CITY OF HOLLYWOOD
EMPLOYEES' RETIREMENT FUND

CALENDAR OF ITEMS

TRUSTEE WORKSHOP

NOVEMBER 17, 2020

AGENDA ITEM 1

CALL TO ORDER

(NO BACKUP FOR THIS SECTION)

AGENDA ITEM 2

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA ITEM 2.A.

AGENDA ADOPTION

CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND

2600 Hollywood Blvd. • City Hall Annex Building, 2ND Floor, Room 20 • Hollywood, FL 33020
(954) 921-3333 • (954) 921-3332 Fax • www.hollywoodpension.com

AGENDA
PENSION WORKSHOP
TUESDAY, NOVEMBER 17, 2020 at 9:00 AM
Dial In Number: 408-418-9388 Conference Code: 791335813

PLEASE NOTE THAT PARTICIPATION WILL BE BOTH IN PERSON AND VIRTUAL

1. **CALL TO ORDER**
2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**
   A. Agenda Adoption
3. **EXPLANATION OF WORKSHOP**
4. **RECORD RETENTION AND DESTRUCTION POLICY**
5. **SUMMARY PLAN DESCRIPTION**
6. **RELOCATION**
7. **COMPREHENSIVE PENSION MANAGEMENT SYSTEM**
8. **PUBLIC COMMENT**
9. **ADJOURNMENT**

The public is invited to attend. The meeting will be conducted exclusively using electronic communications media technology. Participants, including the public, may join the meeting by telephone using the above Dial in Number and Conference Code. For additional information or if you have difficulty accessing the teleconference, please send an email to generalpensionhelp@hollywoodfl.org.

THIS MEETING WILL BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATION MEDIA TECHNOLOGY, THE TYPE BEING A SPEAKER TELEPHONE. *PERSONS WITH DISABILITIES WHO REQUIRE REASONABLE ACCOMMODATION TO PARTICIPATE IN AN EMPLOYEES' RETIREMENT FUND BOARD MEETING MAY CALL THE PENSION OFFICE FIVE (5) BUSINESS DAYS IN ADVANCE AT 954-921-3333 (VOICE). IF AN INDIVIDUAL IS HEARING OR SPEECH IMPAIRED, PLEASE CALL 800-955-8771 (V-TDD).* *ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSES MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.* *IN COMPLIANCE OF STATE LAW, THE BOARD OF TRUSTEES FINDS THAT A PROPER AND LEGITIMATE PURPOSE IS SERVED WHEN MEMBERS OF THE PUBLIC HAVE BEEN GIVEN A REASONABLE OPPORTUNITY TO BE HEARD ON A MATTER BEFORE THE BOARD. THEREFORE, THE BOARD OF TRUSTEES HAVE DETERMINED AND DECLARED THAT THEY WILL ALLOW THE PUBLIC TO COMMENT; HOWEVER, EACH PERSON IS LIMITED TO NO MORE THAN (3) THREE MINUTES TO COMMENT AT EACH MEETING.* *TWO OF MORE MEMBERS OF THE SAME CITY BOARD, COMMISSION, OR COMMITTEE, WHO ARE NOT MEMBERS OF THE EMPLOYEES' RETIREMENT FUND BOARD MAY ATTEND THIS MEETING AND MAY, AT THAT TIME, DISCUSS MATTERS ON WHICH FORESEEABLE ACTION MAY LATER BE TAKEN BY THEIR BOARD, COMMISSION, OR COMMITTEE.*

AGENDA ITEM 3

EXPLANATION OF WORKSHOP

(NO BACKUP FOR THIS SECTION)

AGENDA ITEM 4

RECORD RETENTION

AND DESTRUCTION POLICY

RICE PUGATCH ROBINSON STORFER & COHEN, PLLC

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FORT LAUDERDALE, FLORIDA 33301
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November 6, 2020

Via E-Mail: CBAILEY@hollywoodfl.org
Christine Bailey, Executive Director
City of Hollywood Employees' Retirement Fund
2600 Hollywood Blvd.
Annex Building, 2nd Floor
Hollywood, Florida 33022-9045

Re: Draft of Proposed Record Retention Policy for Workshop

Dear Christine:

You had asked our office to draft a proposed Record Retention Policy for the Fund in order to be presented to the Board of Trustees at the November 17th, 2020 Workshop.

