



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161

Telephone: 305 899 8000 Facsimile: 305 891 7241

AGENDA
SPECIAL COMMISSION MEETING
Ed Burke Recreation Center - 11400 NE 9th Court
Biscayne Park, FL 33161
Tuesday, May 12, 2015 at 6:30pm



Indicates back up documents are provided.

1 Call to Order

2 Roll Call

3 Pledge of Allegiance

4 Presentations

5 Additions, Deletions or Withdrawals to the Agenda

At this time, any member of the Village Commission or the Village Manager may request to add, change, or delete items from the agenda.

6 Public Comments Related to Agenda Items / Good & Welfare

Comments from the public relating to topics that are on the agenda, or other general topics.

7 Information / Updates



7.a FY 2014-15 Monthly Financials ending 03/31/2015

8 Resolutions



8.a **Resolution 2015-28**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **TERMINATING THE PROFESSIONAL SERVICES AGREEMENT WITH THE NON-PROFIT ASSISTANCE CENTER, INC.**, DIRECTING THE VILLAGE CLERK TO TRANSMIT THIS RESOLUTION TO THE NON-PROFIT ASSISTANCE CENTER, INC. AS NOTICE OF TERMINATION OF THE PROFESSIONAL SERVICES AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE.



8.b Resolution 2015-00

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA; AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT BETWEEN < > AND THE VILLAGE OF BISCAYNE PARK FOR RESTORATION OF THE VILLAGE LOG CABIN; PROVIDING FOR AN EFFECTIVE DATE

9 Old Business



9.a Chapter 5 Proposed Code Changes

10 New Business



10.a Records Retention - as requested by Commissioner Anderson

11 Reports

11.a Village Manager

- ◆ Annexation update
- ◆ Village Hall log cabin restoration & annex building update



- ◆ FY 2015-16 Budget Calendar

11.b Village Attorney

12 Announcements

- Wednesday, May 13th - Public Art Advisory Board at 6:00pm
- Saturday, May 16th - Art in the Park / Music Festival from 3:00pm to 8:00pm
- Monday, May 18th - Planning & Zoning at 6:30pm
- Monday, May 18th - Ecology Board at 6:30pm
- Tuesday, May 19th - Crime Watch Meeting at 7:00pm
- Wednesday, May 20th - Parks & Parkway Advisory Board at 6:00pm
- Monday, May 25th - All Village Departments are Closed for Memorial Day
- Tuesday, May 28th - Recreation Advisory Board at 7:00pm
- Monday, June 1st - Planning & Zoning Board at 6:30pm

Our next regular Commission meeting is Tuesday, June 2, 2015, at 7:00pm

13 Adjournment

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in the proceedings should call Village Hall at (305) 899 8000 no later than four (4) days prior to the proceeding for assistance.

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: May 5, 2015

Subject: Monthly Financials ending 03/31/2015

Prepared By: Heidi Siegel, Village Manager

Below is a summary of the Village's financial position ending March 31, 2015 based on the approved Fiscal Year 2014/2015 budget. In summary, at 50% of the fiscal year, the Village expenditures are 44.88% and revenues are 69.97%. The Village has received 90% of its ad valorem tax revenue.

The Village Manager met with all department heads to review the mid-year budget and identify areas of savings and areas for potential increased revenues. The Building Department presents itself as "over-budget"; however, this is due to the higher than expected building permit revenues which are a cost-share (expense) with the building inspectors. Additionally, facility rentals at the Recreation Center exceed the annual projected revenue.

Department	2014-15 BUDGET	YTD BALANCE 03/31/2015	% BDGT USED
Village Commission	23,718.00	9,831.96	41.45
Administration	206,082.00	97,304.36	47.22
Finance	147,327.00	71,885.01	48.79
Planning & Zoning	42,000.00	21,000.00	50.00
General Government	430,781.00	193,585.33	44.94
Police	1,081,851.00	471,690.61	43.60
Building Department	109,256.00	63,090.22	57.75
Code Enforcement	61,987.00	29,285.99	47.25
Public Works	187,626.00	87,404.98	46.58
Parks and Recreation	167,483.00	73,849.94	44.09
Total Expenditures	2,458,111.00	1,118,928.40	45.51
Transfer Out	35,000.00	0.00	
Total Expenditures	2,493,111.00	1,118,928.40	44.88

May 5, 2015

Commission Agenda Report

Monthly Financials Ending 03/31/2015

	2014-15 BUDGET	YTD BALANCE 03/31/2015	% BDGT USED
Total Revenues	2,493,111.00	1,736,985.47	69.67
Of Special Note: Building Department Revenues are higher than expected. These will offset the Building Department Expenses to the Building Inspectors			
Building Permits	55,000.00	34,935.56	63.52
Electric Permits	9,000.00	6,102.00	67.80
Plumbing Permits	11,000.00	7,102.76	64.57
A/C Mechanical Permits	4,000.00	5,018.00	125.45
Garage Sale Permits	750.00	437.00	58.27
Plan Review	13,000.00	25,820.00	198.62
Permit Admin/Application Fees	7,500.00	7,785.00	103.80
Contractor Registration	6,000.00	5,360.00	89.33
Recreation Facility Rentals are higher than expected.			
Program Fees	14,000.00	7,264.88	51.89
Facility Rental	5,000.00	5,126.00	102.52



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: May 5, 2015

Subject: Resolution 2015—28 Terminating the Professional Services Agreement with the Non-Profit Assistance Center, Inc.

Prepared By: Heidi Siegel, AICP, Village Manager

Sponsored By: Staff

BACKGROUND

On January 9, 2013 the Village Commission approved Resolution 2013-03 and entered into a Professional Services Agreement with the Non-Profit Assistance Center, Inc., (NPAC) for accounting and finance services which served the role as “Finance Director”. On September 10, 2013 the Village Commission adopted Resolution 2013-34 which extended the Agreement with NPAC for two (2) additional one (1) year terms. Within the agreement a termination clause states that the Agreement shall be terminable by the Village upon thirty (30) days written notice without cause.

Due to current circumstances, the Village administration finds it necessary to terminate the agreement with NPAC without cause effective June 4, 2015. There are many outstanding and upcoming Finance issues that are currently unattended to and need to be supported by a finance professional including the on-going fiscal year 2014 audit, the establishment of the construction loan accounts, the upcoming budget process and the day-to-day oversight of our finance function.

In order to serve the day-to-day needs of the Village better, the in-house Finance Clerk position will be converted into a higher functioning Finance Manager who will provide day-to-day support for all Village financial transactions. Upon evaluation of the operations, a part-time bookkeeper will be considered to support the day-to-day operations. Additionally, the Village Manager will seek an accounting firm that will provide quarterly review and monitoring of the in-house Finance Department. With salary and benefits, these changes will save the Village approximately \$5,000 - \$10,000 for the remainder of this fiscal year and approximately \$20,000 next fiscal year. These savings may increase once the new in-house Finance employee fully assesses the needs of the Village. This staffing model will serve the financial needs of the Village more efficiently by having the necessary level of expertise overseeing the day-to-day operations and providing professional support to all Village departments and the clerical position serving as support when needed. All of these changes will be accomplished within the established budget.

FISCAL/BUDGET IMPACT

The proposed changes will be an annual cost savings to the Village and provide a more efficient work model.

May 5, 2015

Commission Agenda Report

Resolution 2015–28 Terminating the Professional Services Agreement with the Non-Profit Assistance Center, Inc.

STAFF RECOMMENDATION

Staff recommends approval on of Resolution No. 2015-28.

ATTACHMENTS

- Resolution 2015-28

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RESOLUTION NO. 2015-28

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, TERMINATING THE PROFESSIONAL SERVICES AGREEMENT WITH THE NON-PROFIT ASSISTANCE CENTER, INC., DIRECTING THE VILLAGE CLERK TO TRANSMIT THIS RESOLUTION TO THE NON-PROFIT ASSISTANCE CENTER, INC. AS NOTICE OF TERMINATION OF THE PROFESSIONAL SERVICES AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village Commission of the Village of Biscayne Park adopted Resolution 2013-03 on January 9, 2013, entering into a Professional Services Agreement with the Non-Profit Assistance Center, Inc., (hereinafter referred to as "NPAC") for accounting / finance services; and,

WHEREAS, the Village Commission adopted Resolution 2013-34 on September 10, 2013, that extended the Agreement with NPAC for two (2) additional one (1) year terms; and,

WHEREAS, a termination clause is provided that the Agreement shall be terminable by the Village upon thirty (30) days written notice without cause; and,

WHEREAS, due to current circumstances, the Village administration finds it necessary to terminate the agreement with NPAC effective June 4, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA.

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Resolution upon adoption hereof.

Section 2. The Village Commission of the Village of Biscayne Park terminates the Professional Services Agreement with the Non-Profit Assistance Center, Inc., as provided in the terms of the Agreement, effective June 4, 2015, and directs the Village Clerk to transmit this Resolution to the Non-Profit Assistance Center, Inc. as notice of termination of the Professional Services Agreement.

Section 3. This Resolution shall become effective upon adoption.

