _____
 Signature: _____
 Work Address: _____
 Contact Person: _____
 Phone: () _____ Email: _____

- Fax or Email this form to: LaQuieta Brown, Office of Mayor Lenny Curry Fax: 904-630-2391 Email: lbrown@coj.net

Upon receipt of signed request, the sticker will be forwarded to the above work address.

P. Office Supplies

The Administrative Services Division is responsible for ordering all office supplies and equipment, both standard and special orders. Council Members and ECAs do not have the authority to independently purchase any goods or services.

For additional information regarding the ordering of supplies, equipment and services, please refer to the Administrative Services section of the manual (Section VI. Office Supplies, Advertising, Mail Outs, Stationery, & Business Cards, Part A., page 124) or contact Nancy Carlos, Administrative Assistant II, (ncarlos@coj.net / 630-2430).

Q. Copy Center Services

The Copy Center will perform print/copy/assembly/mailing jobs for Council Members. Prior approval by the Council Director for each job is required and expenses are monitored to ensure no Council Member exceeds their annual allocation. Although this does not include routine mail, mass mailings (more than 25 pieces of mail), packages, and large print jobs (more than 50 one-sided black & white pages or more than 25 one-sided color pages) require prior approval by the Council Director and will be processed by the Copy Center. The printers located in the Council suites are not to be used for large print jobs.

For additional information regarding the Copy Center services, please refer to the Administrative Services section of the manual (Section VI. Office Supplies, Advertising, Mail Outs, Stationery, & Business Cards, Part A., page 124) or contact Nancy Carlos, Administrative Assistant II, (ncarlos@coj.net / 630-2430).

R. Advertising

Council Members may request that their community meetings be advertised in The Florida Times Union (and other newspapers upon request). All advertising must be submitted to the Chief of Administrative Services in order to be placed. Neither Council Members, nor Executive Council Assistants are permitted to place their own ads.

For additional information regarding advertising procedures, please refer to the Administrative Services section of the manual (Section VI. Office Supplies, Advertising, Mail Outs, Stationery, & Business Cards, Part B., page 128) or contact Nancy Carlos, Administrative Assistant II, (ncarlos@coj.net / 630-2430).

IV. RECORDS MANAGEMENT AND RETENTION

Records Management, Retention and proper storage of records is critical. Removing inactive files several times a year will assist you in maintaining a structured document system. As a reminder, ECA's are responsible for transmitting all records for themselves as well as their Council Member's Office. Katrina Fisher and Jessica Matthews will be available to assist you with the proper way to box items that you may wish to send to Central Storage. Remember, Legislative Services will not take boxes for Records Retention that are not correctly indexed and marked for storage. Katrina will provide the clearance for submittal to Jessica for final bar code and storage. The most commonly used retention codes are:

- Example:
 - Box 1 contains Correspondence – Code 17
 - Box 2 contains Budget Records – Code 58
 - Box 3 contains Budget Supporting Documents – Code 88
 - Box 4 contains Legislation – Code 119

The staff member preparing the box for storage will know best what documents are contained within the box and should always refer to the SOP - Records Management Program (attached) for appropriate coding.

The following documents are provided regarding records management and retention:

- SOP – City of Jacksonville Records Management Program
- SOP – Records Transmittal and Cartons for Storage at Off-Site Records Storage Center
- FORM – Records Retention Box Content Form

CITY OF JACKSONVILLE
RECORDS MANAGEMENT PROGRAM

UTILIZING STATE OF FLORIDA GENERAL RECORDS
SCHEDULES: GS1-SL, GS2, GS3, GS6, GS8, GS9, GS11,
GS12, GS13 & GS15

Records Administered by the Information Technologies Division as per Ordinance
Code Section 124.202 via Current Ordinance 2011-732-E

State of Florida

GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES



EFFECTIVE: FEBRUARY 19, 2015
R. 1B-24.003(1)(a), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services

Tallahassee, Florida

850.245.6750

<http://dos.myflorida.com/library-archives/records-management/>

General Records Schedule GS1-SL for State and Local Government Agencies

GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city, and special district public records custodians. If you are unsure of your organization's status as a public agency, consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Law Enforcement, Correctional Facilities, and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Public Universities and Colleges
GS7	Public Schools Pre-K-12 and Adult and Career Education
GS8	Fire Departments
GS9	State Attorneys
GS10	Public Defenders
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as: routine correspondence and personnel, payroll, financial, and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as: elections administration, tax collecting, or law enforcement, each of which has unique program responsibilities, and thus, unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state, or local laws and regulations regarding recordkeeping and records retention for specific agencies, or specific types of records, might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Services for Records Managers* Web site at:

<http://dos.myflorida.com/library-archives/records-management/>

To obtain an individual printed copy or electronic copy, fax your request to 850.245.6795, contact the Records Management Program at 850.245.6750, or email recmgt@dos.myflorida.com.

General Records Schedule GS1-SL for State and Local Government Agencies

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SOP – City of Jacksonville Records Management Program

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General Records Schedule GS1-SL for State and Local Government Agencies

I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State, Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records," and "agency," as well as the fundamental process by which disposition of said records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and Records Management Program under the direction of the Division of Library and Information Services, Department of State, and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures, and techniques for efficient and economical record making and keeping, and requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal, and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - Audits are the means by which independent auditors examine and express an opinion on financial statements, and as applicable, report on public agencies' compliance with laws, regulations, and internal controls. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*.

There are various types of audits. Performance audits examine the economy and efficiency and/or effectiveness of applicable programs, activities, or functions. Financial audits include: (1) an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; (2) an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements; and (3) an examination of any additional financial information necessary to comply with generally accepted accounting principles. As applicable, the scope of the financial audit shall include any additional auditing activities necessary to comply with the term "financial audit" as defined and used in *Government Auditing Standards*, as amended. Also as applicable, the scope of a financial audit shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Public Law 104-156 (31 USCA ss. 7501 to 7507); United States Office of Management and Budget (OMB) Circular A-133; and other applicable federal law.

The Records Management Program does not track or maintain information on which audits, apply to which records, in which agencies. Divergent agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining necessary records for that purpose. For instance, some agencies might be subject to the Federal Single Audit, while others are not. In general, any records relating to finances or financial transactions might be subject

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to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office, and the Auditor General's Office are good sources of information as to which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the “provided applicable audits have been released” language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency’s audit requirements.

- B. Grants - Any public agency receiving local, state, or federal grant money will need to be familiar with grantor-agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series as defined in Rule 1B-24, *Florida Administrative Code* is, “a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.” Examples of series that agencies might maintain are: Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function, or activity of the agency.

The records retention schedule establishes officially the *minimum* length of time that the record series must be retained. **This retention applies to the agency’s record (master) copy of the records, those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

- 1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing, and general administration. General records schedules can cover up to 75-80 percent of an agency’s record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. General records schedules have been established for program records of specific functional areas. For example, the *GS5 for Public Universities and Colleges* establishes retention requirements for program records unique to the functions and activities of those types of institutions; the *GS9 for State Attorneys* establishes retention requirements for program records unique to State Attorneys’ offices; and the *GS12 for Property Appraisers* establishes retention requirements

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for program records unique to Property Appraisers' offices. Please contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence. For instance, if a record series is listed in both the GS1-SL and the GS3, elections offices should abide by the retention requirements cited in the GS3.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for the 20-25 percent of an agency's records that are not in a general schedule. To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management Web site at:

<http://dos.myflorida.com/library-archives/records-management/forms-and-publications/>

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule, and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that, "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If a retention schedule for the records does not exist, then one must be established by following the procedures listed above for "Establishing a Records Retention Schedule."

Records Disposition Documentation - Agencies must maintain internal documentation of records disposition including retention schedule number, retention schedule item number, records series title, inclusive dates, volume (in cubic feet) of paper records destroyed, and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at <http://dos.myflorida.com/library-archives/records-management/forms-and-publications/>. Agencies must maintain this documentation as a permanent record, but should **not** submit it to the Records Management Program for review or approval.

IV. ARCHIVAL VALUE

- A. **State agencies** - The State Archives of Florida will analyze record series to identify records having enduring historic, administrative, or fiscal value that may be eligible for permanent preservation. If a record series description states, "***These records may have archival value***," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when, and how, to transfer the records to the Archives.
- B. **All other agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society, and culture. For your convenience, we have indicated that "***These records may have archival value***" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

V. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, provided that the printed version contains all date/time stamps and routing information. However, in the event that an agency is involved in, or can reasonably anticipate litigation on, a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VI. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. **Litigation** - When a public agency has been notified that a potential cause of action is pending or underway, that agency should ***immediately*** place a hold on disposition of ***any and all*** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer when that hold can be lifted and when the records are again eligible for disposition.
- B. **Public Records Requests** - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record, "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected

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parties.”

- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations, and associations. Examples may include: the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies, and the Commission on Office Laboratory Accreditation. In an effort to enhance the professionalism of their members, these groups may place heavier burdens on public agencies than those that are mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter retention period.

- D. Records in Support of Financial or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit (pursuant to 31 USC, Section 7502, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart E) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues which arise from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state, or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VII. RECORDS MANAGEMENT STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form. Public records are those as defined by Section 119.011(12), *Florida Statutes*.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling, and storage are in accordance with methods, procedures, and specifications designed to protect and preserve such records on microfilm.

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VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette Tapes (200)	1.0 cubic foot
Letter-size, drawer or box	1.5 cubic feet
Legal-size, drawer or box	2.0 cubic feet
Letter-size, 36-inch shelf	2.0 cubic feet
Legal-size, 36-inch shelf	2.5 cubic feet
Magnetic Tapes (12)	1.0 cubic foot
3 x 5 card, ten 12-inch rows	1.0 cubic foot
3 x 5 card, five 25-inch rows	1.0 cubic foot
4 x 6 card, six 12-inch rows	1.0 cubic foot
5 x 8 card, four 12-inch rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
(1 roll of microfilm contains approximately 1.0 cubic foot of records.)	

RECORDS RETENTION SCHEDULES

ACCESS CONTROL RECORDS

Item #189

This record series consists of records pertaining to employee or contractor access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.

RETENTION: 1 anniversary year after superseded or employee separates from employment.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION: Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION: 10 anniversary years after case closed.

ADMINISTRATIVE CONVENIENCE RECORDS

Item #2

This record series consists of **DUPLICATES** of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officials and employees in carrying out their duties. The material filed in this series is **NOT** the official file or record copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

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

ADMINISTRATIVE SUPPORT RECORDS

Item #3

This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. **Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.

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

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

Item #122

This record series consists of records documenting the substantive actions of elected or appointed program managers or agency directors. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as: correspondence; memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES." **These records may have archival value.**

RETENTION: 10 anniversary 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.*

ADVERTISEMENTS: LEGAL

Item #25

This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in Section 50.011, *Florida Statutes*, (Where and in what language legal notices to be published) or in the "Administrative Weekly" regarding matters pertaining to the agency and other legal advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.

RETENTION: 5 fiscal years.

AFFIRMATIVE ACTION RECORDS

Item #82

This record series consists of records relating to an agency's affirmative action plan, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation

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records. If the records document compliance under a federal grant program, use the applicable GRANT FILES item or PROJECT FILES: FEDERAL. See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

RETENTION: 2 anniversary years provided litigation has been resolved.

ANIMAL CONTROL RECORDS

Item #234

This record series consists of copies of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases which have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records).

RETENTION: 3 fiscal years.

ANNEXATION RECORDS

Item #247

This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include correspondence, reports, maps, voluntary petitions, certifying statements, and municipal service plans.

RETENTION: Permanent.

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

Item #380

This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions, or other remuneration. The report contains an annual listing of all such fees, commissions, or remuneration, and shows in detail the purpose, character, and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, *Florida Statutes*, County officers; record and report of fees and disposition of same. *These records may have archival value.*

RETENTION: 5 fiscal years.

ANNUAL REPORTS: COUNTY GOVERNMENT

Item #246

This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), *Florida Statutes*, which reads in part, "the administrator may...Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required 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: GOVERNING BODY" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)." *These records may have archival value.*

RETENTION: 10 fiscal years.

ANNUAL REPORTS: GOVERNING BODY

Item #245

This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required 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: ANNUAL (LOCAL GOVERNMENT)." *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.

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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. 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. 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. 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 104.1.6, Time Limitations: "An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application, provided the extension is requested in writing and justifiable cause is demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

RETENTION: 6 months 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.

ATTENDANCE RECORDS: COMMUNITY SERVICE

Item #249

This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.

RETENTION: 1 calendar year after last date of service.

AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS

Item #393

This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to

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specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION: Retain each audit trail entry as long as the record to which the entry relates.

AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

Item #394

This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

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

AUDITS: AUDITOR GENERAL

Item #8

This record series consists of an annual report issued by the Auditor General to establish the position of the agency being audited against its standard of performance. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules (Auditor General). See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." *These records may have archival value.*

RETENTION: 10 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.*

AUDITS: INDEPENDENT

Item #56

This record series consists of a report, including any appropriate financial statements, issued by an independent auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules (Auditor General), and/or Section 215.97, *Florida Statutes*, Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION: 10 fiscal years.

AUDITS: INTERNAL

Item #73

This record series consists of a report issued by an internal auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of internal audits for state agencies are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules (Auditor General) and/or Section 20.055, *Florida Statutes*, Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION: 5 fiscal years.

AUDITS: STATE/FEDERAL

Item #83

This record series consists of a report issued by a federal or state auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to Section 11.45(3), *Florida Statutes*, Definitions; authorities; reports; rules (Auditor General). See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." *These records may have archival value.*

RETENTION: 10 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.*

AUDITS: SUPPORTING DOCUMENTS

Item #57

This record series consists of the documentation and supporting documents used to develop the audit report with all bills, accounts, records, and transactions. The audit may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."