We have provided you a proposed draft Record Retention Policy that has recommended minimum record retention requirements based primarily off of the General Records Schedule GS1-SL for State and Local Government Agencies effective as of August 2020 ("GS1-SL"). The GS1-SL is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*. Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records.

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. Fla. Stat. §119.0701 defines "public agency" as: "any state, county, district, authority, or municipal officer, or department, division, board, bureau, commission, or other separate unit of government created or established by law." The retention periods listed in the GS1-SL are based on federal and state laws and regulations, general administrative practices, and fiscal management principles.

The GS1-SL is intended for use by state, county, city and special district public records custodians. As such, we opted to use the GS1-SL as a starting point and guidance to establish the minimum record retention period recommendations as they relate to records customarily held by the Fund. It's important to note that these are ***minimum*** retention periods listed in the proposed draft Record Retention Policy; the Fund may certainly retain its records longer at the Board of Trustees' discretion. However, the GS1-SL states that a public agency is not permitted to reduce

the retention periods stated in a general records schedule (which we have not done in the proposed draft Record Retention Policy).

Very truly yours,

RICE PUGATCH ROBINSON STORFER & COHEN, PLLC

Brent J. Chudachek

Ronald J. Cohen
Brent J. Chudachek

BJC/

J:\WPDocs\6129.001 City of Hollywood Employees' Retirement Fund (Legal Counsel)\CORRESPONDENCE\ltr to Christine Bailey re Draft Proposed Record Retention Policy.docx

FOR DISCUSSION PURPOSES ONLY

PROPOSED CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND RECORD RETENTION AND DESTRUCTION POLICY

Subject: Record Retention and Destruction

Objective: To create and maintain a systematic method for ensuring that the City of Hollywood Employees' Retirement Fund ("Fund") records are protected and maintained and that they are discarded when no longer required, needed or valued.

Section 1. Purpose of the Policy: The purpose of this policy is to ensure that necessary records of the Fund, are adequately protected and maintained and to ensure that records that are no longer required or needed by the Fund or are of no value are discarded at the proper time. This policy is also for the purpose of assisting Fund staff in understanding their obligations in retaining documents.

Section 2. Establishment: The general records schedules established by the Department of State are intended for use by state, county, city and special district public records custodians. This general records schedule is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes.

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records and the retention periods below are based on the latest GS1-SL as of August 2020. Please note that the following are minimum retention periods; public agencies may retain their records longer at their discretion.

Section 3. Administration of Policy:

(A) Below is a Record Retention Schedule that is hereby approved as the initial minimum maintenance, retention and disposal schedule for physical records of the Fund and the retention and disposal of electronic records. The Fund's Executive Director, or her designee is the individual in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Records Retention Schedule is followed.

(B) The Executive Director is also authorized to: recommend modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Fund; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; monitor compliance with this policy; and draft and implement operational procedures to ensure compliance with this policy.

(C) While records should be destroyed when the retention period has passed, the historical or archival value of some records should be considered.

Section 4. Electronic Records:

The records retention schedule applies to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented below and in accordance with schedule GS1-SL of the Florida Division of Library and Information Services.

Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, *provided that the printed version contains all date/time stamps and routing information.* However, in the event that the Fund is involved in or can reasonably anticipate, *litigation* on a particular issue, the Fund must maintain in native format any and all related and legally discoverable electronic files.

Section 5. Record Retention Schedules\:

The following Items below are not an all inclusive list, but are meant for reference, informational purposes and to be used in accordance with the latest schedule GS1-SL of the Florida Division of Library and Information Services.

a) Items:

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. This consists of records accumulated relative to internal administrative activities, but does not serve as the official documentation for audit purposes.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

AUDITS: INDEPENDENT - This record series consists of reports, including any appropriate financial statements, issued by an independent auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, Florida Statutes, Definitions; duties; authorities; reports; rules, and/or Section 215.97, Florida Statutes, Florida Single Audit Act.
RETENTION: 10 fiscal years after audit report release date.

AUDITS: (SUPPORTING DOCUMENTS) - This record series consists of the documentation and supporting documents used to develop audit reports, including all bills, accounts, transaction records, reports or other related documentation. The audits may be instigated by any agency, organization, or internal management.
RETENTION: 5 fiscal years after audit report release date.

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

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.
RETENTION: 30 days after vote count or cancellation of election.

BANK/FINANCIAL ACCOUNT STATEMENTS - This record series consists of monthly statements of bank/financial accounts and any related reconciliation records documenting debits, credits and account balances.
RETENTION: 5 fiscal years.