1 PASSED AND ADOPTED this ____ day of _____, 2015.

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David Coviello, Mayor

Attest:

Maria C. Camara, Village Clerk

Approved as to form:

John J. Hearn, Village Attorney

**The foregoing resolution upon being
put to a vote, the vote was as follows:**

Mayor Coviello: ____
Vice Mayor Jonas: ____
Commissioner Anderson: ____
Commissioner Ross: ____
Commissioner Watts: ____

MEMORANDUM

TO: Honorable Village Commission
Heidi Siegel, Village Manager
Maria Camara, Village Clerk

FROM: John J. Hearn, Village Attorney

RE: Proposed Changes to Section 5.6 of the Land Development Code

DATE: May 1, 2015

This memorandum shall serve as a follow up to the April 2, 2015 memorandum based on the direction received at the Commission meeting of April 7, 2015. Consistent with that meeting, and after having reviewed the tape of the Village Commission meeting, the following changes are proposed below:

1. Allow for an administrative variance, as determined by the Village Manager, for nonconforming driveways.
2. Inserting language concerning the type of material which may be used as a perimeter border.
3. Reducing the width of the border along the entire length of the driveway to four inches.

Below please see the changes highlighted in green:

5.6. Off-street parking.

5.6.1 *Applicability.* Off-street parking facilities shall be provided within the lot of all development properties within in the village pursuant to the requirements of this code. The facilities shall be maintained as long as the use exists that the facilities were designed to serve.

(a) All vehicles must be parked on an approved driveway surface subject to the design standards set forth in Section 5.6.8.

1. Non-conforming properties that do not have an approved driveway surface shall have ~~one (1) year~~ two (2) years from the date of enactment of this ordinance to come into compliance. have the compliant driveway installed and permitted.
2. If the existing driveway has been permitted by the Village during the last five (5) years prior to the enactment of this ordinance, the non-conforming surface may

remain for a period of ten (10) years or unless and until a substantial repair and/or addition to the driveway occurs.

3. When an approved driveway surface does exist all vehicles shall park on said driveway upon enactment of this ordinance.

~~(b) Where this requirement cannot be met by multi-family properties while still without maintaining a ten (10) foot landscape area in front of the building, a variance may be obtained from the Planning Board. For the purposes of this section, multi-family refers to units that are two-family duplexes or more.~~

5.6.2 *Computation.* In the village hall, recreation area, church, the occupancy shall be based on the maximum capacity rating given the building by the fire marshal. Gross floor area shall be the sum of the gross horizontal area of all floors of a building measured from the exterior faces of the exterior walls.

5.6.3 *Number of parking spaces required.* The table below specifies the required minimum number of off-street automobile parking spaces. The number of off-street parking spaces for uses not listed in the table shall be determined by the planning board. The term "tandem parking space" means a parking space that abuts a second parking space in such a manner that vehicular access to the second space can be made only through the abutting (tandem) space.

TABLE INSET:

Use		Minimum Off-Street Parking Requirement	
(a)	Residential	Resident Parking	Visitor Parking
	Detached one-family:		
	1, 2 and 3 bedrooms	2 spaces/unit*	1 space/unit**
	4 bedrooms	3 spaces/unit*	1 space/unit**
	Detached two-family:		
	2, 3 or more bedrooms	2 spaces/unit*	0.5 spaces/unit**
(b)	Recreation.		
	Parks, Clubs: determined by the planning board.		
(c)	Public assembly.		
	Church: 1 space/3 seats or 1 space/35 square feet of gross auditorium floor area		

* Resident parking spaces may be tandem.

** If on-street parking is not permitted or is restricted on the unit's street frontage, then one visitor parking space shall be required. The visitor space shall be located not more than one hundred (100) feet from the unit's street frontage.

5.6.4 *Handicapped parking spaces.* Any parking area to be used by the general public shall provide suitable, marked and paved parking spaces for handicapped persons. The number, design, and location of these spaces shall be consistent with the requirements of F.S. §§ 316.1955, and 316.1956, or succeeding provisions. No parking spaces required for the handicapped shall be counted as a parking space in determining compliance with subsection 5.6.3, public uses, above, but ~~optional~~ supplemental spaces for the handicapped shall be counted. The parking and related features contained in the Department of Community Affairs, Florida Board of Building, Codes and Standards, Accessibility Requirements Manual are hereby incorporated by reference into the village code.

5.6.5 *Parking in medians prohibited.* No parking shall be allowed in median open spaces or median parkways.

5.6.6 *Existing nonconforming minimum off-street parking requirements.* The number of off-[street] parking spaces existing on properties at the time of the adoption of this code, although such number does not conform to the minimum off-street parking requirements hereof, may be lawfully continued. However, all vehicles must be parked on an approved driveway surface consistent with Section 5.6.1.

5.6.7 *Historic preservation exemption.* The preservation of any property that has been placed on the county or national register of historic places, shall be grounds for a grant by the planning review board of a reduction in, or complete exemption from, the parking requirements in subsection 5.6.3 of this chapter.

5.6.8 *Design standards for off-street parking.* Except as provided herein, all required off-street parking spaces and the use they are intended to serve shall be located on the same parcel. The size and layout of these spaces shall be according to the Miami-Dade County Code and Public Works Manual, Metro Miami-Dade County. Vehicles shall be parked on impervious or pervious surfaces but impervious areas shall not exceed forty (40) percent of the front yard, excluding the right-of-way. Off-street parking (within the lot lines of all properties) shall only be permitted on approved surfaces by the Village of Biscayne Park. In no circumstances shall grass or sod be an approved surface.

- a. All driveways shall be of a similar material and design element.
- b. All driveways must have an improved approach across the swale which shall meet the minimum standard of gravel construction.
- c. All driveways shall be no closer than thirty (30) inches from side property line.
- d. All non-conforming driveways, as related to setback, shall come into compliance when there is a change in driveway material or the installation of a new driveway. If a determination is made by the Village Manager that adhering to the setback

would make the driveway non-functional as determined by an engineer, the Village Manager may waive this requirement in writing.

- e. Driveways shall only be constructed with the following materials; concrete, paver, brick, gravel, asphalt, cut stone or turf block.
- f. Gravel driveways shall be built with a permanent perimeter border consisting of suitable material as approved by Village staff and shall be a minimum of four (4) inches deep with the width of the border being sixteen inches (16") immediately adjacent to the road perimeter and four eight inches (48") along the entire length of both edges of the driveway.
- g. Road rock shall not be used as a finished driveway material.
- h. Construction of a portion of a driveway in the swale or right-of-way, such as the apron and driveway approach, shall require the property owner to indemnify, hold harmless, and defend the Village from any and all actions, caused by, resulting from, or in any way associated with the proposed work within the Village right-of-way on a form provided by the Village.

Updated through
May 1, 2015

Village of Biscayne Park
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NOTE: Code Review Board Proposed Language as of February 18, 2015 is underlined in black.

CHAPTER 5. TRANSPORTATION (As amended as of August 2014, update Nov 19, 2014)

5.1. General provisions.

5.1.1 *Purpose.* This chapter establishes minimum requirements applicable to the transportation system, including public and private streets, bikeways, pedestrian ways, parking, and access control from public streets. The standards in this chapter are intended to minimize the traffic impacts of development, and to assure that all developments adequately and safely provide for the storage and movement of vehicles with good engineering and development design practices.

5.1.2 *Compliance with technical construction standards manual.* All required elements of the transportation system shall be provided in compliance with the engineering design and construction standards of the Public Works Manual, ~~Metro~~—Miami-Dade County

5.1.3 Definitions. These definitions supplement Chapter 2 of these Code of Ordinances.

- (a) Front Yard -- the area on a property between the front lot line and the front of the building on the property.
- (b) Clear Trunk Height -- Clear trunk height (CT). The height of a tree measured from the ground to the bottom of the canopy.
- (c) Diameter Breast Height -- diameter of a tree trunk measured at four and one-half (4.5) feet above grade. In the case of multi-stemmed trees, the D.B.H. shall be measured at four and one-half (4.5) feet above grade on each stem and added together to count as one (1) tree.
- (d) Off-Street Parking – Parking that is confined to the area within the lot line of a property and does not include the public right-of-way or swale.
- (e) Mulch – Natural materials customarily used in landscape design to retard erosion, weed infestation, and retain moisture and for use in planting areas.
- (f) Right-of-Way – The area not contained within property lines and is for public use and is measured from lot line to lot line.
- (g) Sod – turf grass that is used to cover the ground.

NOTE: Code Review Board Proposed Language as of February 18, 2015 is underlined in black.

- (h) Street Frontage -- the part of the boundary of the lot next to a street
- (i) Swale -- the area between the pavement edge and the property line which includes the sidewalk adjacent and contiguous to the property lots. The swale is located within the right-of-way.

5.2. Streets.

5.2.1 *Street classification system established.* Streets in the village are classified and mapped according to function served in order to allow for regulation of access and appropriate design and construction standards. Streets dedicated to the village and private streets are classified in a street hierarchy system with design tailored to function. The street hierarchy system shall be defined by road function and average daily traffic (ADT), calculated by trip generation rates prepared by the Institute of Transportation Engineers. The following street hierarchy is established: Residential, collector, and arterial. Each street type is divided into subcategories.

5.2.2 *Residential streets (local roads).* Residential streets are primarily suited to providing direct access to residential development and are designed to minimize unnecessary and/or speeding traffic. Each residential street shall meet the minimum standards for one (1) of the following street types:

- (a) *Residential access street.* This is the lowest order street in the hierarchy. A residential access street is a frontage street which provides direct access to abutting properties and should not carry more traffic than is generated on the street itself. Residential access streets may take access from any higher order street type. Both ends of a residential loop street must take access from a single higher order street. Residential access streets shall have a maximum ADT of five hundred (500). Loop streets shall have a maximum of four hundred (400). Cul-de-sacs shall have a maximum ADT of two hundred (200).
- (b) *Residential subcollector street.* This is the middle order street in the residential street hierarchy. It will collect traffic from residential access streets and provide direct access to abutting properties. Residential subcollector streets may take access from any higher order street type and may give access to residential access streets and may provide direct access to nonresidential uses. Residential subcollector streets shall have a maximum ADT of one thousand (1,000).
- (c) *Residential collector street.* This is the highest order street that can be classified as residential. It will collect traffic from residential access and subcollector streets and may provide direct access to nonresidential uses. Residential collector streets shall have a maximum ADT of two thousand (2,000).