RETENTION: 3 fiscal years.

AUTOMATED ACCOUNTING SYSTEM REPORTS

Item #50

This record series consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other

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automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "RECEIPT/REVENUE RECORDS: DETAIL," "RECEIPT/REVENUE RECORDS: SUMMARY," and "FINANCIAL HISTORY SUMMARY RECORDS."
RETENTION: 3 fiscal years.

BACKUPS: ELECTRONIC/DIGITAL RECORDS

There is no retention schedule for backup tapes, disks, drives, or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely as a security precaution but **not intended to serve as the record copy or as a records retention tool**. In the case of disaster, the backup would be used to restore lost records; otherwise, agency records that have not met their retention should **not** be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. 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.

BALLOTS

Item #397

This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, Florida Statutes, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use **General Records Schedule GS3 for Election Records**.
RETENTION: 30 days after vote count or cancellation of election.

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: 5 fiscal years.

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: 5 fiscal years after expiration or cancellation of contract.

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: 10 anniversary years after awarded.

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. This series also includes records of bid projects cancelled prior to being awarded. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."
RETENTION: 5 fiscal years after awarded or bid project cancelled.

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BID RECORDS: NON-CAPITAL IMPROVEMENT **Item #72**
This record series consists of information relative to the processing and letting of successful, unsuccessful, and cancelled 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: 5 fiscal years after awarded.

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: Permanent.

BOND REGISTERS **Item #251**
This record series consists of registers used to record the redemption of coupons for municipal bonds. The register is evidence of payment and may include upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying date, number of each bond, interest paid, and maturation dates. The register may also indicate that the coupons have been paid, upon what authority they were destroyed, and the date of destruction. See also "BOND ADMINISTRATION RECORDS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." *These records may have archival value.*
RETENTION: Permanent.

BOND RESOLUTIONS/ORDINANCES **Item #191**
This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The record includes, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, *Florida Statutes*, Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." *These records may have archival value.*
RETENTION: Permanent.

BONDS AND BOND INTEREST COUPONS **Item #226**
This record series consists of retired bonds and bond interest coupons that have been redeemed. Information in these records may include, but is not limited to, identifying date, number of each bond, and quality and value of bond by maturity. Retired bonds and bond interest coupons may only be disposed of provided payments have been recorded in the bond register. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BOND RESOLUTIONS/ORDINANCES."
RETENTION: 5 fiscal years after paid, exchanged, or transferred and recorded in bond register.

BONUS RECORDS: PEER REVIEW EVALUATIONS **Item #333**
This record series consists of peer review evaluation forms used in annual performance based and/or lump-sum bonus programs. Peer review is the process by which employees in the same work unit evaluate the job performance of their "peers." These records do not become part of an employee's personnel record.
RETENTION: 5 fiscal years.

BUDGET RECORDS: APPROVED ANNUAL BUDGET **Item #58**
This record series consists of the agency's approved annual budget and its amendments that are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: 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.*

BUDGET RECORDS: SUPPORTING DOCUMENTS **Item #88**
This record series consists of any documentation supporting budget matters, including but not limited to working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."
RETENTION: 3 fiscal years.

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BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES

Item #221

This record series documents the method by which a local governing authority grants the privilege of engaging in, or managing, any business, profession, or occupation within its jurisdiction pursuant to Chapter 205, *Florida Statutes*, Local Business Taxes. The series includes applications, renewal cards, business tax receipts, and supporting documentation. This series does not cover records relating to the issuance of business or occupational licenses by state agencies. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

RETENTION: 1 calendar year after expiration, revocation, or denial of business tax receipt/license.

CABINET AFFAIRS FILES

Item #11

This record series consists of the Cabinet agendas, minutes, backup materials, and other information received from any office on all subject matters relating to a Cabinet agenda item or a potential agenda item. The State of Florida's record copy is held by the Executive Office of the Governor. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)." *These records may have archival value.*

RETENTION:

a) Record copy (Governor's Office). **Permanent. Contact the State Archives of Florida for archival review after 5 years.**

b) Duplicates (Agency copies). Retain until obsolete, superseded, or administrative value is lost.

CALENDARS

Item #89

This record series consists of calendars, appointment books, planners, or other records showing official daily appointments and meetings. The series might also include lists of "prioritized daily tasks," background materials, issues for discussion, and speaking points or remarks. This series does NOT include the record copy of speeches, which are covered by "PUBLIC INFORMATION FILES" (Item #128).

RETENTION: 1 anniversary year.

CEMETERY RECORDS

Item #235

This record series consists of a record of each burial showing the date of burial and name of person buried, together with lot, plot, and space in which the burial was made. These records related to government lands and operations, not to private cemeteries. *These records may have archival value.*

RETENTION: Permanent.

CERTIFICATE OF OCCUPANCY: COMMERCIAL

Item #255

This record series consists of a certificate issued by the local governing authority's jurisdiction for a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."

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.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL

Item #256

This record series consists of a certificate issued by the local governing authority's jurisdiction for a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."

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

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

Item #207

This record series consists of foundation documents establishing an organization and its mission, functions, duties and responsibilities, and organizational structure. See also "ORDINANCES," "PROCLAMATIONS," and "RESOLUTIONS." *These records may have archival value.*

RETENTION: Permanent.

CHILD CARE RECORDS

Item #257

This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical

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identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to *Florida Statutes*, Sections 1003.22 regarding school-entry health examinations and immunization against communicable diseases; and 1003.23 regarding attendance records and reports.
RETENTION: 5 calendar years after termination of enrollment.

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

Item #275

This record series consists of the client case files for citizens receiving assistance from a county or city social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports which are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, *Florida Statutes*, Health Care Responsibility For Indigents; and Chapter 59H-1, *Florida Administrative Code*, Florida Health Care Indigency Eligibility Certification Standards.

RETENTION: 5 fiscal years.

CLIENT CASE FILES: VETERAN SERVICES

Item #310

This record series consists of case files relating to veterans receiving various types of assistance, including but not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms which are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.

RETENTION: 5 fiscal years after case closed.

CODE ENFORCEMENT HEARING CASE FILES

Item #326

This record series consists of case files documenting code violation hearings before the Code Enforcement Board or a Special Master, including affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1.a., *Florida Statutes*, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: CITATION ISSUED

Item #398

This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: NO CITATION ISSUED

Item #237

This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE ENFORCEMENT HEARING CASE FILES."

RETENTION: 3 anniversary years after case is closed.

COMMITTEE/BOARD APPOINTMENT RECORDS

Item #334

This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, resignation letters, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS."

RETENTION: 3 fiscal years after term of office ends or committee/board is abolished.

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COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS

Item #379

This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."

RETENTION: 4 anniversary years after personnel action and any litigation is resolved.

COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

Item #258

This record series consists of records documenting the receipt, inventory, and disbursement of U.S. Department of Agriculture supplemental foods, and the receipt and disbursement of administrative funds, including reports of racial and ethnic participation and complaints of improper disbursement or denial of services. Refer to 7CFR247.29, Commodity Supplemental Food Program – Reports and Recordkeeping, for federal recordkeeping, reporting, and retention requirements.

RETENTION: 5 fiscal years.

COMMUNICATIONS AUDIO RECORDINGS

Item #335

This record series consists of audio recordings of radio and telephone communications and complaint calls. The series includes recordings of telephone calls to and from the police, sheriff department, or other dispatch office/agency, including 911 calls. The recordings are made for backup of activity reports, complaint records, and office operations, such as to verify times complaints are telephoned into the department or office/agency or for quality assurance reviews of customer service calls. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation. See also "911 RECORDS: LOGS."

RETENTION: 30 days.

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

Item #94

This record series consists of individual complaints received from citizens, consumers, or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. See also "GRIEVANCE FILES."

RETENTION: 1 anniversary year after resolved.

COMPREHENSIVE MASTER PLANS: ADOPTED

Item #166

This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida, including, but not limited to: maps, surveys, site plans, and any other material comprising or incorporated into the adopted comprehensive plan and all associated amendments. The plans may contain elements such as: growth management, sanitary sewer records, drainage records, future land use records, traffic circulation, economic assumptions, conservation, housing, recreation and open space, solid waste, electric utilities, potable water, intergovernmental coordination, mass transit, and all other local government related functions. Refer to Florida's Growth Management Act: Chapter 163, Part II, *Florida Statutes*, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

RETENTION: Permanent.

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)

Item #174

This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local governmental agencies required by the State of Florida. The supporting documents may include: additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials which support the proposed plan. Refer to Florida's Growth Management Act: Chapter 163, Part II, *Florida Statutes*, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." ***These records may have archival value.***

RETENTION: 5 anniversary years after adopted. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

COMPUTER LOGS

Item #391

This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.

RETENTION: 30 days or until review of logs is complete, whichever occurs first.

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

Item #64

This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of capital improvement or real property contracts, leases, or agreements to which the agency is a party,

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including contracts, leases, or agreements with architects, engineers, builders, and construction companies. "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. "Real Property" means land, buildings, and fixtures. The terms "land," "real estate," "realty," and "real property" may be used interchangeably. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION: 10 fiscal years after completion or termination of contract/lease/agreement.

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

Item #65

This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of non-capital improvement contracts, leases, or agreements to which the agency is a party. In addition, it includes the various contracts, leases, or agreements entered into for the purchase of goods and services, such as the purchase of gas, fuel oil, and annual purchases of inventory-maintained items. See also "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY" and "BARGAINING RECORDS."

RETENTION: 5 fiscal years after completion or termination of contract/lease/agreement.

COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION

Item #337

This record series consists of releases or other documentation authorizing the agency to publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.

RETENTION: Permanent.

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

Item #17

This record series consists of routine correspondence and memoranda of a general nature that are associated with administrative practices but that do not create policy or procedure, document the business of a particular program, or act as a receipt. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "INFORMATION REQUEST RECORDS." *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.*

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT

Item #338

This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

RETENTION: 5 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.*

DEFERRED COMPENSATION SUMMARY REPORTS

Item #339

This record series consists of reports provided to the agency by deferred compensation providers summarizing contributions, gains, losses, and other fund activities over the course of the reporting period. These are not reports of individual employees' contributions or account activities.

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

DIRECTIVES/POLICIES/PROCEDURES

Item #186

This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." *These records may have archival value.*

RETENTION: 2 anniversary years after superseded or becoming obsolete. *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.*

DISASTER PREPAREDNESS DRILL RECORDS

Item #259

This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions

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of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH,"
RETENTION: 2 calendar years provided reviews have been conducted.

DISASTER PREPAREDNESS PLANS

Item #210

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. *Florida Statutes* Section 252.365 requires state agencies to develop and maintain, "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to, "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS" and "DIRECTIVES/POLICIES/PROCEDURES." **These records may have archival value.**

RETENTION: 5 fiscal years after superseded or becoming obsolete. **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.**

DISASTER RELIEF RECORDS

Item #321

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, and daily activity reports. For federal retention requirements, refer to 44CFR13.42, Emergency Management and Assistance, Retention and Access Requirements for Records.

RETENTION: 5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.

DISBURSEMENT RECORDS: DETAIL

Item #340

This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, cancelled checks, check stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

RETENTION: 5 fiscal years.

DISBURSEMENT RECORDS: SUMMARY

Item #341

This series consists of records providing summary or aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation. See also "DISBURSEMENT RECORDS: DETAIL."

RETENTION: 10 fiscal years.

DISCIPLINARY CASE FILES: EMPLOYEES

Item #98

This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION: 5 anniversary years after final action.

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DOMESTIC PARTNERSHIP REGISTRY RECORDS

Item #399

This record series documents domestic partnerships established and dissolved by law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.

RETENTION: Permanent.

DONATION RECORDS

Item #342

This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."

RETENTION: Permanent.

DRAFTS AND WORKING PAPERS

Item #242

This record series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. **Drafts of documents that could have a significant effect on an agency's programs, functions, and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under the record series "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER."**

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

DRUG TEST CASE FILES

Item #260

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, 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) and (8), *Florida Statutes* (Florida Drug-Free Workplace Act, types of testing and testing procedures), Section 443.1715(3)(b), *Florida Statutes* (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).

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 the evidential breath testing device (EBT). 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 Testing Programs) and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention). 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 Drivers 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: Records Retention) 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.

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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 which 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*.

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 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: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS

Item #267

This record series consists of a listing of all applicants who are accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The list may change often as individuals' status or needs change. Refer to Section 252.355, *Florida Statutes*, Emergency Management, Registry of Persons With Special Needs, 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 APPLICATIONS."

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.

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

EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS

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. These applications may include: the citizen's name, address, and telephone number; correspondence; medical disabilities; caretaker's name; and type of accommodations required. Denied applications may be based on space availability and/or eligibility requirements. For accepted applications, individuals may be notified that they have been selected as clients and explained their responsibilities. When client status is accepted, individuals are agreeing that they will be ready to leave their residence at the appropriate time, and that they are aware of shelter rules and regulations. See also "EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

RETENTION: 4 anniversary years.

EMPLOYEE ASSISTANCE PROGRAM RECORDS

Item #269

This record series consists of documents related to the services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment, and counseling on

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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*, for confidentiality requirement.

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 which 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.

EMPLOYMENT APPLICATION AND SELECTION RECORDS

Item #24

This record series consists of all records which document the selection process and justify the selection decision, including but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. **Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file.** See Sections 110.211 and 110.213, *Florida Statutes*, governing recruitment and selection in state employment; Section 760.11, *Florida Statutes*, Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rule 60L-29 through 60L-39, *Florida Administrative Code*, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

RETENTION: 4 anniversary years after personnel action provided any litigation is resolved.