BID RECORDS: NON-CAPITAL IMPROVEMENT - This record series documents the processing and letting of successful, unsuccessful and canceled 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.
RETENTION: 5 fiscal years after awarded or bid project canceled.

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.
RETENTION: 1 anniversary year.

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE - This record series consists of correspondence and memoranda of a general nature that are associated with administrative practices or routine office activities and issues but that do not create policy or procedure, document the business of a particular program, or act as a receipt. These records may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.
RETENTION: 3 fiscal years.

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

DIRECTIVES/POLICIES/PROCEDURES - This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures that 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, management approval documentation, and correspondence and memoranda stating the policies and procedures to be followed by employees. These records may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.
RETENTION: 2 anniversary years after superseded or becoming obsolete

ELECTRONIC COMMUNICATIONS - There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device. Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity.

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 that lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), Florida Statutes, Limitations other than for the recovery of real property. **RETENTION: 5 fiscal years after termination of service agreement/authorization.**

MINUTES: OFFICIAL MEETINGS - This record series consists of the official record of official meetings, defined in Section 286.011(1), Florida Statutes, Public meetings and records, 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, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, 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; these should be included when they are necessary to understand the minutes. *These records may have archival value.*
RETENTION: Permanent.

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) – This record series consists of supporting documents for minutes and agendas generated by official meetings as defined in Section 286.011(1), Florida Statutes, Public meetings and records. These records provide information necessary for conducting the meeting or completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, copies of required public notices of meeting, attendance lists, roll call sheets, sign-in sheets for speakers, and agendas and background materials used as reference documentation for agenda items
RETENTION: Keep for 2 anniversary years after adoption of the official minutes

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), *Florida Statutes*, Public meetings and records.
RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

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. These records may have archival value. Agencies should ensure appropriate preservation of records.
RETENTION: Permanent.

OPINIONS: LEGAL (SUPPORTING DOCUMENTS) - This record series consists of documentation supporting the legal opinions issued by agency attorneys. These records may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.
RETENTION: 3 fiscal years.

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. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained.
RETENTION: 5 fiscal years.

PAYROLL RECORDS: (SUPPORTING DOCUMENTS) - This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials.
RETENTION: 5 fiscal years.

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), investments purchased and sold, and other information regarding the performance and status of the fund.
RETENTION: 5 fiscal years.

ACTUARIAL RECORDS: PLAN/FUND – Actuarial reports, impact statements and any other actuarial related data records.
RETENTION: Permanent.

PENSION RECORDS: INDIVIDUAL MEMBER FILES - This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan for active members, vested members and retirees.
RETENTION: 5 fiscal years after final payment to last beneficiary.

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUEST - 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 Florida Statutes Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.
RETENTION: Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is applicable.

RECORDS DISPOSITION DOCUMENTATION - This record series documents the agency's disposition of its public records. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), *Florida Administrative Code*, which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency.
RETENTION: Permanent.

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.
RETENTION: Permanent.

RESOLUTIONS: (SUPPORTING DOCUMENTS) - This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include, but is not limited to, correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. **RETENTION: 3 calendar years after date of resolution.**

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.
RETENTION: 1 fiscal year after obsolete or superseded.

SUBPOENAS - This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.
RETENTION: 1 anniversary year after compliance date specified in subpoena.

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 and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. **RETENTION: 5 fiscal years.**

DRAFT

State of Florida

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

EFFECTIVE: August 2020
Rule 1B-24.003(1)(a), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services
Tallahassee, Florida

850.245.6750

recmgt@dos.myflorida.com

info.florida.gov/records-management

GENERAL RECORDS SCHEDULE
GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

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

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

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

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

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Records Management* website at info.florida.gov/records-management.

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I. STATUTORY AUTHORITY

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

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

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

II. DETERMINING RETENTION REQUIREMENTS

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

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

A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:

1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.

2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

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

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

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

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

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

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

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

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

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Forward for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

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

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may ***only*** be used by the agency for which they were established.

   To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications.

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

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

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in

cubic feet of paper records destroyed (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 disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications. Agencies must maintain this documentation as a permanent record but should ***not*** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of "3 anniversary years" will have a different eligibility date from records with a retention of "3 fiscal years" or "3 calendar years."

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of "3 anniversary years," the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of "3 calendar years," the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of "3 fiscal years," the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of "6 months," the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of "90 days," the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current

record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

V. ARCHIVAL VALUE

A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description states, "***These records may have archival value***," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention ***and*** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.