NOTE: Code Review Board Proposed Language as of February 18, 2015 is underlined in black.

5.2.3 *Collector roads (county collectors)*. Collector roads connect lower order streets to other collector streets and to arterial streets, provide access to nonresidential uses, and serve through traffic. Collector streets shall have an average daily traffic volume of no greater than seven thousand (7,000).

5.2.4 *Arterial roads (state minor arterials)*. There are three (3) types of arterial roads, minor, major, and freeways but there is only a minor type in the village. The minor arterial links community districts to regional and state highways and may give access to any lower order street type.

5.2.5 *Special purpose roadways*.

(a) *Alley*. Alleys are not considered part of the street hierarchy system as they are generally unpaved thoroughfares for the purpose of service to adjacent properties.

(b) *Divided streets*. Divided streets are for the purpose of protecting environmental features or avoiding excessive grading. In such a case, the standards shall be applied to the aggregate dimensions of the two (2) street segments.

5.2.6 *Future traffic circulation map*. The future traffic circulation map and any amendments thereto, adopted by the village as part of the comprehensive plan (Map 3.4), is hereby made a part of this code. Roadways within the village are either designated in the future traffic circulation map or may be classified according to function, design, and use by the village upon request. The map shall be the basis for all decisions regarding required road improvements or access.

5.3. Rights-of-way.

5.3.1 *Right-of-way widths*. The right-of-way shall be measured from lot line to lot line.

5.3.2 *Protection and use of rights-of-way*.

(a) No encroachment shall be permitted into existing rights-of-way, except for temporary use authorized by the village.

(b) Use of the right-of-way for public or private utilities, including, but not limited to, potable water, telephone wires, cable television wires, gas lines, sanitary sewer, or electricity transmission, shall be allowed subject to the placement specifications in the Public Works Manual, [MetroMiami](#)-Dade County, and other applicable county regulations.

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NOTE: Code Review Board Proposed Language as of February 18, 2015 is underlined in black.

(c) All vehicles of any type parked on any street, alley, or public right-of-way in the Village of Biscayne Park shall have at all times attached a current license plate.

(d) Sidewalks and bicycle ways shall be placed within the right-of-way.

5.3.3 Parking of trucks, etc., prohibited in the right-of-way.

(a) It shall be unlawful to park or cause to be parked upon any public street or in the public right-of-way in the village any truck, trailer, semitrailer, bus (public or private owned) except while loading or unloading or when such vehicle is parked in connection with and in the aid of the performance of a service to or on the property being serviced.

(b) Nothing herein contained shall be deemed to prohibit the parking of one (1) truck in front of any one property not exceeding three-fourths ton net weight that contains no lettering or advertising and is owned or leased by the occupant of the property, when it is proven to be physically impossible to park it off of the public right-of-way.

(c) It shall be unlawful to park or store any boat, boat trailer, air boat, any self-propelled or nonself-propelled mobile home, motor home or camper upon any public street or in the public right-of-way in the village.

Cross references: Truck overnight parking permit, § 16.11.

5.3.4 ~~Objects in the right of way.~~

~~(a) **Markers.** Dome type markers only may be placed within dedicated right-of-way provided that they are placed not closer than eighteen (18) inches to the nearest edge of the paved surface of the designated roadway. All markers must be at least twenty-four (24) inches apart. Markers placed in the right-of-way shall not exceed twelve (12) inches in diameter nor be more than six (6) inches in height and shall be white in color.~~

~~(b) **Landscaping.** Nothing shall be planted or allowed to grow in such a manner so as to obstruct the right-of-way clear zone at a level between three (3) feet and six (6) feet above the grade, measured at the centerline of right of way. Trees or palms, however, having trunks and foliage trimmed in such a manner that no branches or foliage extend into the right-of-way area clear zone shall be allowed, provided they are so located so as not to create a traffic hazard.~~

~~(c) **Paving and drainage.** Pervious pavers shall be allowed but any impervious paving shall be adequately drained to prevent the buildup of stormwater in the right of way.~~

~~(d) **Other objects prohibited.** It shall be unlawful to install, place or maintain within the dedicated right-of-way, parkway or swale area of the village any pointed concrete or other unapproved hard materials such as rocks, stones, bricks, metal objects or other similar obstructions.~~

5.3.4 Landscaping and objects in the swale area of the right-of-way.

Village of Biscayne Park
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NOTE: Code Review Board Proposed Language as of February 18, 2015 is underlined in black.

(a) Use of the swale area of the right of way: The swale area of the Village's right-of-way is public property. ~~All objects and landscaping, with the exception of mailboxes, shall be considered the property of the Village whether existing at the time of the enactment of this ordinance or thereafter.~~ No object or landscaping shall be allowed in the swale, except as provided for in this section, with the exception of mailboxes. All other signage, including political signs, shall be consistent with Chapter 12 of these Code of Ordinances.

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(b) Minimum standard: Sod coverage that is well maintained shall be provided in the swale unless other plant materials or approved driveway surfaces are installed in accordance with this section. The contiguous adjacent property owner is responsible for the maintenance of all permitted objects, landscaping and sod in the swale unless otherwise specified by these Code of Ordinances. The height of sod shall be consistent with Section 8.4 (Property Maintenance).

(c) Markers: Only dome type markers may be placed within the swale provided that they are placed not closer than eighteen (18) inches to the nearest edge of the paved surface of the designated roadway. All markers must be at least (24) inches apart. Markers placed in the swale shall not exceed twelve (12) inches in diameter nor be more than six (6) inches in height and shall be white in color.

(d) Mailboxes: May be located within the swale provided no part of the mailbox is closer than two (2) feet from the edge of the paved surface of the designated roadway. Non conforming mailboxes shall have one (1) year from date of enactment of this ordinance to come into compliance.

(e) Restrictions on the placement of landscaping in the swale: Landscaping in the swale adjacent to front lot lines and exterior side lot lines, as defined in Chapter 2 of these Code of Ordinances, shall conform to the following restrictions:

(i) Clear Zone: An area five (5) feet deep, parallel with and immediately adjacent to the edge of the paved road shall be maintained as a clear zone. All landscaping in the swale installed after the enactment of this ordinance must be located a minimum of five (5) feet from the edge of pavement of the nearest roadway. Any landscaping installed previous to the enactment of this ordinance within the clear zone must be removed once it dies or is damaged and cannot be replaced. ~~If existing landscaping is deemed a safety hazard by the Village, it must be immediately removed. CAN'T READ CUT OFF PAGE.~~ Sod is always a permitted material in the clear zone.

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NOTE: Code Review Board Proposed Language as of February 18, 2015 is underlined in black.

(a) Approved Driveway Surface is also permitted within the clear zone in accordance with Section **5.6.8 of this Code of Ordinances.**

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(a)(b) Clear Trunk Height: Plant materials of unlimited height shall be permitted such that they do **not** intrude in any way into the clear zone at a height lower than eight (8) feet. All landscape overhangs into the street are subject to applicable local, county and state laws.

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(ii) *Installation of trees in the swale:* The installation of trees within the swale shall require a permit from the Village. A dimensional plan and indication of the proposed species, grade and size of the proposed tree(s) shall be submitted. Trees installed in the public right-of-way without a permit shall be subject to immediate removal after a thirty (30) day written notice to the property owner. Permits shall not be issued for trees within the clear zone.

(iii) *Mulch in the swale:* Only natural materials with the exception of cypress mulch and mulch with chemical compounds shall be permitted in the swale. **THIS NEEDS TO BE CLARIFIED. NOT SURE WHAT IS EXCLUDED/INCLUDED BY THIS SECTION.**

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(f) A combination of paving and sodding of rights-of-way shall be permitted provided the impervious section does not exceed forty (40) percent of the total area and such paved areas shall be kept **on in** good condition.

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(g) *Removal of obstructions by the Village:* In the event any object or tree placed in the swale creates an emergency situation involving potential danger to the health, safety, and welfare of the community, the Village may perform removal operations immediately, thus eliminating the emergency, and may assess the cost of such removal against **the** adjacent property **owner**.

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(h) *Removal of trees in the swale by the abutting property owner:* Property owners must obtain a permit from **the Village Biscayne Park** and Miami-Dade County to remove trees in the swale.

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(i) *Property owner's responsibilities for maintenance:* The property owner or resident living in the property shall be jointly and severally responsible for the maintenance of the Swale area contiguous to their property. Maintenance shall include but not be limited to mowing the sod and performing general edging, weeding, trimming, pruning and cleanup activities. The landscaping and sod shall be maintained in good plant health.

NOTE: Code Review Board Proposed Language as of February 18, 2015 is underlined in black.

The landscaping shall be kept free of dead limbs and branches. No Swale landscaping shall be maintained in such manner as to constitute a nuisance.

1. Property owners shall be responsible for the removal of dead and diseased trees, with the exception of dead and diseased trees that are sixty (60) inches **or more** in diameter breast height (DBH) there will be a 50%/50% share between the Village and property owner for the cost of removal, depending on the availability of budgeted Village funds. Any permitted tree planted by the property owner after the enactment of this ordinance shall be the full responsibility of the property owner. If a tree is on both the swale and the property, there is no share with the Village.