EMPLOYMENT APPLICATIONS: UNSOLICITED

Item #400

This record series consists of records submitted by individuals seeking employment when the agency is not in the process of hiring. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.

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

EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS

Item #343

This series consists of records relating to nonexpendable property acquired under federal employment assistance programs such as the Job Training Partnership Act (JTPA) and its predecessor, the Comprehensive Employment and Training Act (CETA). Refer to Federal Property Management Regulations, Subpart 114S-60.4, Classification of Property, for definition of nonexpendable property. Retention is pursuant to 20CFR Chapter V (Employment and Training Administration, Department of Labor), Section 627.460(a)(2).

RETENTION: 3 fiscal years after final disposition of property.

EMPLOYMENT ASSISTANCE PROGRAM RECORDS

Item #113

This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). Records may include reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation. Refer to 20CFR Chapter V (Employment and Training Administration, Department of Labor), Sections 627.455 and 627.460, for federal records requirements.

RETENTION: 5 fiscal years after final report.

ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

Item #20

This record series consists of reports and other documentation detailing funds that have been encumbered, i.e., set aside, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.

RETENTION: 3 fiscal years.

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ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

Item #211

This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also "DONATION RECORDS." *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.

ENERGY CONSUMPTION AND COST REPORTING RECORDS

Item #401

This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, *Florida Statutes*, Energy management; buildings occupied by state agencies. Records may include, but 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, 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 requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

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, 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.

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

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

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, RV 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, method of payment, 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. The records might also provide a check number, corresponding receipt number, amount, and deposit information. 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 which 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. **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 tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 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: 3 fiscal years after obsolete or superseded.

FINAL ORDERS RECORDS

Item #67

This record series consists of all final agency orders and any material incorporated by reference, a current final orders hierarchical subject matter index, and a list of all final orders not required to be indexed. "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

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definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." The permanent retention is pursuant to Section 120.53(3), *Florida Statutes*. For retention of supporting documentation such as notices, pleadings, motions, etc., that are not incorporated by reference into the final order see "FINAL ORDERS: SUPPORTING DOCUMENTS." See also "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." For Chapter 162, *Florida Statutes*, proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."
RETENTION: Permanent.

FINAL ORDERS: 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" 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, 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 cancelled.

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT) **Item #346**

This record series consists of personal financial information submitted to a local governing body by individuals appointed to local government office. The statements indicate such information as financial status, source(s) of income, etc. *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: 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: 10 fiscal years. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

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 10.558(3), 10.807(3), and 10.857(4) 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: 5 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*, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. The licenses expire after one year and so must be renewed annually for the

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establishment to continue to operate. 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/revocation of license.

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, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.
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 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 SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."
RETENTION: 1 anniversary year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL

Item #383

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." *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.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA

Item #384

This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This record series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

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

GRANT FILES: GRANTOR AGENCY

Item #109

This record series documents the administration of a grant program, including the application review process and expenditure of grant funds to an entity by a public agency. These files may include, but are not limited to, all grant applications (funded and unfunded); notifications to applicants of award or denial of grant funds; contracts; agreements;

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grant status, narrative, and financial reports submitted by recipient agencies; and supporting documentation. Grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." *These records may have archival value.*

RETENTION: 5 fiscal years after completion of grant cycle. *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.*

GRANT FILES: RECIPIENT

Item #348

This record series documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received. Check with applicable granting agency for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

RETENTION: 5 fiscal years after completion of project.

GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

Item #349

This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. **NOTE: For unfunded applications received by grantor agencies, use GRANT FILES: GRANTOR AGENCY.** See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

RETENTION: 1 anniversary year after receipt of denial notification.

GRIEVANCE FILES

Item #110

This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), *Florida Statutes*, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

RETENTION: 3 fiscal years after settlement.

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE

Item #350

This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, and chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention period is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to Employee Exposure and Medical Records; and 29CFR1910.1030, Bloodborne Pathogens. See also "EXPOSURE RECORDS" and "PERSONNEL RECORDS" items.

RETENTION: 30 years after termination, retirement, or separation from employment

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS

Item #324

This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103). Per 45CFR164.106(a)(2)(iii)(C), "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Retention is pursuant to 45CFR164.105(c)(2). See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.

HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS

Item #325

This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b). Retention is pursuant to 45CFR164.316(b)(2). See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

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HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE **Item #273**
This record series consists of completed applications submitted by citizens who later choose not to participate in the housing program. These applications have no activity on them and the individual has expressed no continuing interest in the program. The applications may become inactive because of changes in the eligibility requirements, lack of interest, inability to locate a home or to secure financing, relocation of applicant, or a failure to update the application by a given deadline. See also "HOUSING FINANCE ASSISTANCE RECORDS."
RETENTION: 4 fiscal years.

HOUSING FINANCE ASSISTANCE RECORDS **Item #274**
This record series consists of records documenting housing finance assistance to low to moderate income households, including, but not limited to: program requirements and project records; community housing development set-aside records; equal opportunity and fair housing records; environmental review records; applications; displacement, relocation, and real property acquisition records; lead based paint and radon records; housing agreements; income verifications; proofs of age or handicap; and other records as required by state/federal governments for public housing/housing finance assistance. Records relate to programs such as State Housing Initiatives Partnership (SHIP), governed by Section 420.907-9079, *Florida Statutes*, State Housing Initiatives Partnership, and Rule 67-37, *Florida Administrative Code*, State Housing Initiatives Partnership Program; HOME Investment Partnership Program, governed by Section 420.5089, *Florida Statutes*, HOME Investment Partnership Program, HOME Investment Partnership Fund, Rule 67-48.014-022, *Florida Administrative Code*, Home Investment Partnerships Program, and 24CFR, Part 92, Home Investment Partnerships Program; and other state or U.S. Department of Housing and Urban Development (HUD) programs. See also "HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE."
RETENTION: 5 fiscal years after funds expended and accounted for and/or satisfaction of loans, whichever is later.

INCIDENT REPORT FILES **Item #241**
This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "INJURY RECORDS."
RETENTION: 4 anniversary years from date of incident.

INFORMATION REQUEST RECORDS **Item #23**
This record series consists of correspondence accumulated in answering inquiries from the public. The series may include requests for: publications or services provided by the agency; inspection and/or copies of public records; confirmation of meeting or event times/dates/locations; information on outstanding liens; and general agency information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).
RETENTION: 1 fiscal year.

INJURY RECORDS **Item #188**
This record series consists of investigations, logs, and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION RECORDS." Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INCIDENT REPORT FILES."
RETENTION: 5 calendar years.

INSPECTION/MAINTENANCE RECORDS: BRIDGE **Item #276**
This record series consists of records documenting the inspection, condition, maintenance, and repair of bridges.
RETENTION: Retain for life of structure.

INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH **Item #193**
This record series consists of inspection reports, logs, and summaries relating to employees, equipment, materials, and facilities safety, health, and security. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "DISASTER PREPAREDNESS DRILL RECORDS."
RETENTION: 4 calendar years after inspection.

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INSPECTION REPORTS: FIRE EXTINGUISHER **Item #219**
This record series consists of annual fire extinguisher inspection reports required by the Occupational Safety and Health Administration (OSHA) and records of other periodic fire extinguisher inspections conducted by agencies. Retention is pursuant to 29CFR1910.157(e)(3) relating to portable fire extinguishers.
RETENTION: 1 anniversary year or life of equipment, whichever is sooner.

INSPECTOR'S ROUTE SHEETS: DAILY **Item #277**
This record series consists of daily inspection sheets used by the inspector for recording violations and other requirements that have not met building standards or codes. **NOTE:** This record may also be part of the building permit records. See also "PERMITS: BUILDING."
RETENTION: 3 fiscal years

INSURANCE RECORDS: AGENCY **Item #111**
This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, etc., on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates.
RETENTION: 5 fiscal years after final disposition of claim or expiration of policy.

INVENTORY: AGENCY PROPERTY **Item #40**
This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies which may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."
RETENTION: 3 fiscal years.

INVENTORY: AGENCY RECORDS **Item #319**
This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may include documentation of transmittal of records to an offsite storage facility.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

INVESTIGATIVE RECORDS: INSPECTOR GENERAL **Item #351**
This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated or released by the Office of the Inspector General of any agency. The series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), *Florida Statutes*. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."
RETENTION: 5 anniversary years after final action.

INVESTMENT RECORDS **Item #278**
This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. *These records may have archival value.*
RETENTION: 10 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.*

LAND DEVELOPMENT AND PLANNING PROJECT FILES **Item #352**
This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."
RETENTION: Permanent.

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LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS Item #403
This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."
RETENTION: 20 anniversary years after project denied or abandoned.

LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS Item #404
This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are *not* brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."
RETENTION: 10 anniversary years.

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS Item #353
This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecast, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED" and "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS."
RETENTION: Permanent.

LEGISLATION RECORDS Item #119
This record series documents the development of legislation proposed by, and/or potentially impacting, an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. *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.*

LICENSES: CERTIFICATE OF COMPETENCY RECORDS Item #253
This record series consists of the "certificate of competency" license issued to licensed contractors by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes*, Sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."
RETENTION: 3 fiscal years after the file is closed due to non-renewal and/or revocation of license.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) Item #254
This record series consists of a "certificate of competency" license for a temporary licensed contractor, applying for a current certificate of competency issued by the "local governing authority's" jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes*, Sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See

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also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."

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

LIEN DOCUMENTATION FILES

Item #405

This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the imposition or lifting of a lien by a government agency.

RETENTION: 5 fiscal years after satisfaction of lien.

LITIGATION CASE FILES

Item #27

This record series consists of legal documents, notes, reports, background material, etc., created or received in preparing for, or engaging in, litigation of legal disputes. See also "FINAL ORDERS RECORDS," "OPINIONS: LEGAL," and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

RETENTION: 5 anniversary years after case closed or appeal process expired.

LOBBYIST REGISTRATION RECORDS

Item #387

This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity, expense reports, and correspondence.

RETENTION: 5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.

LOCAL GOVERNMENT MILEAGE REPORTS

Item #390

This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, *Florida Statutes*, to provide mileage data as part of their annual financial reporting. The report provides the number of miles of paved and unpaved roads within the corporate limits of the town.

RETENTION: 5 fiscal years.

LOST AND FOUND RECORDS

Item #354

This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, detailed description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.

RETENTION: 3 fiscal years.

MAIL: REGISTERED AND CERTIFIED

Item #47

This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION: 1 fiscal year.

MAIL: UNDELIVERABLE/RETURNED

Item #1

This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. It does NOT include returned registered or certified mailings.

NOTE: In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

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

MAILING/CONTACT LISTS

Item #29

This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, *Florida Statutes*, Purging of Publication Mailing Lists, must be updated and superseded every odd numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "POSTAGE/SHIPPING RECORDS."

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

MANAGEMENT SURVEYS/STUDIES: INTERNAL

Item #30

This record series consists of raw data and work papers for surveys conducted by the agency to study management issues such as client/patron/employee satisfaction and service improvement. This may include survey/poll responses, tally sheets, suggestion box submissions, and other records related to the study of internal operations. This does not

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include reports prepared by consultants. The final compilation of the data may be produced as a report which may be scheduled under a different record series depending on the nature and depth of the survey/study (for instance, "FEASIBILITY STUDY RECORDS," "OPERATIONAL AND STATISTICAL REPORT RECORDS," or "PROJECT FILES" items).

RETENTION: 1 calendar year after completion of data collection or release of report, whichever is later.

MAPS: ORIGINALS

Item #280

This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of the Court under Sections 177.111, 177.131, 177.132, or 337.2735, *Florida Statutes*, or with the State Land Office under Section 253.031, *Florida Statutes*. See also "SUBDIVISION PLANS."

RETENTION: Permanent.

MEDICAL RECORDS

Item #212

This record series consists of routine health examination records *not* required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be part of the personnel file. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION: 5 calendar years.

MEDICAL RECORDS: VETERAN SERVICES

Item #311

This record series consists of, but is not limited to, duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans.

RETENTION: 7 fiscal years after last discharge or last entry.

MICROGRAPHICS: QUALITY CONTROL RECORDS

Item #282

This record series consists of, but is not limited to, test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(j), *Florida Administrative Code*.

RETENTION: Permanent.

MINORITY APPOINTMENT REPORTING RECORDS

Item #406

This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, *Florida Statutes*, Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.

RETENTION: 4 anniversary years.

MINORITY BUSINESS CERTIFICATION CASE FILES

Item #169

This record series consists of case files documenting women and minority owned companies that have applied to the agency for certification as a certified minority business enterprise as defined in Section 288.703, *Florida Statutes*, and in accordance with Section 287.0943, *Florida Statutes*, Certification of Minority Business Enterprises. The series may include, but is not limited to, application for certification; documentation verifying minority ownership and control of the business; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, *Florida Statutes*; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

RETENTION: 3 fiscal years.