B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that "***These records may have archival value***" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

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

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should ***immediately*** place a hold on disposition of ***any and all*** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.

B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."

C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.

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

> Records must be retained for ***at least*** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the

three fiscal year minimum.

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

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.

B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

RECORDS RETENTION SCHEDULES

ACCESS CONTROL RECORDS **Item #189**
This record series consists of records pertaining to employee, contractor or subscriber 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. See also "VISITOR/ENTRY RECORDS."
RETENTION: 1 anniversary year after superseded or access rights terminated.

ADDRESS REQUEST RECORDS **Item #415**
This record series consists of requests for addresses for properties that previously did not have an address assigned to them. The series includes an address request form providing such information as name of person making request, identifying information regarding the parcel and subdivision, and the type of address requested (residential, commercial, other). The series may also include supporting documentation such as copies of site maps and floor plans.
RETENTION: 5 fiscal years.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL) **Item #244**
This record series consists of case files documenting approval or denial of requests to construct or modify a commercial structure in a manner not in conformance with the building code.
RETENTION: Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL) **Item #331**
This record series consists of case files documenting approval or denial of requests to construct or modify a residential structure in a manner not in conformance with the building code.
RETENTION: 10 anniversary years after case closed.

ADMINISTRATIVE CONVENIENCE RECORDS **Item #2**
This record series consists of **DUPLICATES** of public records maintained for the convenience of officials and employees in carrying out their duties. These records are **NOT** the official file or record (master) copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATIVE SUPPORT RECORDS **Item #3**
This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. **Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER **Item #122**
This record series consists of records documenting the substantive actions of elected officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. 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 (including electronic communications); memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES."
These records may have archival value.
RETENTION: 10 anniversary years; ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

ADVERTISEMENTS: LEGAL **Item #25**
This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, *Florida Statutes*, Legal and Official Advertisements, or that have appeared in the *Florida Administrative Register* or *Florida Administrative Weekly* as stipulated in Section 120.525(1), *Florida Statutes*, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any other legal

advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.
RETENTION: 5 fiscal years.

AFFIRMATIVE ACTION RECORDS **Item #82**
This record series consists of records relating to an agency's affirmative action plan and/or affirmative-action-related activities, 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 "GRANT FILES" or "PROJECT FILES: FEDERAL." See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."
RETENTION: 2 anniversary years provided litigation has been resolved.

ANIMAL CONTROL RECORDS **Item #234**
This record series consists of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases that have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records). Retention is pursuant to Rule 64B16-29.004, *Florida Administrative Code*, Animal Control Shelter Permits, Records.
RETENTION: 4 anniversary years.

ANNEXATION RECORDS **Item #247**
This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include, but are not limited to, correspondence, reports, maps, voluntary petitions, certifying statements and municipal service plans.
RETENTION: Permanent.

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS **Item #380**
This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions or other remuneration. The report contains an annual listing of all such fees, commissions or remuneration and shows in detail the purpose, character and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, *Florida Statutes*, County officers; record and report of fees and disposition of same. ***These records may have archival value.***
RETENTION: 5 fiscal years.

ANNUAL REPORTS: COUNTY GOVERNMENT **Item #246**
This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), *Florida Statutes*, which requires the administrator to "Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS." ***These records may have archival value.***
RETENTION: 10 fiscal years.

ANNUAL REPORTS: GOVERNING BODY **Item #245**
This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor

General of the State of Florida. See also "ANNUAL REPORTS: COUNTY GOVERNMENT," "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL **Item #216**
This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. This retention applies to the record copy held by the local government permitting authority (often a building department) or filing office (such as the county clerk). Other governmental departments may hold duplicates for their reference use; for example, an agency that owns or rents a structure may hold copies for operational use (see REAL PROPERTY RECORDS: PROPERTY ACQUIRED). Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning or construction of an improvement to real property. 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: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN" and "ENGINEERING RECORDS: INFRASTRUCTURE."
RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS **Item #204**
This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL **Item #252**
This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. **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: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."
RETENTION: 10 anniversary years after issuance of certificate of occupancy.

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN **Item #332**
This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 105.3.2, Time limitation of application: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."
RETENTION: 180 days after last action.

ATTENDANCE AND LEAVE RECORDS **Item #116**
This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. **NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.**
RETENTION: 3 fiscal years.