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5.3.5 *Vacation of rights-of-way.* Applications to vacate a right-of-way may be approved upon a finding that all the following requirements are met:

- (a) The requested vacation is consistent with the traffic circulation element of the village comprehensive plan.
- (b) The right-of-way does not provide the sole access to any property. Remaining access shall not be by easement.
- (c) The vacation would not imperil the current or future location of any utility.
- (d) The proposed vacation is not detrimental to the public interest, and provides a benefit to the village.

Cross references: Right-of-way permit, § 16-8.1; fees for right-of-way permits, § 17.5.1.

5.4. Street standards.

5.4.1 *Clear visibility triangle.* In order to provide a clear view of intersecting streets to the motorist, there shall be a triangular area of clear visibility formed by two (2) intersecting streets or the intersection of a driveway and a street. The following standards shall be met:

- (a) ~~For street intersections the clear visibility triangle shall be formed by a line along the street pavement edge fifteen (15) feet long from the street corner perpendicular, generally, to a second line of the street pavement edge of~~

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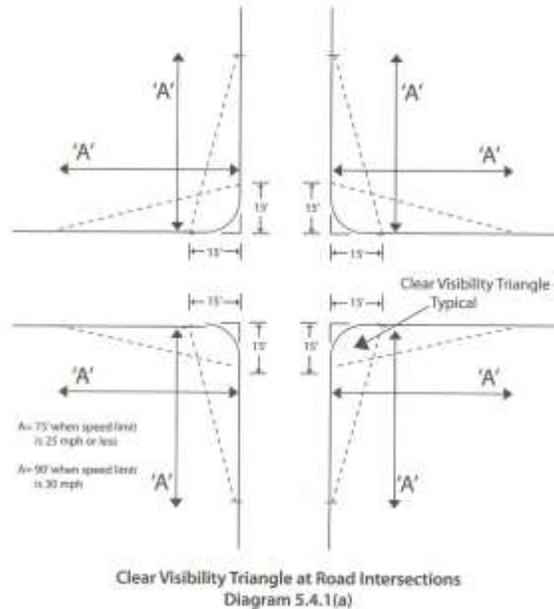
~~approaching traffic, connected by a third line that measures three (3) times the speed limit of the street.~~

(a) (ii) Nothing shall be erected, placed, parked, planted or allowed to grow in such a manner that it would restrict visibility above a height of three (3) feet above grade, measured at the centerline of the intersection within the area of the visibility triangles.

(a)(b) For street intersections the clear visibility triangle shall be formed by connecting points on the edge of each street and the intersection point. Beginning at point one, the intersection, point two shall be located Fifteen (15) feet from the intersection on one street and point three on the second street shall be located at a distance from the intersection, measured in feet equal to ~~F~~three (3) times the streets speed limit. A line connecting the three points shall create the triangle. This triangle applies to both directions from the intersection. See Diagram 5.4.1 (a)

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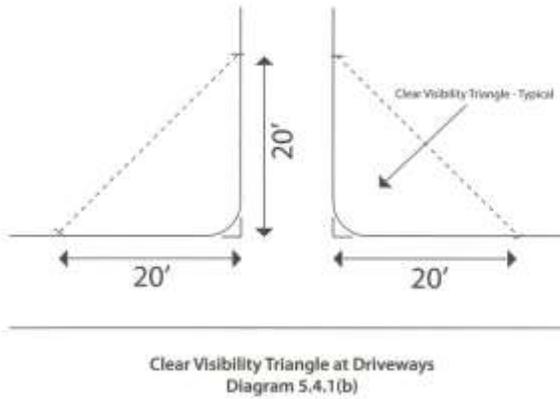
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(b)(c) For driveways two (2) clear visibility triangles shall be formed by connecting, in each case, a point on the edge of the street pavement and a point on the edge of the driveway, each to be located at a distance of twenty

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(20) feet from the intersection of the street and driveway lines, and a third line joining the two (2) points. See Diagram 5.4.1 (b)



(e)(d) Nothing shall be erected, placed, parked, planted, or allowed to grow in such a manner so as to obstruct cross-visibility at a level between three (3) feet and six (6) feet above the grade, measured at the centerline of the intersection. Trees or palms, however, having trunks and foliage trimmed in such a manner that no trunks or foliage extend into the cross-visibility area shall be allowed, provided they are so located so as not to create a traffic hazard.

5.5. Sidewalks and bikeways.

5.5.1 *Design and construction standards.* Design and construction of sidewalks, bikeways, or other footpaths shall conform to the requirements of the Public Works Manual, ~~Metro~~ Miami-Dade County, including provision for access by physically handicapped persons.

5.6. Off-street parking.

5.6.1 *Applicability.* Off-street parking facilities shall be provided within the lot of all development properties within in the village pursuant to the requirements of this code. The facilities shall be maintained as long as the use exists that the facilities were designed to serve.

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(a) All vehicles must be parked on an approved driveway surface subject to the design standards set forth in Section 5.6.8.

1. Non-conforming properties that do not have an approved driveway surface shall have ~~one (1) year~~ **two (2) years** from the date of enactment of this ordinance to ~~come into compliance.~~ **have the compliant driveway installed and permitted.**

2. ~~If the existing driveway has been permitted by the Village during the last five (5) years prior to the enactment of this ordinance, the non-conforming surface may remain for a period of ten (10) years or unless and until a substantial repair and/or addition to the driveway occurs.~~

4. ~~3~~ When an approved driveway surface does exist all vehicles shall park on said driveway upon enactment of this ordinance.

(b) ~~Where this requirement cannot be met by multi-family properties while still without maintaining a ten (10) foot landscape area in front of the building, a variance may be obtained from the Planning Board. For the purposes of this section, multi-family refers to units that are two-family duplexes or more.~~

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5.6.2 *Computation.* In the village hall, recreation area, church, the occupancy shall be based on the maximum capacity rating given the building by the fire marshal. Gross floor area shall be the sum of the gross horizontal area of all floors of a building measured from the exterior faces of the exterior walls.

5.6.3 *Number of parking spaces required.* The table below specifies the required minimum number of off-street automobile parking spaces. The number of off-street parking spaces for uses not listed in the table shall be determined by the planning board. The term "tandem parking space" means a parking space that abuts a second parking space in such a manner that vehicular access to the second space can be made only through the abutting (tandem) space.

TABLE INSET:

Use		Minimum Off-Street Parking Requirement	
(a)	Residential	Resident Parking	Visitor Parking
	Detached one-family:		
	1, 2 and 3 bedrooms	2 spaces/unit*	1 space/unit**
	4 bedrooms	3 spaces/unit*	1 space/unit**

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	Detached two-family:		
	2, 3 or more bedrooms	2 spaces/unit*	0.5 spaces/unit**
(b)	Recreation.		
	Parks, Clubs: determined by the planning board.		
(c)	Public assembly.		
	Church: 1 space/3 seats or 1 space/35 square feet of gross auditorium floor area		

* Resident parking spaces may be tandem.
 ** If on-street parking is not permitted or is restricted on the unit's street frontage, then one visitor parking space shall be required. The visitor space shall be located not more than one hundred (100) feet from the unit's street frontage.

5.6.4 *Handicapped parking spaces.* Any parking area to be used by the general public shall provide suitable, marked and paved parking spaces for handicapped persons. The number, design, and location of these spaces shall be consistent with the requirements of F.S. §§ 316.1955, and 316.1956, or succeeding provisions. No parking spaces required for the handicapped shall be counted as a parking space in determining compliance with subsection 5.6.3, public uses, above, but **optional, supplemental** spaces for the handicapped shall be counted. The parking and related features contained in the Department of Community Affairs, Florida Board of Building, Codes and Standards, Accessibility Requirements Manual are hereby incorporated by reference into the village code.

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5.6.5 *Parking in medians prohibited.* No parking shall be allowed in median open spaces or median parkways.

5.6.6 *Existing nonconforming minimum off-street parking requirements.* The number of off-[street] parking spaces existing on properties at the time of the adoption of this code, although such number does not conform to the minimum off-street parking requirements hereof, may be lawfully continued. However, all vehicles must be parked on an approved driveway surface consistent with Section 5.6.1.

5.6.7 *Historic preservation exemption.* The preservation of any property that has been placed on the county or national register of historic places, shall be grounds for a grant by the planning review board of a reduction in, or complete exemption from, the parking requirements in subsection 5.6.3 of this chapter.

5.6.8 *Design standards for off-street parking.* Except as provided herein, all required off-street parking spaces and the use they are intended to serve shall be located on the

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same parcel. The size and layout of these spaces shall be according to the Miami-Dade County Code and Public Works Manual, Metro Miami-Dade County. Vehicles shall be parked on impervious or pervious surfaces but impervious areas shall not exceed forty (40) percent of the front yard, excluding the right-of-way. Off-street parking (within the lot lines of all properties) shall only be permitted on approved surfaces by the Village of Biscayne Park. In no circumstances shall grass or sod be an approved surface.