MINUTES: OFFICIAL MEETINGS

Item #32

This record series consists of the official record of official meetings, defined in Section 286.011(1), *Florida Statutes*, as, "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items. This series does not include documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, reservations and confirmations, etc., which are covered by Administrative Support Records. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)," and "MINUTES: OTHER MEETINGS." *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.*

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MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS) **Item #4**
This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), *Florida Statutes*. See also "MINUTES: OFFICIAL MEETINGS" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."
RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) **Item #123**
This record series consists of supporting documents for minutes and agendas generated by official meetings. These records provide information necessary for completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, roll call sheets and sign-in sheets for speakers. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," and "MINUTES: OTHER MEETINGS."
RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OTHER MEETINGS **Item #33**
This record series consists of minutes and all supporting documentation from meetings which are not official meetings as defined in Section 286.011(1), *Florida Statutes*. *These records may have archival value.*
RETENTION: 1 anniversary year after date of meeting. *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.*

MUNICIPAL COURT DOCKET RECORDS **Item #323**
This record series consists of records docketing municipal court cases at any time until the elimination of municipal courts in 1975. Information typically includes individual's name, case number, charge, date, plea, verdict, and fine. There is no additional accumulation of these records; no audit requirements; no felony cases; and no legal, fiscal, administrative, or historical value.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM **Item #355**
This series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program, which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include, but are not limited to, CRS certification forms, recertification and modification forms, flood insurance rate map determination forms, correspondence, and other related and supporting documentation. Local governments must recertify annually and undergo in-depth program review/verification every five years. See 44CFR, Emergency Management and Assistance.
RETENTION: Retain for duration of participation in program.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS **Item #356**
This series consists of records documenting federally funded flood mitigation projects to reduce the long-term risk of flood damage to structures insurable under the National Flood Insurance Program. Records document such projects as elevation and retrofit of insured structures; dry floodproofing of non-residential insured structures; acquisition of insured structures and real property; relocation or demolition of insured structures; and beach nourishment activities. Projects are conducted pursuant to 42 U.S.C. 4104c and d. See 44CFR, Emergency Management and Assistance.
RETENTION: Permanent.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS **Item #357**
This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.
RETENTION: Permanent.

NEWS RELEASES **Item #34**
This record series consists of news releases distributed by the agency and/or received from other offices for informational purposes. See also "PUBLIC INFORMATION FILES" and "PUBLICATION PRODUCTION RECORDS." *These records may have archival value.*
RETENTION: 90 days. *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.*

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NOISE EXPOSURE MEASUREMENT RECORDS Item #283
This record series consists of studies and measurements of the noise levels to which employees are exposed by location or job classification. These documents may include incident reports, risk management assessments, and other necessary documentation demonstrating the possibility of exposure. Retention is pursuant to 29CFR1910.95(m)(3)(i), Occupational Noise Exposure – Recordkeeping - Record Retention.
RETENTION: 2 anniversary years.

OPERATIONAL AND STATISTICAL REPORT RECORDS Item #124
This record series consists of daily, weekly, monthly, semi-annual, and annual narrative and statistical reports of office operations made within and between agency departments. It may also include activity reports demonstrating the productivity of individual employees or the work tasks completed for a period of time (daily, weekly, hourly, etc.). These are internal agency reports used by management to monitor or improve agency administration or for reference purposes when developing broader agency reports. These are not official annual reports that each agency is required to submit to its governing authority. See also "MANAGEMENT SURVEYS/STUDIES: INTERNAL" and "PROJECT FILES" items.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

OPINIONS: LEGAL Item #26
This record series consists of written legal opinions issued by agency attorneys establishing policy or precedent and answering questions involving legal interpretation of Florida or federal law in relation to the agency's functions, 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*, 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, etc. See also "ORDINANCES." *These records may have archival value.*
RETENTION: 5 anniversary years after adoption 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 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.

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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 1.2, October 2008 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, etc. 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," "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT 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. 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. 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, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, 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.

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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. The bonds can be "cashed in" if the work is not complete or satisfactory. Once the work is completed satisfactorily, the bond is returned to the contractor or developer. The series may include, but is not limited to, bond release letters which let the contractor or developer know the bond is released, and return letters which 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.

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 Chapters 125 and 166, *Florida Statutes*, regarding local government permitting authority; Section 553.79, *Florida Statutes*, Permits; applications; issuance; inspections; Section 95.11(3)(c), *Florida Statutes*, 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.

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 Chapters 125 and 163, *Florida Statutes*. 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 Chapters 125 and 166, *Florida Statutes*, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes* (see especially Section 479.07(3)(b), *Florida Statutes*). Included in this series are the applications and supporting documents.

RETENTION: 3 fiscal years.

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)

Item #360

This record series consists of applications for, and approvals and disapprovals of, permits for special events, including but not limited to, temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs, when no permitting fee is required.

RETENTION: 1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.

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- PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)** **Item #361**
This record series consists of applications for, and approvals and disapprovals of, permits for special events, including but not limited to, temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs, when a permitting fee is required.
RETENTION: 5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
- PERMITS: TREE REMOVAL (NO PERMITTING FEE)** **Item #362**
This record series consists of applications for, and approvals or denials of, permits for removal of trees when no permitting fee is required. The series may include, but is not limited to, applications, site/landscaping plans, maps, correspondence, and other related records.
RETENTION: 1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
- PERMITS: TREE REMOVAL (PERMITTING FEE)** **Item #363**
This record series consists of applications for, and approvals or denials of, permits for removal of trees when a permitted fee is required. The series may include, but is not limited to, applications, site/landscaping plans, maps, correspondence, and other related records.
RETENTION: 5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
- PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM** **Item #19**
This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). 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, 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, and other related materials. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures, and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 25 fiscal years after separation or termination of employment.
- PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)** **Item #162**
This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). 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, 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, and other related materials. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 50 fiscal years after separation or termination of employment.
- PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT** **Item #66**
This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. 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, 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, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 3 fiscal years after separation or termination of employment.
- PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION** **Item #378**
This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 5 fiscal years.

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PETTY CASH DOCUMENTATION RECORDS

Item #202

This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "DISBURSEMENT RECORDS: DETAIL" and "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION: 5 fiscal years.

POSITION DESCRIPTION RECORDS

Item #38

This record series documents the specifically assigned duties and responsibilities for a particular position including, but not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."

RETENTION: 2 anniversary years after superseded.

POSTAGE/SHIPPING RECORDS

Item #133

This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."

RETENTION: 3 fiscal years.

PROBATION RECORDS

Item #320

This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).

RETENTION: 5 calendar years after case closed.

PROCLAMATIONS

Item #142

This record series consists of a governing body's proclamations calling attention to issues of current significance or honoring groups, individuals, or past events, such as a proclamation declaring "Water Conservation Month," "Law Enforcement Appreciation Week," or "Emancipation Proclamation Day." The series may also include, but is not limited to, correspondence, memoranda, public input, sample proclamations, drafts, and letters of support. See also "CHARTERS/AMENDMENTS/BYLAWS/ CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "RESOLUTIONS." *These records may have archival value.*

RETENTION: 2 calendar years after date of issuance. *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.*

PROJECT FILES: CAPITAL IMPROVEMENT

Item #136

This record series documents capital improvement projects in progress and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. "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 "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 10 fiscal years after completion of project.

PROJECT FILES: FEDERAL

Item #137

This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. **NOTE:** Check with applicable agency and/or the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "GRANT FILES: RECIPIENT," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 5 fiscal years after completion of project.

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- PROJECT FILES: NON-CAPITAL IMPROVEMENT** **Item #138**
This record series documents projects in progress and/or project proposals which may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."
RETENTION: 5 fiscal years after completion of project.
- PROJECT FILES: OPERATIONAL** **Item #291**
This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.
RETENTION: 3 fiscal years.
- PROMOTION/TRANSFER RECORDS** **Item #139**
This record series consists of applications for promotion or transfer within the agency, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.
RETENTION: 4 calendar years after selection is finalized or confirmed.
- PROPERTY CONTROL RECORDS** **Item #222**
This record series documents all property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer's serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."
RETENTION: Retain until completion of the next physical inventory after the equipment leaves service.
- PROPERTY TRANSFER RECORDS** **Item #41**
This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplus, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."
RETENTION: 1 fiscal year provided a physical inventory has been released.
- PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS** **Item #326**
This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to protected health information. The records are required HIPAA documentation per 45CFR164.524(e). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.
RETENTION: 6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
- PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS** **Item #327**
This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for amendment of protected health information. The records are required HIPAA documentation per 45CFR164.526(f). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.
RETENTION: 6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
- PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS** **Item #328**
This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b) and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.528(a)(1) and 164.528(a)(3). See also "HIPAA" items.
RETENTION: 6 anniversary years from date of disclosure.
- PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS** **Item #329**
This record series consists of a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information. The series can also include revisions to policies and procedures and any

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correspondence relating to the policies or their revision. The records are required HIPAA documentation per 45CFR164.528(j). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

RETENTION: 6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS **Item #330**

This record series consists of records of all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45CFR164.530(d) and 164.530(e). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

RETENTION: 6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.

PUBLIC DEPOSITOR ANNUAL REPORT RECORDS **Item #389**

This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DI4-1009 or equivalent DOR form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), *Florida Statutes*, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. Pursuant to Rule 69C-2.032, *Florida Administrative Code*, Execution of Forms, Proof of Authorization, this series may also include documentation of authorization to execute this report. Documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

RETENTION: 5 fiscal years.

PUBLIC INFORMATION FILES **Item #128**

This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, etc. The series may include, but is not limited to, speeches (including outlines, speaking points, and drafts), photographs or other illustrations used in agency publications or displays, and examples of brochures, handouts, or other items meant for public distribution. **NOTE:** Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS." *These records may have archival value.*

RETENTION: 90 days. *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.*

PUBLIC PROGRAM/EVENT RECORDS **Item #238**

This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, and audio and/or video recordings. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency. See also "REGISTRATION RECORDS: EVENTS."

RETENTION: 5 fiscal years after completion of contract or program/event, whichever is later.

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS **Item #392**

This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under Sections 119.071 (general exemptions), 493.6122 (private investigative, private security, and repossession services), and 741.465 (domestic violence victims), *Florida Statutes*, and other applicable sections; and redaction requests to Clerks of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

RETENTION: Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is sooner.

PUBLICATION PRODUCTION RECORDS **Item #198**

This record series consists of records used to generate publications such as catalogs, pamphlets, leaflets, and other media items. The series may include, but is not limited to, rough, blue lined, camera-ready, and final copies, as well as illustrations (e.g., cropped photographs). See also "NEWS RELEASES" and "PUBLIC INFORMATION FILES."

RETENTION: Retain until receipt of final, published copy.

PURCHASING RECORDS **Item #42**

This record series consists of copies of purchase orders which are retained by the originating office while another is sent to the Purchasing/Business Office and the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions sent by the originating office to supply, purchasing, graphics, duplicating, or other sections for action; copies of receiving reports; and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "DISBURSEMENT RECORDS: DETAIL."

RETENTION: 5 fiscal years.

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- RADIO LOGS** **Item #292**
This record series consists of a log recording the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back 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: 1 fiscal year.
- 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 was 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: 3 fiscal years.
- 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: 5 anniversary years after final action.
- 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: 3 fiscal years after agency's final disposition of property.
- 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: 3 fiscal years.
- 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 Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."
RETENTION: 5 fiscal years.
- 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: 10 fiscal years.
- 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), *Florida Administrative Code*, 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 electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."
RETENTION: Permanent.
- RECORDS MANAGEMENT COMPLIANCE STATEMENTS** **Item #322**
This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-

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compliance with Florida's public records management statutes and *Florida Administrative Code* rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), *Florida Administrative Code*, which requires that, "Each agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." See also "RECORDS DISPOSITION DOCUMENTATION" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."
RETENTION: 1 fiscal year.

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC **Item #68**
This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B-24.003(1)-(8), *Florida Administrative Code*, Section 119.021(2)(a), *Florida Statutes*, and Section 257.36(6), *Florida Statutes*. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."
RETENTION: Permanent.

RECORDS RETRIEVAL/REFERENCE RECORDS **Item #295**
This record series documents the retrieval and refiling of records stored in a records management or archival facility. The series may include, but is not limited to, reference and records retrieval and refile requests/work orders and pull slips and/or "out cards." The records may indicate name of requesting party; specific records retrieved; date of retrieval and/or delivery to requesting party; by whom retrieved/delivered; date records returned/refiled and by whom; and any additional information, such as if anything was missing.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

REGISTRATION RECORDS: EVENTS **Item #296**
This record series consists of registration information for events such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events for which the public can register to participate or attend. The series may include completed registration forms providing such information as registrant's name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical release, and liability release. The series may also include other documentation such as sign in/out forms, parent/guardian authorizations, etc. See also "PUBLIC PROGRAM/EVENT RECORDS."
RETENTION: 5 fiscal years.

RESOLUTIONS **Item #297**
This record series consists of formal expressions of opinion, intention, or decision by a governing body concerning administrative matters before the governing body or relating to the governing body's areas of responsibility. See also "RESOLUTIONS: SUPPORTING DOCUMENTS," "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "PROCLAMATIONS." *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.*

RESOLUTIONS: SUPPORTING DOCUMENTS **Item #143**
This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/PROCEDURES" and "RESOLUTIONS."
RETENTION: 3 calendar years after date of resolution.

RESPIRATOR FIT TESTING RECORDS **Item #298**
This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators, "in any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1)). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection - Recordkeeping.
RETENTION: Retain until the next fit test is administered OR 4 anniversary years after separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

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REVENUE SHARING APPLICATIONS

Item #388

This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), *Florida Administrative Code*, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, *Florida Statutes*, Revenue Sharing Act of 1972.

RETENTION: 5 fiscal years.

RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE

Item #409

This record series consists of permits issued for permanent construction in or use of the right of way. Permits may be issued for performance of construction or installation of underground electric, gas, cable television, telephone lines and other long term or permanent usage of the right of way. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; a copy of the permit; inspection report; start work notice; and other related documentation.

RETENTION: Permanent.

RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE

Item #410

This record series consists of permits issued for temporary usage of the right of way. Temporary right of way usage may include, but is not limited to, the placement of heavy equipment for construction or building maintenance and temporary commercial dumpsters. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; a copy of the permit; inspection report; start work notice; and other related documentation.

RETENTION: 5 fiscal years.

RULE DEVELOPMENT FILES

Item #367

This record series documents the development and approval process for *Florida Administrative Code* rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and research materials used in developing the rule; Florida Administrative Weekly notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the *Florida Administrative Code*. Retention is pursuant to Section 120.54(8), *Florida Statutes*.

RETENTION: Retain as long as rule is in effect.

SALARY COMPARISON REPORTS

Item #49

This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." *These records may have archival value.*

RETENTION: 1 fiscal year. *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.*

SALARY SCHEDULES

Item #240

This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." *These records may have archival value.*

RETENTION: 10 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.*

SALES/USE/LOCAL OPTION TAX RECORDS

Item #368

This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, *Florida Statutes*, Tax On Sales, Use, And Other Transactions.

RETENTION: 5 fiscal years.

SECURITY SCREENING RECORDS

Item #369

This record series consists of records documenting security screenings/background checks conducted on individuals who are *not employees or candidates for employment* (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. **NOTE: Public schools must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with *Florida Statutes*.**

RETENTION: 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

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SIGNATURE AUTHORIZATION RECORDS

Item #300

This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

RETENTION: 1 fiscal year after obsolete or superseded.

SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS

Item #411

This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.

RETENTION: 1 anniversary year after superseded or employee separates from employment.

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

Item #144

This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.

RETENTION: 4 calendar years after due date of tax.

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS

Item #370

This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

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

STAFF ADMINISTRATION RECORDS

Item #371

This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost, then *offer to personnel/human resources office before disposition.*

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

Item #372

This record series consists of data relating to the defunct State Meritorious Service Awards Program. Files may contain employee suggestion forms (Form DMS/EPE.AWP01), evaluations, adoption forms, Superior Accomplishment nomination forms, payment records, and copies of summary information submitted to the Department of Management Services for the Annual Workforce Report (Form DMS/EPE.AWP02). These records are no longer being created.

RETENTION: 3 calendar years.

STORAGE TANK RECORDS

Item #412

This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.

RETENTION: Retain for life of tank.

SUBDIVISION PLANS

Item #301

This record series consists of preliminary, final, and as-built construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. The plans/drawings are reviewed to ensure compliance with codes and ordinances. Any proposed construction involving state right of way is also reviewed by the Department of Transportation. The plans/drawings may depict conceptual as well as precise measured information essential for the planning and construction of subdivisions. The series may also include, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and

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Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Permanent.

SUBJECT/REFERENCE FILES

Item #373

This record series may contain copies of correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by an agency or program unit. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." *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.*

SUBPOENAS

Item #374

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.

RETENTION: 1 anniversary year after compliance date specified in subpoena.

SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS

Item #386

This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.

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

SURVEILLANCE RECORDINGS

Item #302

This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.

RETENTION: 30 days.

SURVEYS: AERIAL

Item #303

This record series consists of aerial survey records which include, but are not limited to, negatives, prints, and supporting documentation.

RETENTION: Permanent.

TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

Item #304

This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, *Florida Statutes*, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.

RETENTION: 5 fiscal years.

TELEPHONE CALL RECORDS

Item #28

This record series consists of documentation of long distance telephone calls, cellular phone calls, or facsimiles (faxes), maintained in order to reconcile with telephone service bills/invoices. The series does not include telephone messages.

RETENTION: 1 fiscal year.

TOURIST DEVELOPMENT TAX COLLECTION RECORDS

Item #305

This record series consists of documents relating to the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration and living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months or less. Refer to Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years.

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TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS **Item #413**
This record series consists of applications or registrations for a tourist development tax account from hotels, motels, or other businesses providing rentals for a term of six months or less. The applications/registrations are received by certain counties that require those businesses to collect a tourist development tax as authorized by Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.
RETENTION: 5 fiscal years after account no longer active.

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; and recipient copies of announcements of agency sponsored events such as exhibits, lectures, workshops, etc. 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. Copies of supporting documents such as itineraries, etc. may also be included. See also "DISBURSEMENT 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; public hearing agendas and/or minutes; 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.

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- 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 statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."
RETENTION: 5 fiscal years.
- VEHICLE ACCIDENT RECORDS** **Item #78**
This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."
RETENTION: 4 anniversary years.
- VEHICLE LOCATOR RECORDS** **Item #414**
This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.
RETENTION: 30 days.
- VEHICLE RECORDS** **Item #154**
This record series consists of records documenting each vehicle owned by the agency, including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."
RETENTION: 1 anniversary year after disposition of vehicle.
- VENDOR FILES** **Item #97**
This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.
RETENTION: 3 fiscal years.
- VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT** **Item #243**
This record series consists of written responses to requests for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.
RETENTION: 90 days.
- VISITOR/ENTRY LOGS** **Item #54**
This record series consists of records documenting visitors' and employees' entry into an agency's building or other facility. The log might require a time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."
RETENTION: 30 days.
- VOUCHERS: FEDERAL PROJECTS PAID** **Item #156**
This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."
RETENTION: 5 fiscal years after completion or termination of project.

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WHISTLE BLOWER INVESTIGATIVE RECORDS

Item #376

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency. The record series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), *Florida Statutes*. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." *These records may have archival value.*

RETENTION: 5 anniversary years after case closed or conclusion of any litigation that may ensue. *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.*

WORK ORDERS

Item #141

This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order includes dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION: 3 fiscal years.

WORK SCHEDULES

Item #289

This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.

RETENTION: 1 fiscal year after obsolete or superseded.

WORKERS' COMPENSATION RECORDS

Item #55

This record series documents employee injuries or illness where a Workers' Compensation claim is made. The series consists of the first report of injury forms and any other employer's reports including, but not limited to, Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY RECORDS."

RETENTION: 5 calendar years.

ZONING VARIANCE RECORDS

Item #312

This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.

RETENTION: Permanent.

911 RECORDS: LOGS

Item #377

This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system such as the Automatic Number Indicator System (ANI). See also "COMMUNICATIONS AUDIO RECORDINGS" and "RADIO LOGS."

RETENTION: 1 anniversary year after received.

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CROSS-REFERENCE

CROSS-REFERENCE

- ACCESSION RECORDS: LIBRARY
use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records
- ACCIDENT RECORDS
use VEHICLE ACCIDENT RECORDS
- ACCOUNTS PAYABLE RECORDS
use DISBURSEMENT RECORDS: DETAIL
- ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS
use DISBURSEMENT RECORDS: DETAIL
- ACCOUNTS PAYABLE/RECEIVABLE SUMMARY RECORDS
use DISBURSEMENT RECORDS: SUMMARY
or RECEIPT/REVENUE RECORDS: SUMMARY
- ACCOUNTS PAYABLE/RECEIVABLE RECORDS: SUMMARY
use DISBURSEMENT RECORDS: SUMMARY
or RECEIPT/REVENUE RECORDS: SUMMARY
- ACCOUNTS RECEIVABLE RECORDS
use RECEIPT/REVENUE RECORDS: DETAIL
- ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS
use RECEIPT/REVENUE RECORDS: DETAIL
- ACQUISITION RECORDS: LIBRARY
use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records
- ACTIVITY REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS
- AD VALOREM TAX RECORDS
use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)
- ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS
use ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
- ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- AERIAL SURVEYS
use SURVEYS: AERIAL
- AGENDAS
use MINUTES: OFFICIAL MEETINGS
- AGREEMENTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY
- AGREEMENTS: NON-CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT
- AMENDMENTS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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ANNUAL BUDGETS

use BUDGET RECORDS: APPROVED ANNUAL BUDGET
or BUDGET RECORDS: SUPPORTING DOCUMENTS

ANNUAL FINANCIAL REPORTS

use FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)
or FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)

ANNUAL LEDGERS

use FINANCIAL HISTORY SUMMARY RECORDS

APPLICATIONS: EMPLOYMENT (NOT HIRED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

APPLICATIONS: LIBRARY CARDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

APPLICATIONS FOR REVENUE SHARING

use REVENUE SHARING APPLICATIONS

APPRAISALS: LAND (NOT PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

APPRAISALS: LAND (PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS

use ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

ATTENDANCE RECORDS: LEAVE

use ATTENDANCE AND LEAVE RECORDS

ATTENDANCE RECORDS: LEAVE INDEX

use ATTENDANCE AND LEAVE RECORDS

AUDIO RECORDINGS OF OFFICIAL MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

AUTOPSY/MEDICAL EXAMINER PAYMENT RECORDS: SUPPORTING DOCUMENTS

use DISBURSEMENT RECORDS: DETAIL

BACKGROUND/SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS: NON-EMPLOYEES for non-employees

BAD CHECK RECORDS

use RECEIPT/REVENUE RECORDS: DETAIL

BALANCE SHEETS

use RECEIPT/REVENUE RECORDS: DETAIL

BANK ACCOUNT AUTHORIZATION RECORDS

use FINANCIAL ACCOUNT AUTHORIZATION RECORDS

BANK RECONCILIATIONS

use BANK STATEMENTS: RECONCILIATION

BARGAINING RECORDS: SUPPORTING DOCUMENTS

use BARGAINING RECORDS

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BEQUESTS
use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

BIOGRAPHICAL FILES
use STAFF ADMINISTRATION RECORDS

BONDS, PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS
use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

BREATH ALCOHOL RECORDS
use DRUG TEST CASE FILES
or PERSONNEL RECORDS

BRIDGE INSPECTION RECORDS
use INSPECTION/MAINTENANCE RECORDS: BRIDGE

BUDGET TRANSFER FORMS
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

BUILDING CODE BOARD ADJUSTMENT HEARING CASE FILES
use ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)
or ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

BUILDING CODE BOARD AGENDAS
use MINUTES: OFFICIAL MEETINGS

BUILDING PERMIT APPLICATIONS
use PERMITS: BUILDING
or ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

BUILDING PERMITS
use PERMITS: BUILDING

BUILDING PLANS: COMMERCIAL
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

BUILDING PLANS: RESIDENTIAL
use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

BYLAWS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CAFETERIA/FLEXIBLE SPENDING PLAN: ENROLLMENTS AND CLAIMS
use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

CAPITAL EXPENDITURE PLANS
use EXPENDITURE PLANS: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT AGREEMENTS/CONTRACTS/LEASES
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CAPITAL IMPROVEMENT PROJECT FILES
use PROJECT FILES: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT SUCCESSFUL BIDS
use BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS
use BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

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- CASH COLLECTION RECORDS: RECEIPT/REPORT
use RECEIPT/REVENUE RECORDS: DETAIL
- CASH COLLECTION RECORDS
use RECEIPT/REVENUE RECORDS: DETAIL
- CASH REGISTER TAPES
use RECEIPT/REVENUE RECORDS: DETAIL
- CENSUS BUREAU VOLUNTARY REPORTS AND SURVEYS
use INFORMATION REQUEST RECORDS
- CERTIFICATE OF COMPETENCY RECORDS
use LICENSES: CERTIFICATE OF COMPETENCY RECORDS
- CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY
use LICENSES: CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY
- CERTIFICATION FORWARD DOCUMENTS
use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS
- CHECKS: CANCELED
use DISBURSEMENT RECORDS: DETAIL
- CHECKS: LOG
use DISBURSEMENT RECORDS: SUMMARY
- CHECKS: REGISTERS
use DISBURSEMENT RECORDS: SUMMARY
- CHECKS: STUBS
use DISBURSEMENT RECORDS: DETAIL
- CITIZEN COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES
- CLASS SPECIFICATION RECORDS
use POSITION DESCRIPTION RECORDS
- CODE ENFORCEMENT BOARD CASE FILES
use CODE ENFORCEMENT HEARING CASE FILES
- COMMERCIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL
- COMMERCIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: COMMERCIAL
- COMMODITY PROGRAM RECORDS
use COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS
- COMMUNITY SERVICE ATTENDANCE RECORDS
use ATTENDANCE RECORDS: COMMUNITY SERVICE
- COMPLIANCE FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS
- COMPREHENSIVE ANNUAL FINANCIAL REPORTS (LOCAL GOVERNMENT)
use FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)
- COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) RECORDS
use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

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CONFINED SPACE PERMITS
use PERMITS: CONFINED SPACE ENTRY

CONSTITUTIONS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CONSUMER COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CONTINUING EDUCATION RECORDS: IN-HOUSE
use PERSONNEL RECORDS

CONTRACTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CONTRACTS: NON-CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

CONVENIENCE COPIES
use ADMINISTRATIVE CONVENIENCE RECORDS

CONVEYANCE RECORDS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

CORRESPONDENCE: ROUTINE
use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

COUNTY GOVERNMENT ANNUAL REPORTS
use ANNUAL REPORTS: COUNTY GOVERNMENT

COURT ORDERED GARNISHMENT RECORDS
use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

CREDIT CARD SECURITY CODES
use PAYMENT CARD SENSITIVE AUTHENTICATION DATA

DAILY ACTIVITY REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

DEDUCTION AUTHORIZATION RECORDS
use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

DEEDS: AGENCY PROPERTY
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

DEPOSIT/WITHDRAWAL/TRANSFER SLIPS
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

DISASTER DRILL RECORDS
use DISASTER PREPAREDNESS DRILL RECORDS

DISASTER PLANS
use DISASTER PREPAREDNESS PLANS

DISASTER PREPAREDNESS RECORDS: DRILLS
use DISASTER PREPAREDNESS DRILL RECORDS

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- DISASTER PREPAREDNESS DRILLS
use DISASTER PREPAREDNESS DRILL RECORDS
- DISCIPLINARY CASE FILES
use DISCIPLINARY CASE FILES: EMPLOYEES
- DRUG TEST RECORDS
use DRUG TEST CASE FILES
- DRUG TEST RECORDS: EQUIPMENT
use DRUG TEST EQUIPMENT RECORDS
- DRUG TEST RECORDS: PROGRAM
use DRUG TEST PROGRAM ADMINISTRATION RECORDS
- DUPLICATES
unless otherwise specified, retention for duplicates is "Retain until obsolete, superseded, or administrative value is lost"
- EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
- EEOC RECORDS/REPORTS
use EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS
- EMERGENCY OPERATIONS RECORDS: APPLICATIONS
use EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS
- EMPLOYEE DISCIPLINARY CASE FILES
use DISCIPLINARY CASE FILES: EMPLOYEES
- EMPLOYEE PRE-COUNSELING RECORDS
use EMPLOYEE CONDUCT COUNSELING RECORDS
- EMPLOYMENT APPLICATIONS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT ELIGIBILITY LIST
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT EXAMINATION RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT VERIFICATION RECORDS
use VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT
- ENCUMBRANCE RECORDS
use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS
- ENVIRONMENTAL REGULATION RECORDS
use ENVIRONMENTAL REGULATION COMPLIANCE RECORDS
- EQUIPMENT MAINTENANCE/USAGE RECORDS
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS
- EQUIPMENT USAGE RECORDS
use EQUIPMENT/VEHICLE USAGE RECORDS
- EVENT RECORDS
use PUBLIC PROGRAM/EVENT RECORDS
or REGISTRATION RECORDS: EVENTS