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- a. All driveways shall be of a similar material and design element.
- a.b. All driveways must have an improved approach across the swale which shall meet the minimum standard of gravel construction.
- b.c. All driveways shall be no closer than thirty (30) inches from side property line.
- e.d. All non-conforming driveways, as related to setback, shall come into compliance when there is a change in driveway material or the installation of a new driveway. If a determination is made by the Village Manager that adhering to the setback would make the driveway non-functional as determined by an engineer, the Village Manager may waive this requirement in writing.
- d.e. Driveways shall only be constructed with the following materials; concrete, paver, brick, gravel, asphalt, cut stone or turf block.
- e.f. Gravel driveways shall be built with a permanent perimeter border consisting of suitable material as approved by Village staff and shall be a minimum of four (4) inches deep with the width of the border being sixteen inches (16") immediately adjacent to along the road perimeter and eight four inches (84") along the entire length of both edges edge of the driveway.
- f.g. Road rock shall not be used as a finished driveway material.
- g.h. Construction of a portion of a driveway in the swale or right-of-way, such as the apron and driveway approach, shall require the property owner to indemnify, hold harmless, and defend the Village from any and all actions, caused by, resulting from, or in any way associated with the proposed work within the Village right-of-way on a form provided by the Village.

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Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: May 5, 2015

Subject: Records Retention

Prepared By: Commissioner Bob Anderson

Sponsored By: Commission

Background: Staff is working to comply with Florida Public Records Retention laws. My concern is how this will affect property (street file) information that is more than 10 years old. The history of a property - variances, permits, upgrades such as impact windows and doors, fines, liens, etc. are crucial pieces of information especially when properties change hands.

Fiscal/Budget Impact: To be determined depending on how records will be preserved.

Recommendation: Commission discussion regarding how best to preserve these records.



Date: May 1, 2015

To: Heidi Siegel, Village Manager

From: Maria C. Camara, Village Clerk

Re: RECORDS RETENTION

As part of my continual education through the Florida Association of Certified Clerks (FACC) and the International Institute of Municipal Clerks (IIMC), I have attended numerous seminars and taken courses on the subject of public records management which includes:

- Statutory authority
- Records and information management
- Records retention programs

As I have obtained my professional credentials, it has been a goal of mine for the Village to be in compliance for Florida Public Records laws. The retention of public records is addressed in Florida State Statutes Chapter 119. It is consistently explained that municipalities must establish a records retention schedule as well as schedule records for disposal following the General Records Schedules from the Florida Department of State, Division of Library and Information Services. These schedules indicate the time frame (in months or years) of how long each specific record must be maintained by a municipality. Once the retention has been met, the municipality must provide for the disposal of inactive records. The schedules cover the records for:

- State and local government agencies
- Law enforcement agencies
- Elections
- Building Departments

As the retention of records and the General Records Schedules are referenced in Florida State Statutes, there must be **consistency** in the records retention program. If you follow the schedule for one record, you must follow the schedule for all records.

The following are excerpts from the Florida Department of State, Division of Library and Information Services, from ARMA International (the professional association an authority on governing information), from the University of Florida, George A. Smathers Libraries; in regards to the disposition of records:



Risks of poor records management include:

- *Litigation potential – all records created are potential documentation in lawsuits. Keeping records beyond their retention period or destroying documents too soon can be costly.*
- *Unnecessary expense – keeping unused documents takes up valuable storage space.*
- *Information loss – unused records can add to the retrieval time needed to find information and poorly named files can lead to lost records*

Principle of Disposition

- *An organization shall provide secure and appropriate disposition of in accordance with its policies, and, applicable laws, regulations and other binding authorities.*
- *At the completion of the retention period for an organization's records, the records must be designated for disposition.*

What are the other possible problems associated with noncompliance?

- *If you keep records beyond their retention period, you will spend money that could be available for other program needs.*
- *Your agency may not be trusted to provide for the public's right of access to public records.*
- *Without properly scheduling and disposing of records, you will not have a professional audit trail that could be beneficial in litigation.*
 - *Controversial documents are more likely to be located by opposing counsel if they are kept past retention requirements.*
 - *Opposing counsel will take advantage of a lack of organization and management of records*

Currently the Village utilizes a room in the Recreation Center that is approximately 10' x 6' for storage of records. In the new Public Safety & Administration Annex, we will acquire an 8' x 10' room for additional storage. This space will also serve as general storage for the new Village Hall.

The Village is out of compliance with Florida State Statutes Chapter 119 and the General Records Schedule. The Police Department has worked towards compliance through the use of a Miami Dade College intern over the last several months. The Building Department has records dating to the 1950s. The General Records Schedule states that building department records shall be maintained for ten years, plus one audit year. The Village is currently working with a resident volunteer to bring our building department files into compliance.



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

Village Staff is proposing the following next steps to safeguard compliance while addressing the concerns of residents:

- Once the building department files are in compliance, the Village will retain the records to be disposed of for six months. *(Please note that the General Records Schedule states that the Village should only retain these records for 30 days.)*
- During these six months, residents will be informed through newsletters, email blasts and other forms of communication that these records will be destroyed and if they wish to obtain a copy they may visit Village Hall.
- The General Records Schedule further states that original records of the Village may not be given away, even if they are scheduled to be disposed of; therefore, only copies of these files will be available to the public for the fees stated in Florida State Statutes Chapter 119.

Adhering to the records retention schedules and scheduling records for disposal on a regular basis must be strictly followed.

VILLAGE OF BISCAYNE PARK RECORDS MANAGEMENT - DISPOSITION LIST

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
189	Access Control Records	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.	1 anniversary year after superseded or employee separates from employment.
331	Adjustment Hearing Case Files: Building Code Board (Residential)	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.	10 anniversary years after case closed.
2	Administrative Convenience Records	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.	Retain until obsolete, superseded, or administrative value is lost.
3	Administrative Support Records	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.	Retain until obsolete, superseded, or administrative value is lost.
122	Administrator Records: Agency Director/Program Manager	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.	10 anniversary years; <i>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.</i>
25	Advertisements: Legal	This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in Section 50.011, <i>Florida Statutes</i> , (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.	5 fiscal years.
82	Affirmative Action Records	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 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."	2 anniversary years provided litigation has been resolved.
247	Annexation Records	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.	Permanent.

380	Annual Report to the Board of County Commissioners	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, <i>Florida Statutes</i> , County officers; record and report of fees and disposition of same. <i>These records may have archival value.</i>	5 fiscal years.
246	Annual Reports: County Government	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), <i>Florida Statutes</i> , 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, <i>Florida Statutes</i> , nor is it the annual financial audit report required under Section 218.39, <i>Florida Statutes</i> , 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)." <i>These records may have archival value.</i>	10 fiscal years.
245	Annual Reports: Governing Body	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, <i>Florida Statutes</i> , nor is it the annual financial audit report required under Section 218.39, <i>Florida Statutes</i> , 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)." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
332	Architectural/Building Plans and Permits: Abandoned/Withdrawn	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."	6 months after last action.
216	Architectural/Building Plans: Commercial	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, <i>Florida Statutes</i> , Building Construction Standards, and Section 95.11(3)(c), <i>Florida Statutes</i> , 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."	Retain for life of structure <u>OR</u> 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
204	Architectural/Building Plans: Preliminary Drawings	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."	Retain until obsolete, superseded, or administrative value is lost.

252	Architectural/Building Plans: Residential	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, <i>Florida Statutes</i> , Building Construction Standards, and Section 95.11(3)(c), <i>Florida Statutes</i> , 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."	10 anniversary years after issuance of certificate of occupancy.
116	Attendance and Leave Records	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.	3 fiscal years.
249	Attendance Records: Community Service	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.	1 calendar year after last date of service.
393	Audit Trails: Critical Information Systems	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 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.	Retain each audit trail entry as long as the record to which the entry relates.
394	Audit Trails: Routine Administrative Information Systems	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.	Retain until obsolete, superseded, or administrative value is lost.
8	Audits: Auditor General	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, <i>Florida Statutes</i> , 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.	10 fiscal years. <i>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.</i>
56	Audits: Independent	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, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General), and/or Section 215.97, <i>Florida Statutes</i> , Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."	10 fiscal years.

73	Audits: Internal	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, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General) and/or Section 20.055, <i>Florida Statutes</i> , Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."	5 fiscal years.
83	Audits: State/Federal	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), <i>Florida Statutes</i> 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.	10 fiscal years. <i>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.</i>
57	Audits: Supporting Documents	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."	3 fiscal years.
50	Automated Accounting System Reports	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 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."	3 fiscal years.
397	Ballots	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, <i>Florida Statutes</i> , 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 .	30 days after vote count or cancellation of election.
85	Bank Statements: Reconciliation	This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.	5 fiscal years.
87	Bargaining Records	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.	5 fiscal years after expiration or cancellation of contract.
70	Bid Records: Capital Improvement Successful Bids	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."	10 anniversary years after awarded.

71	Bid Records: Capital Improvement Unsuccessful Bids	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."	5 fiscal years after awarded or bid project cancelled.
72	Bid Records: Non-Capital Improvement	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."	5 fiscal years after awarded.
250	Bond Administration Records	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." <i>These records may have archival value.</i>	Permanent.
251	Bond Registers	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." <i>These records may have archival value.</i>	Permanent.
191	Bond Resolutions/Ordinances	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, <i>Florida Statutes</i> , Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." <i>These records may have archival value.</i>	Permanent.
226	Bonds and Bond Interest Coupons	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."	5 fiscal years after paid, exchanged, or transferred and recorded in bond register.
58	Budget Records: Approved Annual Budget	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." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
88	Budget Records: Supporting Documents	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."	3 fiscal years.