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- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT
 - use DISBURSEMENT RECORDS: DETAIL
 - or RECEIPT/REVENUE RECORDS: DETAIL
- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS
 - use DISBURSEMENT RECORDS: SUMMARY
 - or RECEIPT/REVENUE RECORDS: SUMMARY
- EXPENDITURE REPORTS
 - use DISBURSEMENT RECORDS: DETAIL
 - or DISBURSEMENT RECORDS: SUMMARY
- FACILITY RENTAL RECORDS
 - use FACILITY RESERVATION/RENTAL RECORDS
- FAMILY AND MEDICAL LEAVE ACT ATTENDANCE RECORDS
 - use ATTENDANCE AND LEAVE RECORDS
- FEDERAL PROJECT FILES
 - use PROJECT FILES: FEDERAL
- FEDERAL PROJECT PAID VOUCHERS
 - use VOUCHERS: FEDERAL PROJECTS PAID
- FICA REPORTS
 - use SOCIAL SECURITY CONTROLLED SUMMARY RECORDS
- FINAL ORDERS
 - use FINAL ORDERS RECORDS
 - or FINAL ORDERS: SUPPORTING DOCUMENTS
- FINAL ORDERS: INDEX
 - use FINAL ORDERS RECORDS
- FINAL ORDERS: LIST
 - use FINAL ORDERS RECORDS
- FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)
 - use FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)
- FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS)
 - use FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)
- FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)
 - use FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)
- FIRE EXTINGUISHER RECORDS
 - use INSPECTION REPORTS: FIRE EXTINGUISHER
- FIRE INSPECTION RECORDS
 - use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH
- FLOOD INSURANCE PROGRAM RECORDS, NATIONAL
 - use NATIONAL FLOOD INSURANCE PROGRAM RECORDS
- FUEL REPORTS
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
 - or EQUIPMENT/VEHICLE USAGE RECORDS
- FUEL USE REPORTS
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
 - or EQUIPMENT/VEHICLE USAGE RECORDS

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- FUEL STORAGE TANK RECORDS
Use STORAGE TANK RECORDS
- GARNISHMENT RECORDS
use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT
- GENERAL LEDGERS: ANNUAL SUMMARY
use FINANCIAL HISTORY SUMMARY RECORDS
- GENERAL LEDGERS: SUPPORTING DOCUMENTS
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL
- GOVERNING BODY ANNUAL REPORTS
use ANNUAL REPORTS: GOVERNING BODY
- GRANT FILES: GRANTOR AGENCY/RECIPIENT
use GRANT FILES: GRANTOR AGENCY
or GRANT FILES: RECIPIENT
or GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)
- HEALTH EXAMINATION RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE
or MEDICAL RECORDS
or PERSONNEL RECORDS
- HIPAA RECORDS
use HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS
or HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS
or PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS
or PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS
or PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS
or PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS
or PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS
- HUMAN/SOCIAL SERVICES: CLIENT CASE FILES
use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES
- INCIDENT/INVESTIGATION REPORTS
use INCIDENT REPORT FILES
- INCIDENT REPORTS
use INCIDENT REPORT FILES
- INJURY REPORTS
use INJURY RECORDS
or VEHICLE ACCIDENT RECORDS
or WORKERS' COMPENSATION RECORDS
- INSPECTION RECORDS: BRIDGE/MAINTENANCE
use INSPECTION/MAINTENANCE RECORDS: BRIDGE
- INTERNAL SURVEYS/STUDIES
use MANAGEMENT SURVEYS/STUDIES: INTERNAL
- INVENTORY: EXPENDABLE PROPERTY/SUPPLIES
use INVENTORY: AGENCY PROPERTY
- INVENTORY: FIXED ASSETS/OPERATING CAPITAL OUTLAY
use INVENTORY: AGENCY PROPERTY

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INVENTORY/PROPERTY CONTROL RECORDS: EXPENDABLE
use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: FIXED ASSETS
use INVENTORY: AGENCY PROPERTY

INVENTORY RECORDS: PHYSICAL
use INVENTORY: AGENCY PROPERTY

INVOICES
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

JOB ADVERTISEMENTS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB APPLICATIONS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB DESCRIPTION RECORDS
use POSITION DESCRIPTION RECORDS

JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS
use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

JOURNAL TRANSACTIONS (DAILY)
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

JOURNAL TRANSACTIONS (MONTHLY SUMMARY)
use DISBURSEMENT RECORDS: SUMMARY
or RECEIPT/REVENUE RECORDS: SUMMARY

JOURNALS: VOUCHERS
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

KEY AND BADGE ISSUANCE RECORDS
use ACCESS CONTROL RECORDS

LAND APPRAISALS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

LEASES: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEASES: NON-CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

LEASES: REAL PROPERTY
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEAVE INDEX RECORDS
use ATTENDANCE AND LEAVE RECORDS

LEAVE TRANSACTION REPORTS
use ATTENDANCE AND LEAVE RECORDS

LEDGERS: GENERAL (ANNUAL SUMMARY)
use FINANCIAL HISTORY SUMMARY RECORDS

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- LEDGERS: GENERAL (SUPPORTING DOCUMENTS)
 - use DISBURSEMENT RECORDS: DETAIL
 - or RECEIPT/REVENUE RECORDS: DETAIL

- LEGAL ADVERTISEMENTS
 - use ADVERTISEMENTS: LEGAL

- LEGAL OPINIONS
 - use OPINIONS: LEGAL
 - or OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

- LIBRARY ACQUISITION RECORDS
 - use GS15 for Public Libraries
 - or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

- LIBRARY CARD RECORDS
 - use GS15 for Public Libraries
 - or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

- LIBRARY CIRCULATION RECORDS
 - use GS15 for Public Libraries
 - or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

- LIBRARY SHELF LIST
 - use GS15 for Public Libraries
 - or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

- LICENSES: OCCUPATIONAL
 - use BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES

- LONG DISTANCE TELEPHONE CALL RECORDS
 - use TELEPHONE CALL RECORDS

- MAIL: REGISTERED AND CERTIFIED RECEIPTS
 - use MAIL: REGISTERED AND CERTIFIED

- MAIL: UNDELIVERABLE FIRST CLASS
 - use MAIL: UNDELIVERABLE/RETURNED

- MAINTENANCE RECORDS: EQUIPMENT
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

- MAINTENANCE RECORDS: VEHICLE
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

- MAPS: SUPPORTING DOCUMENTS
 - use MAPS: ORIGINALS
 - or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
 - or other items for which maps are supporting documents
 - or ADMINISTRATIVE CONVENIENCE RECORDS

- MATERIALS SAFETY RECORDS
 - use EXPOSURE RECORDS

- MEDIA ITEM RECORDS
 - use PUBLICATION PRODUCTION RECORDS

- MEETING TRANSCRIPTS
 - use MINUTES: OFFICIAL MEETINGS

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CROSS-REFERENCE

MEMORANDA

use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE
or CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
or other items with which memoranda are filed

MILEAGE REPORTS: LOCAL GOVERNMENT

use LOCAL GOVERNMENT MILEAGE REPORTS

MINING PERMITS

use PERMITS: MINING (LOCAL GOVERNMENT)

MINORITY CERTIFICATION CASE FILES

use MINORITY BUSINESS CERTIFICATION CASE FILES

MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

MINUTES: OFFICIAL MEETINGS (AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

OCCUPATIONAL LICENSES

use BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES

OFFICIAL MINUTES

use MINUTES: OFFICIAL MEETINGS

OPS RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PERFORMANCE BONDS

use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

PERIODIC PROGRESS REPORTS: INTERNAL

use OPERATIONAL AND STATISTICAL REPORTS
or MANAGEMENT SURVEYS/STUDIES: INTERNAL

PERMITS/BUILDING: APPLICATIONS

use ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN
or PERMITS: BUILDING

PERMITS: TEMPORARY SIGN

use PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE

use DISCIPLINARY CASE FILES: EMPLOYEES

PERSONNEL RECORDS: SCHEDULES

use WORK SCHEDULES

PERSONNEL RECORDS: LOCATOR

use STAFF ADMINISTRATION FILES

PLATS: RECORD COPY

use MAPS: ORIGINALS

PLATS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
or other items to which the supporting documents relate
or ADMINISTRATIVE CONVENIENCE RECORDS

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CROSS-REFERENCE

- POLICIES
 - use DIRECTIVES/POLICIES/PROCEDURES
- POSTAGE RECORDS
 - use POSTAGE/SHIPPING RECORDS
- PRE-EMPLOYMENT RECORDS: NOT HIRED
 - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- PRE-PUBLICATIONS AND MEDIA ITEM RECORDS
 - use PUBLICATION PRODUCTION RECORDS
- PRESS RELEASES
 - use NEWS RELEASES
- PROCEDURES
 - use DIRECTIVES/POLICIES/PROCEDURES
- PROGRAM/SUBJECT/REFERENCE FILES
 - use SUBJECT/REFERENCE FILES
- PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)
 - use PROMOTION/TRANSFER RECORDS
- PROPERTY RECORDS: UNCLAIMED
 - use UNCLAIMED PROPERTY RECORDS
- PUBLIC EMPLOYEE RELATIONS FILES
 - use GRIEVANCE FILES
- PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED
 - use PUBLIC PROGRAM/EVENT RECORDS
- PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED
 - use PUBLIC PROGRAM/EVENT RECORDS
- PUBLIC RECORDS REQUESTS
 - use INFORMATION REQUEST RECORDS
- PUBLIC SAFETY ALERTS [email/text alerts from schools, Police Departments, etc.]
 - use PUBLIC INFORMATION FILES
 - or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
 - or other applicable item
- PUBLICATIONS AND MEDIA ITEM RECORDS
 - use PUBLICATION PRODUCTION RECORDS
- PURCHASE ORDER LOGS
 - use DISBURSEMENT RECORDS: DETAIL
 - or PURCHASING RECORDS
- READING FILES
 - use ADMINISTRATIVE CONVENIENCE RECORDS
- REAL-ESTATE RECORDS: CONDEMNATION/DISPOSAL
 - use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
 - or REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION
- RECEIPT BOOKS: CASH
 - use RECEIPT/REVENUE RECORDS: DETAIL

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CROSS-REFERENCE

- RECEIPTS: REGISTERED AND CERTIFIED MAIL
use MAIL: REGISTERED AND CERTIFIED
- RECEIVING REPORTS
use DISBURSEMENT RECORDS: DETAIL
or PURCHASING RECORDS
- RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS
- RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS
- RECORDS DISPOSITION REQUEST FORMS (FORM 107)
use RECORDS DISPOSITION DOCUMENTATION
- RECORDS RETENTION SCHEDULE FORMS (FORM 105)
use RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC
- RECRUITMENT & SELECTION PACKAGES
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- RED LIGHT CAMERA RECORDS
use SURVEILLANCE RECORDINGS
- RED LIGHT CAMERA VIOLATION APPEAL HEARING RECORDS
use CODE ENFORCEMENT HEARING CASE FILES
- REDACTION REQUEST RECORDS
use PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS
- REFERENCE FILES: EQUIPMENT
use EQUIPMENT REFERENCE FILES
- REFUND REQUESTS
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL
- REGISTERED AND CERTIFIED MAIL RECEIPTS
use MAIL: REGISTERED AND CERTIFIED
- REGISTRATION RECORDS: RECREATION (SUMMER/DAY CAMP)
use REGISTRATION RECORDS: EVENTS
- REGISTRATIONS: MOTOR VEHICLES
use VEHICLE RECORDS
- RENTAL RECORDS
use FACILITY RESERVATION/RENTAL RECORDS
- REQUISITION LOGS
use DISBURSEMENT RECORDS: DETAIL
or PURCHASING RECORDS
- REQUISITIONS
use DISBURSEMENT RECORDS: DETAIL
or PURCHASING RECORDS
- RESIDENTIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

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RESIDENTIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: RESIDENTIAL

RETRIEVAL/REFERENCE RECORDS
use RECORDS RETRIEVAL/REFERENCE RECORDS

ROAD RECORDS
use ENGINEERING RECORDS: INFRASTRUCTURE

ROUTE SHEETS
use INSPECTOR'S ROUTE SHEETS: DAILY

SAFETY INSPECTION RECORDS
use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SEARCH COMMITTEE RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

SECURITY CHECKS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS for non-employees

SECURITY INSPECTION RECORDS
use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SERVICE SCHEDULES
use FEE/SERVICE SCHEDULES

SHELTER INSPECTION RECORDS
use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

SIGN PERMITS
use PERMITS: SIGNS (LOCAL GOVERNMENT)

SOCIAL SERVICES: CLIENT CASE FILES
use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