11	Cabinet Affairs Files	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.	Record copy (Governor's Office). Permanent.
89	Calendars	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).	1 anniversary year.
255	Certificate of Occupancy: Commercial	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 <i>Florida Statutes</i> , 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."	Retain for life of structure <u>OR</u> 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
256	Certificate of Occupancy: Residential	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 <i>Florida Statutes</i> , 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."	10 anniversary years after issuance of certificate of occupancy.
207	Charters/Amendments/Bylaws/Constitutions	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.	Permanent.
236	Code Enforcement Hearing Case Files	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, <i>Florida Statutes</i> , 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., <i>Florida Statutes</i> , Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."	5 fiscal years after case is closed.
398	Code Violation Records: Citation Issued	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, <i>Florida Statutes</i> , County or Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."	5 fiscal years after case is closed.

237	Code Violation Records: No Citation Issued	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, <i>Florida Statutes</i> , County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE ENFORCEMENT HEARING CASE FILES."	3 anniversary years after case is closed.
334	Committee/Board Appointment Records	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."	3 fiscal years after term of office ends or committee/board is abolished.
379	Committee/Board Appointment Records: Non-Selected Applicants	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."	4 anniversary years after personnel action and any litigation is resolved.
258	Commodity Supplemental Food Program Records	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.	5 fiscal years.
94	Complaints: Citizens/Consumers/Employees	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."	1 anniversary year after resolved.
166	Comprehensive Master Plans: Adopted	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.	Permanent.
174	Comprehensive Master Plans: Adopted (Supporting Documents)	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.	5 anniversary years after adopted. <i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
391	Computer Logs	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.	30 days or until review of logs is complete, whichever occurs first.

64	Contracts/Leases/Agreements: Capital Improvement/Real Property	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, 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."	10 fiscal years after completion or termination of contract/lease/agreement.
65	Contracts/Leases/Agreements: Non-Capital Improvement	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."	5 fiscal years after completion or termination of contract/lease/agreement.
17	Correspondence and Memoranda: Administrative	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." <i>These records may have archival value.</i>	3 fiscal years. <i>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.</i>
338	Correspondence and Memoranda: Program and Policy Development	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." <i>These records may have archival value.</i>	5 fiscal years. <i>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.</i>
339	Deferred Compensation Summary Reports	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.	Retain until obsolete, superseded, or administrative value is lost.
186	Directives/Policies/Procedures	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." <i>These records may have archival value.</i>	2 anniversary years after superseded or becoming obsolete. <i>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.</i>
259	Disaster Preparedness Drill Records	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 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), <i>Florida Statutes</i> , requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, <i>Florida Statutes</i> , 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."	2 calendar years provided reviews have been conducted.

210	Disaster Preparedness Plans	This record series consists of disaster preparedness and/or recovery plans adopted by an agency. <i>Florida Statutes</i> 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, <i>Florida Statutes</i> , 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." <i>These records may have archival value.</i>	5 fiscal years after superseded or becoming obsolete. <i>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.</i>
321	Disaster Relief Records	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.	5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.
340	Disbursement Records: Detail	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), <i>Florida Statutes</i> , Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."	5 fiscal years.
341	Disbursement Records: Summary	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."	10 fiscal years.
98	Disciplinary Case Files: Employees	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."	5 anniversary years after final action.
399	Domestic Partnership Registry Records	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.	Permanent

342	Donation Records	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."	Permanent.
242	Drafts and Working Papers	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."	Retain until obsolete, superseded, or administrative value is lost.
260	Drug Test Case Files	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), <i>Florida Statutes</i> (Florida Drug-Free Workplace Act, types of testing and testing procedures), Section 443.1715(3)(b), <i>Florida Statutes</i> (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).	5 anniversary years after final action.
262	Drug Test Program Administration Records	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."	5 anniversary years.
264	Electronic Funds Transfer Records	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), <i>Florida Statutes</i> .	5 fiscal years after termination of service agreement/authorization.
231	Electronic Records Software and Documentation	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.	Retain as long as software-dependent records are retained.

266	Emergency Operations Records: Five Year Strategic Plan	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."	3 anniversary years after plan expires.
267	Emergency Operations Records: List of Special Needs or Transportation Clients	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, <i>Florida Statutes</i> , 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."	Retain until obsolete, superseded, or administrative value is lost.
269	Employee Assistance Program Records	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 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), <i>Florida Statutes</i> , for definition of Employee Assistance Program, and Section 110.1091(2), <i>Florida Statutes</i> , for confidentiality requirement.	2 anniversary years after final action.
206	Employee Conduct Counseling Records	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."	1 anniversary year after final action.
24	Employment Application and Selection Records	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, <i>Florida Statutes</i> , governing recruitment and selection in state employment; Section 760.11, <i>Florida Statutes</i> , Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rule 60L-29 through 60L-39, <i>Florida Administrative Code</i> , Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."	4 anniversary years after personnel action provided any litigation is resolved.
400	Employment Applications: Unsolicited	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.	Retain until obsolete, superseded, or administrative value is lost.
343	Employment Assistance Program Nonexpendable Property Records	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).	3 fiscal years after final disposition of property.

113	Employment Assistance Program Records	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.	5 fiscal years after final report.
20	Encumbrance/Certification Forward Records	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.	3 fiscal years.
211	Endowments/Bequests/Trust Fund Records	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.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
401	Energy Consumption and Cost Reporting Records	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, <i>Florida Statutes</i> , 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.	1 fiscal year from report date.
344	Engineering Records: Infrastructure	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."	Retain for life of structure/element.
167	Environmental Regulation Compliance Records	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.	5 fiscal years after completion of project, reporting requirement, or other applicable activity.
103	Equal Employment Opportunity Compliance Records	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), <i>Florida Statutes</i> . See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."	4 anniversary years after final action.
223	Equipment Reference Files	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."	Retain until obsolete, superseded, or administrative value is lost.
104	Equipment/Vehicle Maintenance Records	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."	1 fiscal year after disposition of equipment.
224	Equipment/Vehicle Usage Records	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."	1 calendar year.

208	Expenditure Plans: Capital Improvement	This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. These records may have archival value.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
227	Exposure Records	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.	30 anniversary years.
270	Facility Reservation/Rental Records	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."	5 fiscal years.
345	False Alarm Records	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.	5 fiscal years.
106	Feasibility Study Records	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.	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.
157	Federal Income/Employment Tax Forms/Reports	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.	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.
271	Fee/Service Schedules	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.	3 fiscal years after obsolete or superseded.

67	Final Orders Records	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, <i>Florida Statutes</i> , 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 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), <i>Florida Statutes</i> . 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, <i>Florida Statutes</i>, proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."	Permanent.
396	Final Orders: Supporting Documents	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."	5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.
84	Financial Account Authorization Records	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."	5 fiscal years after authorization superseded, expired, or cancelled.
346	Financial Disclosure Statements (Local Government)	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. <i>These records may have archival value.</i>	10 fiscal years. <i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
347	Financial History Summary Records	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.	Permanent.
107	Financial Reports: Annual (Local Government)	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, <i>Florida Statutes</i> , Annual Financial Reports; Local Governmental Entities; Section 218.39, <i>Florida Statutes</i> , 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, <i>Florida Statutes</i> , 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)." <i>These records may have archival value.</i>	10 fiscal years. <i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
108	Financial Reports: Annual (Local Government) (Supporting Documents)	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, <i>Florida Statutes</i> , Annual Financial Reports; Local Governmental Entities; Section 218.39, <i>Florida Statutes</i> , 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, <i>Florida Statutes</i> , 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)."	5 fiscal years.
402	Food Service Establishment License Records	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, <i>Florida Statutes</i> , and Rule 64E-11 <i>Florida Administrative Code</i> , Food Hygiene. The licenses expire after one year and so must be renewed annually for the 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.	5 fiscal years after expiration/suspension/revocation of license.

213	Fuel Tax Reports	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, <i>Florida Statutes</i> , Motor and Other Fuel Taxes, and Rule 12B-5, <i>Florida Administrative Code</i> , Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.	3 fiscal years.
381	Geographic Information Systems (GIS) Data Layers and Datasets	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."	Retain until obsolete, superseded, or administrative value is lost.
382	Geographic Information Systems (GIS) Snapshots: Administrative	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."	1 anniversary year.
383	Geographic Information Systems (GIS) Snapshots: Historical	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.	Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.
384	Geographic Information Systems (GIS) Source Documents/Data	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."	Retain until obsolete, superseded, or administrative value is lost.

109	Grant Files: Grantor Agency	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; 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.	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.
348	Grant Files: Recipient	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."	5 fiscal years after completion of project.
349	Grant Files: Unfunded Applications (Applicant's Copies)	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."	1 anniversary year after receipt of denial notification.
110	Grievance Files	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), <i>Florida Statutes</i> , outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.	3 fiscal years after settlement.
350	Health Records: Blood Borne Pathogen/Asbestos/Exposure	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.	30 years after termination, retirement, or separation from employment.
324	HIPAA Health Care Component Designation Records	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.	6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.
325	HIPAA Security Standards Implementation Records	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.	6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

241	Incident Report Files	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, <i>Florida Statutes</i> . See also "INJURY RECORDS."	4 anniversary years from date of incident.
23	Information Request Records	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.).	1 fiscal year.
188	Injury Records	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."	5 calendar years.
193	Inspection Records: Fire/Security/Safety/Health	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, <i>Florida Statutes</i> . See also "DISASTER PREPAREDNESS DRILL RECORDS."	4 calendar years after inspection.
219	Inspection Reports: Fire Extinguisher	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.	1 anniversary year or life of equipment, whichever is sooner.
277	Inspector's Route Sheets: Daily	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."	3 fiscal years
111	Insurance Records: Agency	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.	5 fiscal years after final disposition of claim or expiration of policy.
40	Inventory: Agency Property	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, <i>Florida Statutes</i> , requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."	3 fiscal years.