SOFTWARE RECORDS
use ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

SPECIAL EXCEPTION ZONING VARIANCE RECORDS
use ZONING VARIANCE RECORDS

STATE AUTOMATED MANAGEMENT ACCOUNTING SYSTEM (SAMAS) REPORTS
use AUTOMATED ACCOUNTING SYSTEM REPORTS

STATE AWARDS AND RECOGNITION FILES
use STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

STATE HOUSING INITIATIVES & HOME INVESTMENTS PARTNERSHIP PROGRAM
use HOUSING FINANCE ASSISTANCE RECORDS

STATISTICAL REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

STOP PAYMENT RECORDS
use DISBURSEMENT RECORDS: DETAIL

STUDIES: INTERNAL
use MANAGEMENT SURVEYS/STUDIES: INTERNAL

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CROSS-REFERENCE

- SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)
use SUBDIVISION PLANS
- SUPPLY RECORDS
use INVENTORY: AGENCY PROPERTY
- SURVEILLANCE VIDEO TAPES
use SURVEILLANCE RECORDINGS
- SURVEYS/STUDIES: INTERNAL
use MANAGEMENT SURVEYS/STUDIES: INTERNAL
- TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT)
use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)
- TELEPHONE CALL RECORDS: LONG DISTANCE
use TELEPHONE CALL RECORDS
- TEMPORARY SIGN PERMITS
use PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE
- TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS
use ZONING VARIANCE RECORDS
- TIME CARDS/TIMESHEETS
use ATTENDANCE AND LEAVE RECORDS
or PAYROLL RECORDS: SUPPORTING DOCUMENTS
- TRAINING RECORDS
use PERSONNEL RECORDS
- TRAINING RECORDS: ASBESTOS
use PERSONNEL RECORDS
- TRAINING RECORDS: BREATH ALCOHOL
use PERSONNEL RECORDS
- TRANSCRIPTS OF MEETINGS
use MINUTES: OFFICIAL MEETINGS
- TRIAL BALANCE REPORTS
use DISBURSEMENT RECORDS: SUMMARY
or RECEIPT/REVENUE RECORDS: SUMMARY
- TRUST FUND RECORDS
use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS
- UNDELIVERABLE FIRST CLASS MAIL
use MAIL: UNDELIVERABLE/RETURNED
- UTILITY CUSTOMER RECORDS
Utility offices/agencies should use GS14 for Public Utilities, which includes this item
- VALIDATING MACHINE TAPE RECORDS
use RECEIPT/REVENUE RECORDS: DETAIL
- VEHICLE ACCIDENT REPORTS
use VEHICLE ACCIDENT RECORDS
or INJURY RECORDS
or WORKERS' COMPENSATION RECORDS

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General Records Schedule GS1-SL for State and Local Government Agencies
CROSS-REFERENCE

- VEHICLE LOGS
 - use EQUIPMENT/VEHICLE USAGE RECORDS
- VEHICLE MAINTENANCE/USAGE RECORDS
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
 - or EQUIPMENT/VEHICLE USAGE RECORDS
- VETERAN SERVICES: CLIENT CASE FILES
 - use CLIENT CASE FILES: VETERAN SERVICES
- VETERAN SERVICES: MEDICAL RECORDS
 - use MEDICAL RECORDS: VETERAN SERVICES
- VIDEO RECORDINGS OF MEETINGS
 - use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)
- VIDEO RECORDINGS: OTHER
 - use SURVEILLANCE RECORDINGS
 - or other items to which the video recordings relate
- VISITOR LOGS
 - use VISITOR/ENTRY LOGS
- VOICE MAIL
 - use TRANSITORY MESSAGES
 - or other items to which the voice mail relates
- VOLUNTEER RECORDS
 - use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT
- VOUCHERS: INDIVIDUAL AGENCY
 - use DISBURSEMENT RECORDS: DETAIL
- VOUCHERS: JOURNAL
 - use DISBURSEMENT RECORDS: DETAIL
 - or RECEIPT/REVENUE RECORDS: DETAIL
- WORK ORDERS: EQUIPMENT
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
- WORKERS' COMPENSATION AND INJURY REPORT RECORDS
 - use WORKERS' COMPENSATION RECORDS
- WORKING PAPERS
 - use DRAFTS AND WORKING PAPERS
- W-2 FORMS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- W-3 FORMS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- W-4 FORMS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- W-9 FORMS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- ZONING VARIANT REQUEST AND DETERMINING RECORDS
 - use ZONING VARIANCE RECORDS

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General Records Schedule GS1-SL for State and Local Government Agencies
CROSS-REFERENCE

- 911 RECORDINGS
 - use COMMUNICATIONS AUDIO RECORDINGS
 - or 911 RECORDS: LOGS

- 941-E FORMS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

- 1096 REPORTS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

- 1099 FORMS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

- 1099 REPORTS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

- 1099-INT FORMS
 - use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

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 ALPHABETICAL LISTING

ALPHABETICAL LISTING

ACCESS CONTROL RECORDS	Item #189
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
AFFIRMATIVE ACTION RECORDS	Item #82
ANIMAL CONTROL RECORDS	Item #234
ANNEXATION RECORDS	Item #247
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
BALLOTS	Item #397
BANK STATEMENTS: RECONCILIATION	Item #85
BARGAINING RECORDS	Item #87
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
BOND ADMINISTRATION RECORDS	Item #250
BOND REGISTERS	Item #251
BOND RESOLUTIONS/ORDINANCES	Item #191
BONDS AND BOND INTEREST COUPONS	Item #226
BONUS RECORDS: PEER REVIEW EVALUATIONS	Item #333
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #68
BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES	Item #221
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY RECORDS	Item #235
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
CHILD CARE RECORDS	Item #257
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
CLIENT CASE FILES: VETERAN SERVICES	Item #310
CODE ENFORCEMENT HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334

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COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DIRECTIVES/POLICIES/PROCEDURES	Item #186
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
DISASTER RELIEF RECORDS	Item #321
DISBURSEMENT RECORDS: DETAIL	Item #340
DISBURSEMENT RECORDS: SUMMARY	Item #341
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
<i>ELECTRONIC COMMUNICATIONS</i>	
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS	Item #265
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
EXPOSURE RECORDS	Item #227
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEASIBILITY STUDY RECORDS	Item #106
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS	Item #67
FINAL ORDERS: SUPPORTING DOCUMENTS	Item #396
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #64
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346

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FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)	Item #107
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)	Item #108
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
FUEL TAX REPORTS	Item #213
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES: GRANTOR AGENCY	Item #109
GRANT FILES: RECIPIENT	Item #348
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
GRIEVANCE FILES	Item #110
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
INCIDENT REPORT FILES	Item #241
INFORMATION REQUEST RECORDS	Item #23
INJURY RECORDS	Item #188
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
INSURANCE RECORDS: AGENCY	Item #111
INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
INVESTMENT RECORDS	Item #278
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LEGISLATION RECORDS	Item #119
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
LIEN DOCUMENTATION FILES	Item #405
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MAPS: ORIGINALS	Item #280
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
MINORITY BUSINESS CERTIFICATION CASE FILES	Item #169
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MUNICIPAL COURT DOCKET RECORDS	Item #323

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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NEWS RELEASES	Item #34
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS	Item #127
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)	Item #360
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)	Item #361
PERMITS: TREE REMOVAL (NO PERMITTING FEE)	Item #362
PERMITS: TREE REMOVAL (PERMITTING FEE)	Item #363
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
PETTY CASH DOCUMENTATION RECORDS	Item #202
POSITION DESCRIPTION RECORDS	Item #38
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PROMOTION/TRANSFER RECORDS	Item #139
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS	Item #326
PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS	Item #327
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS	Item #329
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS	Item #330
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198

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 ALPHABETICAL LISTING

PURCHASING RECORDS	Item #42
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECEIPT/REVENUE RECORDS: DETAIL	Item #365
RECEIPT/REVENUE RECORDS: SUMMARY	Item #366
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION RECORDS: EVENTS	Item #296
RESOLUTIONS	Item #297
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RESPIRATOR FIT TESTING RECORDS	Item #298
REVENUE SHARING APPLICATIONS	Item #388
RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE	Item #409
RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE	Item #410
RULE DEVELOPMENT FILES	Item #367
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES	Item #372
STORAGE TANK RECORDS	Item #412
SUBDIVISION PLANS	Item #301
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TELEPHONE CALL RECORDS	Item #28
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE ACCIDENT RECORDS	Item #78
VEHICLE LOCATOR RECORDS	Item #414
VEHICLE RECORDS	Item #154
VENDOR FILES	Item #97
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
VISITOR/ENTRY LOGS	Item #54
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
WORKERS' COMPENSATION RECORDS	Item #55

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ALPHABETICAL LISTING

ZONING VARIANCE RECORDS

Item #312

911 RECORDS: LOGS

Item #377

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 NUMERICAL LISTING

NUMERICAL LISTING

MAIL: UNDELIVERABLE/RETURNED	Item #1
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
AUDITS: AUDITOR GENERAL	Item #8
CABINET AFFAIRS FILES	Item #11
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
INFORMATION REQUEST RECORDS	Item #23
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
ADVERTISEMENTS: LEGAL	Item #25
OPINIONS: LEGAL	Item #26
LITIGATION CASE FILES	Item #27
TELEPHONE CALL RECORDS	Item #28
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OTHER MEETINGS	Item #33
NEWS RELEASES	Item #34
PAYROLL RECORDS: POSTED	Item #35
POSITION DESCRIPTION RECORDS	Item #38
INVENTORY: AGENCY PROPERTY	Item #40
PROPERTY TRANSFER RECORDS	Item #41
PURCHASING RECORDS	Item #42
RECORDS DISPOSITION DOCUMENTATION	Item #45
MAIL: REGISTERED AND CERTIFIED	Item #47
SALARY COMPARISON REPORTS	Item #49
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
TRAVEL RECORDS	Item #52
VISITOR/ENTRY LOGS	Item #54
WORKERS' COMPENSATION RECORDS	Item #55
AUDITS: INDEPENDENT	Item #56
AUDITS: SUPPORTING DOCUMENTS	Item #57
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
FINAL ORDERS RECORDS	Item #67
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
AUDITS: INTERNAL	Item #73
VEHICLE ACCIDENT RECORDS	Item #78
AFFIRMATIVE ACTION RECORDS	Item #82
AUDITS: STATE/FEDERAL	Item #83
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
BANK STATEMENTS: RECONCILIATION	Item #85
BARGAINING RECORDS	Item #87
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
CALENDARS	Item #89
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94

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 NUMERICAL LISTING

VENDOR FILES	Item #97
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
FEASIBILITY STUDY RECORDS	Item #106
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)	Item #107
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)	Item #108
GRANT FILES: GRANTOR AGENCY	Item #109
GRIEVANCE FILES	Item #110
INSURANCE RECORDS: AGENCY	Item #111
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
ATTENDANCE AND LEAVE RECORDS	Item #116
LEGISLATION RECORDS	Item #119
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS	Item #127
PUBLIC INFORMATION FILES	Item #128
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
POSTAGE/SHIPPING RECORDS	Item #133
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROMOTION/TRANSFER RECORDS	Item #139
WORK ORDERS	Item #141
PROCLAMATIONS	Item #142
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
TRANSITORY MESSAGES	Item #146
TRAINING MATERIAL RECORDS	Item #147
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE RECORDS	Item #154
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
MINORITY BUSINESS CERTIFICATION CASE FILES	Item #169
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
DIRECTIVES/POLICIES/PROCEDURES	Item #186
INJURY RECORDS	Item #188
ACCESS CONTROL RECORDS	Item #189
BOND RESOLUTIONS/ORDINANCES	Item #191
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PUBLICATION PRODUCTION RECORDS	Item #198

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 NUMERICAL LISTING

PETTY CASH DOCUMENTATION RECORDS	Item #202
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
DISASTER PREPAREDNESS PLANS	Item #210
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
MEDICAL RECORDS	Item #212
FUEL TAX REPORTS	Item #213
PAYROLL RECORDS: NOT POSTED	Item #214
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES	Item #221
PROPERTY CONTROL RECORDS	Item #222
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
BONDS AND BOND INTEREST COUPONS	Item #226
EXPOSURE RECORDS	Item #227
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ANIMAL CONTROL RECORDS	Item #234
CEMETERY RECORDS	Item #235
CODE ENFORCEMENT HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
PUBLIC PROGRAM/EVENT RECORDS	Item #238
SALARY SCHEDULES	Item #240
INCIDENT REPORT FILES	Item #241
DRAFTS AND WORKING PAPERS	Item #242
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ANNUAL REPORTS: GOVERNING BODY	Item #245
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNEXATION RECORDS	Item #247
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
BOND ADMINISTRATION RECORDS	Item #250
BOND REGISTERS	Item #251
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHILD CARE RECORDS	Item #257
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS	Item #265
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEE/SERVICE SCHEDULES	Item #271
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273

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HOUSING FINANCE ASSISTANCE RECORDS	Item #274
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
INVESTMENT RECORDS	Item #278
MAPS: ORIGINALS	Item #280
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: BUILDING	Item #286
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
WORK SCHEDULES	Item #289
PROJECT FILES: OPERATIONAL	Item #291
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION RECORDS: EVENTS	Item #296
RESOLUTIONS	Item #297
RESPIRATOR FIT TESTING RECORDS	Item #298
SIGNATURE AUTHORIZATION RECORDS	Item #300
SUBDIVISION PLANS	Item #301
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TRAFFIC ACCIDENT REPORTS	Item #306
UNCLAIMED PROPERTY RECORDS	Item #309
CLIENT CASE FILES: VETERAN SERVICES	Item #310
MEDICAL RECORDS: VETERAN SERVICES	Item #311
ZONING VARIANCE RECORDS	Item #312
INVENTORY: AGENCY RECORDS	Item #319
PROBATION RECORDS	Item #320
DISASTER RELIEF RECORDS	Item #321
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
MUNICIPAL COURT DOCKET RECORDS	Item #323
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS	Item #326
PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS	Item #327
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS	Item #329
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS	Item #330
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BONUS RECORDS: PEER REVIEW EVALUATIONS	Item #333
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DISBURSEMENT RECORDS: DETAIL	Item #340
DISBURSEMENT RECORDS: SUMMARY	Item #341
DONATION RECORDS	Item #342
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
FALSE ALARM RECORDS	Item #345
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346

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FINANCIAL HISTORY SUMMARY RECORDS	Item #347
GRANT FILES: RECIPIENT	Item #348
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LOST AND FOUND RECORDS	Item #354
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)	Item #360
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)	Item #361
PERMITS: TREE REMOVAL (NO PERMITTING FEE)	Item #362
PERMITS: TREE REMOVAL (PERMITTING FEE)	Item #363
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
RECEIPT/REVENUE RECORDS: DETAIL	Item #365
RECEIPT/REVENUE RECORDS: SUMMARY	Item #366
RULE DEVELOPMENT FILES	Item #367
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY SCREENING RECORDS	Item #369
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES	Item #372
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
911 RECORDS: LOGS	Item #377
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
LOBBYIST REGISTRATION RECORDS	Item #387
REVENUE SHARING APPLICATIONS	Item #388
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
COMPUTER LOGS	Item #391
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
FINAL ORDERS: SUPPORTING DOCUMENTS	Item #396
BALLOTS	Item #397
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403

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NUMERICAL LISTING

LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LIEN DOCUMENTATION FILES	Item #405
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
PASSPORT RECORDS: DAILY	Item #407
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE	Item #409
RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE	Item #410
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STORAGE TANK RECORDS	Item #412
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
VEHICLE LOCATOR RECORDS	Item #414
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
<i>ELECTRONIC COMMUNICATIONS</i>	

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 FUNCTIONAL CATEGORY LISTING

FUNCTIONAL CATEGORY LISTING

Accounting, Budget, and Finance

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BANK STATEMENTS: RECONCILIATION	Item #85
BOND ADMINISTRATION RECORDS	Item #250
BOND REGISTERS	Item #251
BOND RESOLUTIONS/ORDINANCES	Item #191
BONDS AND BOND INTEREST COUPONS	Item #226
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES	Item #221
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
DISBURSEMENT RECORDS: DETAIL	Item #340
DISBURSEMENT RECORDS: SUMMARY	Item #341
DONATION RECORDS	Item #342
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)	Item #107
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)	Item #108
FUEL TAX REPORTS	Item #213
GRANT FILES: GRANTOR AGENCY	Item #109
GRANT FILES: RECIPIENT	Item #348
INVESTMENT RECORDS	Item #278
LIEN DOCUMENTATION FILES	Item #405
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PETTY CASH DOCUMENTATION RECORDS	Item #202
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PURCHASING RECORDS	Item #42

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RAIN CHECKS	Item #293
RECEIPT/REVENUE RECORDS: DETAIL	Item #365
RECEIPT/REVENUE RECORDS: SUMMARY	Item #366
REVENUE SHARING APPLICATIONS	Item #388
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VOUCHERS: FEDERAL PROJECTS PAID	Item #156

Administration

ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
BALLOTS	Item #397
BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES	Item #221
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY RECORDS	Item #235
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DIRECTIVES/POLICIES/PROCEDURES	Item #186
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEASIBILITY STUDY RECORDS	Item #106
FEE/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS	Item #67
FINAL ORDERS: SUPPORTING DOCUMENTS	Item #396

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FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES: GRANTOR AGENCY	Item #109
GRANT FILES: RECIPIENT	Item #348
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
INFORMATION REQUEST RECORDS	Item #23
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LEGISLATION RECORDS	Item #119
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
MINORITY BUSINESS CERTIFICATION CASE FILES	Item #169
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MUNICIPAL COURT DOCKET RECORDS	Item #323
NEWS RELEASES	Item #34
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PASSPORT RECORDS: DAILY	Item #407
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)	Item #360
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)	Item #361
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #196
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68

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RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION RECORDS: EVENTS	Item #296
RESOLUTIONS	Item #297
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE	Item #409
RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE	Item #410
RULE DEVELOPMENT FILES	Item #367
SIGNATURE AUTHORIZATION RECORDS	Item #300
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STAFF ADMINISTRATION RECORDS	Item #371
STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES	Item #372
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TELEPHONE CALL RECORDS	Item #28
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
911 RECORDS: LOGS	Item #377
<u>Building/Development</u>	
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ANNEXATION RECORDS	Item #247
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CODE ENFORCEMENT HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277

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LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #404
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #405
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
MAPS: ORIGINALS	Item #280
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)	Item #360
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)	Item #361
PERMITS: TREE REMOVAL (NO PERMITTING FEE)	Item #362
PERMITS: TREE REMOVAL (PERMITTING FEE)	Item #363
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE	Item #409
RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE	Item #410
SUBDIVISION PLANS	Item #301
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TRAFFIC ACCIDENT REPORTS	Item #306
ZONING VARIANCE RECORDS	Item #312
 <u>Health and Medical</u>	
DRUG TEST CASE FILES	Item #260
EXPOSURE RECORDS	Item #227
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
INJURY RECORDS	Item #188
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS	Item #326
PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS	Item #327
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS	Item #329
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS	Item #330

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General Records Schedule GS1-SL for State and Local Government Agencies
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Human Resources, Personnel, and Payroll

AFFIRMATIVE ACTION RECORDS	Item #82
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
BARGAINING RECORDS	Item #87
BONUS RECORDS: PEER REVIEW EVALUATIONS	Item #333
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
GRIEVANCE FILES	Item #110
MINORITY APPOINTMENT REPORTING RECORDS	Item #407
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
POSITION DESCRIPTION RECORDS	Item #38
PROMOTION/TRANSFER RECORDS	Item #139
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
WORK SCHEDULES	Item #289

Maintenance, Property, and Purchasing

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401

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General Records Schedule GS1-SL for State and Local Government Agencies
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EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PURCHASING RECORDS	Item #42
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
UNCLAIMED PROPERTY RECORDS	Item #309
VEHICLE RECORDS	Item #154
VENDOR FILES	Item #97
 <u>Public Safety</u>	
ANIMAL CONTROL RECORDS	Item #234
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
COMMUNICATIONS AUDIO RECORDINGS	Item #335
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
DISASTER RELIEF RECORDS	Item #321
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS	Item #265
FALSE ALARM RECORDS	Item #345
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
PROBATION RECORDS	Item #320

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RADIO LOGS	Item #292
STORAGE TANK RECORDS	Item #412
VEHICLE LOCATOR RECORDS	Item #414
911 RECORDS: LOGS	Item #377
<u>Risk Management, Security, and Insurance</u>	
ACCESS CONTROL RECORDS	Item #189
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
EXPOSURE RECORDS	Item #227
INCIDENT REPORT FILES	Item #241
INJURY RECORDS	Item #188
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSURANCE RECORDS: AGENCY	Item #111
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PARKING DECAL/PERMIT RECORDS	Item #127
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
RESPIRATOR FIT TESTING RECORDS	Item #298
SECURITY SCREENING RECORDS	Item #369
STORAGE TANK RECORDS	Item #412
SURVEILLANCE RECORDINGS	Item #302
VEHICLE ACCIDENT RECORDS	Item #78
VISITOR/ENTRY LOGS	Item #54
WORKERS' COMPENSATION RECORDS	Item #55
<u>Social/Human Services and Veterans Services</u>	
CHILD CARE RECORDS	Item #257
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
CLIENT CASE FILES: VETERAN SERVICES	Item #310
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
DISASTER RELIEF RECORDS	Item #321
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113

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General Records Schedule GS1-SL for State and Local Government Agencies
FUNCTIONAL CATEGORY LISTING

HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE
HOUSING FINANCE ASSISTANCE RECORDS

Item #273
Item #274

MEDICAL RECORDS: VETERAN SERVICES

Item #311



STANDARD OPERATING PROCEDURES

RECORDS TRANSMITTAL AND CARTONS FOR STORAGE AT OFF-SITE RECORDS STORAGE CENTER

The City's Records Storage Services are provided by an off-site commercial records storage vendor. The operating procedures established herein are recommended best practices for public records management. The records management program promotes the efficient, effective, and economical management of public records. The records management program is established as an extension of each City Agency's internal record-keeping requirements and practices that allow an organization to manage records throughout their life cycle, from their creation through active use, inactive storage, and final disposition.

Process Steps:

1. Records Coordinators must be designated for all City Agencies and approval must be submitted by Department/Division Chief and submitted to ITD Records Manager Thomas Ossi email tossi@coj.net. City Agencies will submit to ITD Records Manager a list of the records coordinators names, department billing number, physical address, and the phone number and email for each records coordinator representing City Agency. Upon employee separation City Agency must notify ITD Records Manager.
2. ITD Records Manager will provide Off-Site Records Storage vendor the authorized records coordinators names to ensure security procedures are followed via email. Access Information will create a work order to update their records management system with the contact information provided. Access Information will email City records coordinators and ITD upon completion. City Records Coordinators will then be authorized to call Access Information for services.
3. ITD will require an approved department or division billing account number for all agencies in order to bill back the cost of records management services each month. All City Agencies/Independent Authorities must advise the Information Technologies Division when a department billing account number changes.
4. Access Information will create, at no charge, all carton bar code labels as requested with the approved department or division account number on them and will deliver to agencies as needed.
5. All City Agencies/Independent Authorities sending records in storage cartons/containers to off-site storage are required to use the standardized 1.2 cubic foot 10 x 12 x 15 size records storage cartons with handles on each side. The current storage carton comes with a separate lid. Paper ream cartons are **NOT** acceptable for sending records to off-site records storage. The large banker boxes long letter 2.4



STANDARD OPERATING PROCEDURES

cubic foot and legal 3.0 cubic foot with string ties on sides are not acceptable due to the weight of the carton.

6. City Agency must use and complete the vendor records transmittal sheet for all records to be stored at off-site records storage center. City Agency must use State of Florida General Records Schedule as established by the Division of Library and Information Services of the Department of State for records retention scheduling. The retention periods in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles.

General Records Schedules

GS1-SL for State and Local Government Agencies

GS2 for Law Enforcement, Correctional Facilities, and District Medical Examiners

GS3 for Election Records

GS4 for Public Hospitals, Health Care Facilities and Medical Providers

GS5 for Public Universities and Colleges

GS7 for Public Schools Pre-K-12 and Adult and Career Education

GS8 for Fire Departments

GS9 for State Attorneys

GS11 for Clerks of Court

GS12 for Property Appraisers

GS13 for Tax Collectors

GS14 for Public Utilities

GS15 for Public Libraries

7. City Agency must select the appropriate State of Florida General Records Schedule to determine the record series title for all major records descriptions. The minimum records retention period will be indicated for the record copy which is defined as public records specifically designated by the custodian as the official record. The major record series title and the associated record code item number listed for each carton should be entered onto the vendor records transmittal sheet. For records series titles not found in the general schedules each city agency shall discuss with RMLO to research. If RMLO has determined a record title does not exist for a particular program, function, or specific activity of the agency he will submit a request a records retention schedule on the State of Florida Form LS5E-105REff.2-09 The State will determine the value and retention requirements of each record series. Upon approval, city agency shall adhere to the terms of that record schedule for that record series.
8. All cartons to be stored at off-site will require City Agency to place a barcode label on the side of carton approximately 6 inches underneath handle.



STANDARD OPERATING PROCEDURES

9. All records coordinators must fully complete the vendor records transmittal form containing the required information housed inside your carton. The records transmittal sheet must be filled in completely showing your major and minor document descriptions, vendor carton bar code number, from date to end dates, State General Records Schedule GS#, retention record code, record retention/destroy date, customer internal box number, for each carton entered on the records transmittal sheet.
10. City Agency who has authorized access may go online and enter new carton data into the Access Information Total Recall System and request new carton pickup.
11. City Agency records coordinators must send via PDF their records transmittal sheets for review to city Records Manager email tossi@coj.net. Upon completion, Records Manager will notify customer whereby they can submit the completed or revised Access Information Records Transmittal Sheet(s) via email to Access Information as attachments.
Send to email address: clientsupport@accesscorp.com or you can call Access Information for carton pickup **direct line (904) 421-4801 EXT. 710**. Fax No. 866-850-8738.
12. Access Information will create a work order and arrange to pick up your new cartons within the next 2 business days for offsite storage. City Agency must provide the actual physical address and location within the building of where the cartons are located.
13. City Agencies who retrieve cartons or files from Access Information for research should make every effort to return the cartons or files once your research is completed. **ALL cartons or files that were checked out from off-site storage MUST be returned to vendor within 90 days.** If you require additional information as to State of Florida retention periods or to determine which major records description or minor description most closely associates what resides in your file cabinets please call Thomas Ossi at 904.255.8080 for assistance prior to sending your documents to off-site storage.
14. Currently vendor will pick up all new cartons going into off-site storage along with City Agency records transmittal sheet. Upon receipt of all cartons at vendor staging area vendor staff will then inspect the City Agency records transmittal sheets to ensure ALL data fields are completed as required. If any of the following data fields are missing: Access Barcode Number, From data to date, Major State Description (up to 100 characters), Minor Description, Record Code, or Destroy Date all the cartons will be returned to City Agency or remain at vendor and will NOT be processed until the City Agency records transmittal sheets are corrected by owner and reviewed by ITD and then re-submitted back to vendor by ITD Records Manager.

FORM – Records Retention Box Content Form



Box _____ of _____

**Records and Retention
Office of the City Council
This Box Contains the Following Items for**

Council Member _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

This list was prepared by the undersigned Executive Council Assistant

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