319	Inventory: Agency Records	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.	Retain until obsolete, superseded, or administrative value is lost.
351	Investigative Records: Inspector General	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), <i>Florida Statutes</i> . See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."	5 anniversary years after final action.
278	Investment Records	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.	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.
352	Land Development and Planning Project Files	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."	Permanent.
403	Land Development and Planning Project Files: Denied/Abandoned Projects	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."	20 anniversary years after project denied or abandoned.
404	Land Development and Planning Project Files: Preliminary Drawings/Drafts	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."	10 anniversary years.
353	Land Development and Planning Studies and Reports	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."	Permanent.

119	Legislation Records	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
253	License: Certificate of Competency Records	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 <i>Florida Statutes</i> , 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."	3 fiscal years after the file is closed due to non-renewal and/or revocation of license.
254	License: Certificate of Competency Records (Temporary)	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 <i>Florida Statutes</i> , 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" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."	1 anniversary year after expiration, revocation, or denial of license.
405	Lien Documentation Files	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.	5 fiscal years after satisfaction of lien.
27	Litigation Case Files	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)."	5 anniversary years after case closed or appeal process expired.
387	Lobbyist Registration Records	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.	5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.
390	Local Government Mileage Reports	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, <i>Florida Statutes</i> , 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.	5 fiscal years.
354	Lost and Found Records	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.	3 fiscal years.
47	Mail: Registered and Certified	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."	1 fiscal year.

1	Mail: Undeliverable/Returned	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."	Retain until obsolete, superseded, or administrative value is lost.
29	Mailing/Contact Lists	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, <i>Florida Statutes</i> , 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."	Retain until obsolete, superseded, or administrative value is lost.
30	Management Surveys/Studies: Internal	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 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).	1 calendar year after completion of data collection or release of report, whichever is later.
280	Maps: Originals	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, <i>Florida Statutes</i> , or with the State Land Office under Section 253.031, <i>Florida Statutes</i> . See also "SUBDIVISION PLANS."	Permanent.
212	Medical Records	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.	5 calendar years.
406	Minority Appointment Reporting Records	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, <i>Florida Statutes</i> , 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.	4 anniversary years.
169	Minority Business Certification Case Files	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, <i>Florida Statutes</i> , and in accordance with Section 287.0943, <i>Florida Statutes</i> , 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, <i>Florida Statutes</i> ; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."	3 fiscal years.

32	Minutes: Official Meetings	This record series consists of the official record of official meetings, defined in Section 286.011(1), <i>Florida Statutes</i> , 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." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
4	Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)	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), <i>Florida Statutes</i> . See also "MINUTES: OFFICIAL MEETINGS" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."	2 anniversary years after adoption of the official minutes or certification of transcript.
123	Minutes: Official Meetings (Supporting Documents)	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."	2 anniversary years after adoption of the official minutes or certification of transcript.
33	Minutes: Other Meetings	This record series consists of minutes and all supporting documentation from meetings which are not official meetings as defined in Section 286.011(1), <i>Florida Statutes</i> . <i>These records may have archival value.</i>	1 anniversary year after date of meeting. <i>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.</i>
323	Municipal Court Docket Records	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.	Retain until obsolete, superseded, or administrative value is lost.
355	National Flood Insurance Program Records: Community Rating System	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.	Retain for duration of participation in program.
356	National Flood Insurance Program Records: Flood Mitigation Assistance Program Records	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.	Permanent.
357	National Flood Insurance Program Records: Floodplain Construction Authorization Records	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.	Permanent.

34	News Releases	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.	90 days. <i>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.</i>
283	Noise Exposure Measurement Records	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.	2 anniversary years.
124	Operational and Statistical Report Records	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.	Retain until obsolete, superseded, or administrative value is lost.
26	Opinions: Legal	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.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
125	Opinions: Legal (Supporting Documents)	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.	3 fiscal years. <i>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.</i>
228	Ordinances	This record series consists of county or municipal ordinances. Section 166.041(1)(a), <i>Florida Statutes</i> , 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.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
229	Ordinances: Supporting Documents	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.	5 anniversary years after adoption of ordinance. <i>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.</i>
126	Organization Charts	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
395	Payment Card Sensitive Authentication Data	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.	Destroy immediately upon completion of transaction.

385	Payroll Records: Court-Ordered Garnishment	This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, <i>Florida Statutes</i> , 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.	5 fiscal years after file becomes inactive.
129	Payroll Records: Deduction Authorizations	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."	5 fiscal years after final action.
183	Payroll Records: Ledgers/Trial Balance Reports	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.	5 fiscal years.
214	Payroll Records: Not Posted	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.	50 calendar years.
35	Payroll Records: Posted	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.	5 fiscal years.
195	Payroll Records: Supporting Documentation	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.	5 fiscal years.
358	Pension Records: Plan/Fund	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.	5 fiscal years.
359	Pension Records: Retirees	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.	5 fiscal years after final payment.
408	Performance/Maintenance/Surety Bond Records	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.	5 fiscal years after release, return or expiration of bond.

286	Permits: Building	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, <i>Florida Statutes</i> , regarding local government permitting authority; Section 553.79, <i>Florida Statutes</i> , Permits; applications; issuance; inspections; Section 95.11(3)(c), <i>Florida Statutes</i> , 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."	10 anniversary years.
288	Permits: Signs (Local Government)	This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by Chapters 125 and 166, <i>Florida Statutes</i> , and in accordance with sign permitting provisions of Chapter 479, <i>Florida Statutes</i> (see especially Section 479.07(3)(b), <i>Florida Statutes</i>). Included in this series are the applications and supporting documents.	3 fiscal years.
360	Permits: Special Event/Temporary Street Closure (No Permitting Fee)	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.	1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
361	Permits: Special Event/Temporary Street Closure (Permitting Fee)	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.	5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
362	Permits: Tree Removal (No Permitting Fee)	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.	1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
363	Permits: Tree Removal (Permitting Fee)	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.	5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
19	Personnel Records: Florida Retirement System	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, <i>Florida Statutes</i> , and Rule 60L-30, <i>Florida Administrative Code</i> , 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.	25 fiscal years after separation or termination of employment.
162	Personnel Records: Non-Florida Retirement System (Local Government)	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.	50 fiscal years after separation or termination of employment.

66	Personnel Records: OPS/Volunteer/Intern/Temporary Employment	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, <i>Florida Statutes</i> , and Rule 60L-30, <i>Florida Administrative Code</i> , 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.	3 fiscal years after separation or termination of employment.
378	Personnel Records: Supplemental Documentation	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.	5 fiscal years.
202	Petty Cash Documentation Records	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."	5 fiscal years.
38	Position Description Records	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."	2 anniversary years after superseded.
133	Postage/Shipping Records	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."	3 fiscal years.
320	Probation Records	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.).	5 calendar years after case closed.
142	Proclamations	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.	2 calendar years after date of issuance. <i>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.</i>

136	Project Files: Capital Improvement	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."	10 fiscal years after completion of project.
137	Project Files: Federal	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."	5 fiscal years after completion of project.
138	Project Files: Non-Capital Improvement	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."	5 fiscal years after completion of project.
291	Project Files: Operational	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.	3 fiscal years.
139	Promotion/Transfer Records	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.	4 calendar years after selection is finalized or confirmed.
222	Property Control Records	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."	Retain until completion of the next physical inventory after the equipment leaves service.
41	Property Transfer Records	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."	1 fiscal year provided a physical inventory has been released.
326	Protected Health Information Access Provider Records	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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
327	Protected Health Information Amendment Request Provider Records	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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.

328	Protected Health Information Disclosure Records	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.	6 anniversary years from date of disclosure.
329	Protected Health Information Privacy Practices Records	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 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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
330	Protected Health Information Privacy Practices Violation Records	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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
389	Public Depositor Annual Report Records	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), <i>Florida Statutes</i> , Requirements for public depositors; notice to public depositors and governmental units; loss of protection. Pursuant to Rule 69C-2.032, <i>Florida Administrative Code</i> , 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.	5 fiscal years.
128	Public Information Files	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.	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.
238	Public Program/Event Records	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."	5 fiscal years after completion of contract or program/event, whichever is later.
198	Publication Production Records	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."	Retain until receipt of final, published copy.
392	Public Records Exempt Status Notification and Redaction Requests	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), <i>Florida Statutes</i> , 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.	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.

42	Purchasing Records	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."	5 fiscal years.
292	Radio Logs	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."	1 fiscal year.
364	Real Property Records: Condemnation/Demolition	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.	5 anniversary years after final action.
172	Real Property Records: Property Acquired	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."	3 fiscal years after agency's final disposition of property.
164	Real Property Records: Property Not Acquired	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."	3 fiscal years.
365	Receipt/Revenue Records: Detail	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), <i>Florida Statutes</i> , Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."	5 fiscal years.
366	Receipt/Revenue Records: Summary	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."	10 fiscal years.
45	Records Disposition Documentation	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), <i>Florida Administrative Code</i> , 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."	Permanent.

322	Records Management Compliance Statements	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-compliance with Florida's public records management statutes and <i>Florida Administrative Code</i> 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), <i>Florida Administrative Code</i> , 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."	1 fiscal year.
68	Records Retention Schedules: Agency Specific	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), <i>Florida Administrative Code</i> , Section 119.021(2)(a), <i>Florida Statutes</i> , and Section 257.36(6), <i>Florida Statutes</i> . See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."	Permanent.
295	Records Retrieval/Reference Records	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.	Retain until obsolete, superseded, or administrative value is lost.
296	Registration Records: Events	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."	5 fiscal years.
297	Resolutions	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." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
143	Resolutions: Supporting Documents	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."	3 calendar years after date of resolution.
298	Respirator Fit Testing Records	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.	Retain until the next fit test is administered <u>OR</u> 4 anniversary years after separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

388	Revenue Sharing Applications	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), <i>Florida Administrative Code</i> , State Revenue Sharing, Administration. Refer to Chapter 218, Part II, <i>Florida Statutes</i> , Revenue Sharing Act of 1972.	5 fiscal years.
409	Right-of-Way Permit Records: Permanent Use	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.	Permanent.
410	Right-of-Way Permit Records: Temporary Use	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.	5 fiscal years.
367	Rule Development Files	This record series documents the development and approval process for <i>Florida Administrative Code</i> 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 <i>Florida Administrative Code</i> . Retention is pursuant to Section 120.54(8), <i>Florida Statutes</i> .	Retain as long as rule is in effect.
49	Salary Comparison Reports	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.	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.
240	Salary Schedules	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.	10 fiscal years. <i>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.</i>
368	Sales/Use/Local Option Tax Records	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, <i>Florida Statutes</i> , Tax On Sales, Use, And Other Transactions.	5 fiscal years.
369	Security Screening Records	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 <i>Florida Statutes</i> .	2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.
300	Signature Authorization Records	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."	1 fiscal year after obsolete or superseded.
411	Social Media Account Authorization Records	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.	1 anniversary year after superseded or employee separates from employment.

144	Social Security Controlled Summary Records	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.	4 calendar years after due date of tax.
370	Spam/Junk Electronic Mail Journaling Records	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.	Retain until obsolete, superseded, or administrative value is lost.
371	Staff Administration Records	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.	Retain until obsolete, superseded, or administrative value is lost, then offer to personnel/human resources office before disposition.
372	State Meritorious Service Awards Program Files	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.	3 calendar years.
301	Subdivision Plans	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 Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "ENGINEERING RECORDS: INFRASTRUCTURE."	Permanent.
373	Subject/Reference Files	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
374	Subpoenas	This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.	1 anniversary year after compliance date specified in subpoena.
302	Surveillance Recordings	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.	30 days.
303	Surveys: Aerial	This record series consists of aerial survey records which include, but are not limited to, negatives, prints, and supporting documentation.	Permanent.

304	Tax Exemption Application Files: Ad Valorem (Economic Development)	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, <i>Florida Statutes</i> , 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.	5 fiscal years.
28	Telephone Call Records	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.	1 fiscal year.
306	Traffic Accident Reports	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.	4 calendar years.
147	Training Material Records	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
146	Transitory Messages	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.	Retain until obsolete, superseded, or administrative value is lost.
52	Travel Records	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.”	5 fiscal years.
375	Truth-in-Millage (TRIM) Compliance Files	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, <i>Florida Statutes</i> , Determination of Millage.	5 fiscal years.
309	Unclaimed Property Records	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, <i>Florida Statutes</i> , for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), <i>Florida Statutes</i> , 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.	5 anniversary years after the property becomes reportable.

149	Unemployment Compensation/Reemployment Assistance Tax Records	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, <i>Florida Administrative Code</i> , 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), <i>Florida Statutes</i> , 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."	5 fiscal years.
78	Vehicle Accident Records	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), <i>Florida Statutes</i> . See also "INJURY RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."	4 anniversary years.
414	Vehicle Locator Records	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.	30 days.
154	Vehicle Records	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."	1 anniversary year after disposition of vehicle.
97	Vendor Files	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.	3 fiscal years.
243	Verification Records: Attendance/Employment/ Enrollment	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.	90 days.
54	Visitor/Entry Logs	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."	30 days.
156	Vouchers: Federal Project Paid	This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."	5 fiscal years after completion or termination of project.
376	Whistle Blower Investigative Records	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), <i>Florida Statutes</i> . See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." These records may have archival value.	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.

141	Work Orders	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."	3 fiscal years.
289	Work Schedules	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.	1 fiscal year after obsolete or superseded.
55	Workers' Compensation Records	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."	5 calendar years.
312	Zoning Variance Records	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.	Permanent.

FY 2015-16 BUDGET CALENDAR

DUE DATES		RESPONSIBLE PARTY	TASK
May 4	MON	Each Department	Memorandum to the Manager with objectives, goals, programs for FY 2015-16. Should not include personnel/staffing at this time.
May 5	TUE		Regular Commission Meeting - Resolutions setting the non-advalorem assessments.
May 4 - 8	Week	Manager / Departments	Heidi will meet with each department to discuss and negotiate.
May 11-15	Week	Manager / Finance Director	Meet to discuss department objectives, general budget.
May 11-15	Week	Each Department	All Village Departments review/enter their budgets: To date postings; consider projections through September 2014; project 2015-16 budget amounts.
May 12	TUE		Special Commission Meeting
May 18-22	Week	Clerk	OUT OF OFFICE
May 25-29	Week	Manager	OUT OF OFFICE
June 1	MON	Property Appraiser	Delivers an estimate of the total assessed value of nonexempt property to the taxing authority.
June 2	TUE		Regular Commission Meeting
June 3	WED	Manager / Departments	Group budget meeting (time/location to be set)
June 10	WED	Clerk	Submit files to Property Appraiser with non-advalorem assessments.
June 23	TUE	Manager / Finance Director	Meet to review department entries.
July 1	WED	Property Appraiser	Certifies to the taxing authority the taxable value within the jurisdiction on Form DR-420.
July 3	FRI	Village of Biscayne Park	Independence Day Holiday, Village Offices Closed
Jul 6-9	WEEK	Manager / Departments	Manager meets with each department to review budget in preparation for submitting draft to the Commission.
July 7	TUE		Regular Commission Meeting: Resolution to set the tentative millage rate.
July 10	FRI	Manager	Manager submits 2015-16 Draft Budget to Commission
July 10	FRI	Clerk	Submit final non-advalorem assessment notice to Property Appraiser
July 17	FRI	Clerk	Final data files for non-advalorem assessment submitted to Property Appraiser for TRIM notices.
July 20	MON	Property Appraiser	Provides delivery date for inserts
		School Board	Dade County Public Schools First Public Budget Hearing
		Village of Biscayne Park	Within 35 days of the Certification of Taxable Value, each taxing authority certifies the completed DR-420 and any additional forms to the Property Appraiser
Aug 5	TUE	Manager	Manager submits 2015-16 updated Draft Budget to Commission
Aug 12	WED	1st Budget Workshop Village of Biscayne Park	Managers Budget Message Review: Fund 001 - General Fund Revenues & Expenditures Review: Fund 001 - General Government, Comprehensive Planning Review: Fund 001 - Administrative, Legal, Commission Review: Fund 001 - Finance Review: Fund 001 - Parks and Recreation Review: Fund 001 - Public Works Review: Fund 001 - Building
Aug 13	THU	2nd Budget Workshop Village of Biscayne Park	Review: Fund 001 - Police Review: Fund 001 - Code Enforcement Review: Fund 105 - Police Forfeiture Fund Review: Fund 001 - Public Works

FY 2015-16 BUDGET CALENDAR

DUE DATES		RESPONSIBLE PARTY	TASK
			<i>Review: Fund 101 - Road Fund Review: Fund 103 - CITT Fund Review: Fund 301 - Capital Projects Fund</i>
Aug 24	MON	Property Appraiser	Mails the TRIM Notice to Taxpayers
Sept 7	MON	Village of Biscayne Park	Labor Day Holiday, Village Offices Closed
		School Board	Dade County Public Schools Second Public Budget Hearing
		Miami Dade County	Miami Dade County First Public Hearing
		<i>Village of Biscayne Park</i>	<i>First Public Hearing on the Proposed Millage Rate and Tentative Budget (Information is on TRIM Notice) (day 65 to 80)</i>
		<i>Village of Biscayne Park</i>	<i>Within 15 days after the tentative budget hearing, the taxing authority advertises its intent to adopt a final millage and budget using the appropriate advertisement. (Before day 90, Sept 28)</i>
Sept 14	MON	Clerk	Submit final roll for tax bill to the Property Appraiser.
		Miami Dade County	Miami Dade County Second Public Budget Hearing
		<i>Village of Biscayne Park</i>	<i>Second Public hearing to adopt the final millage rate and budget within 2 to 5 days after the advertisement is published.</i>
		<i>Village of Biscayne Park</i>	<i>Within 3 days of the final budget hearing, send a copy of the ordinance adopting the final millage rate to the property appraiser, tax collector and the DOR.</i>
		<i>Village of Biscayne Park</i>	<i>Within 3 days of the receipt of the Form DR-422 the taxing authority completes and certifies final millage to the Property Appraiser.</i>
Oct 1	THU	Village of Biscayne Park	Budget Year Begins - Oct 1, 2015 to Sept 30, 2016
		<i>Village of Biscayne Park</i>	<i>Within 30 days following adoption of the millage and budget ordinances, each taxing authority uses Form DR-487, Certification of Compliance, to certify compliance with the provisions of Chapter 200 F.S. to the Property Tax Oversight Program.</i>

TRIM COMPLIANCE REQUIREMENTS ARE HIGHLIGHTED IN BLUE BOLD LETTERS

OTHER AGENCY REQUIREMENTS ARE HIGHLIGHTED IN RED BOLD LETTERS