ATTENDANCE RECORDS: COMMUNITY SERVICE **Item #249**
This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.
RETENTION: 1 calendar year after last date of service.

AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS **Item #393**
This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.
RETENTION: Retain each audit trail entry as long as the record to which the entry relates.

AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS **Item #394**
This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

AUDITS: AUDITOR GENERAL **Item #8**
This record series consists of reports issued by the Auditor General to establish the position of the audited agencies against their performance standards. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***
RETENTION: 10 fiscal years after audit report release date. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

AUDITS: INDEPENDENT **Item #56**
This record series consists of reports, including any appropriate financial statements, issued by an independent auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules, and/or Section 215.97, *Florida Statutes*, Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."
RETENTION: 10 fiscal years after audit report release date.

AUDITS: INTERNAL **Item #73**
This record series consists of reports issued by an internal auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. Records of internal audits for state agencies are created pursuant to Section 11.45, *Florida Statutes,* Definitions; duties; authorities; reports; rules and/or Section 20.055, *Florida Statutes,* Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."
RETENTION: 5 fiscal years after audit report release date.

AUDITS: STATE/FEDERAL **Item #83**
This record series consists of reports issued by a federal or state auditor to establish the position of the audited agencies against their performance standards. 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, *Florida Statutes* Definitions; authorities; reports; rules. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***
RETENTION: 10 fiscal years after audit report release date. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

AUDITS: SUPPORTING DOCUMENTS **Item #57**
This record series consists of the documentation and supporting documents used to develop audit reports, including all bills, accounts, transaction records, reports or other related documentation. The audits may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."
RETENTION: 5 fiscal years after audit report release date.

AUTOMATED ACCOUNTING SYSTEM REPORTS **Item #50**
This record series consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other 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 "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY" and "FINANCIAL HISTORY SUMMARY RECORDS."
RETENTION: 3 fiscal years.

BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS **Item #416**
This record series documents the testing of residential and commercial backflow assemblies. The Backflow and Cross Connection Control Program (established pursuant to Rule 62-555.360, *Florida Administrative Code*, Cross-Connection Control for Public Water Systems) prevents the backflow of contaminants into the potable water supply. The series includes, but is not limited to, backflow prevention device inspection forms, backflow assembly test/certification forms, reclaimed water surveys and cross connection control inspection forms. Information regarding the number of inspections completed is generated from these forms and submitted as an annual report to the Florida Department of Health. Retention is pursuant to Rule 62-550.720(3), *Florida Administrative Code*, Recordkeeping.
RETENTION: 10 anniversary years.

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

BALLOTS **Item #397**
This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, *Florida Statutes*, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use ***General Records Schedule GS3 for Election Records***.
RETENTION: 30 days after vote count or cancellation of election.

BARGAINING RECORDS **Item #87**
This record series consists of contracts and supporting documentation related to contracts or agreements between public agencies and labor organizations or employee unions.
RETENTION: 5 fiscal years after expiration or cancellation of contract.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS **Item #70**
This record series documents the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed

equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."
RETENTION: Retain as long as related CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY file.

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS **Item #71**
This record series documents 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 canceled prior to being awarded and projects awarded but canceled prior to any work being done. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."
RETENTION: 5 fiscal years after awarded or bid project canceled.

BID RECORDS: NON-CAPITAL IMPROVEMENT **Item #72**
This record series documents the processing and letting of successful, unsuccessful and canceled non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."
RETENTION: 5 fiscal years after awarded or bid project canceled.

BOND FINANCING ADMINSTRATIVE RECORDS **Item #417**
This record series documents administrative and management activities relating to the financing of local government projects through bonded indebtedness. The series may include, but is not limited to, preliminary studies; legal opinions; proposals and prospectuses; authorizations and certificates for issuance; cancellation and exchange records; retired bonds and bond interest coupons that have been redeemed, including such information as identifying date, number of each bond and quality and value of bond by maturity; registers recording the redemption of bond coupons, including such information as upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying dates, number of each bond, interest paid and maturation dates; and other related correspondence and documentation. See also "BOND RESOLUTIONS/ORDINANCES." ***These records may have archival value.***
RETENTION: 5 fiscal years after final payment or closeout activity, whichever is later. ***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.***

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

BONUS/AWARD RECORDS: EMPLOYEES **Item #333**
This record series documents bonuses or other awards given to employees based on performance or other criteria. The series may include, but is not limited to, nominations, evaluations and selection records for peer review bonuses or other awards.
RETENTION: 5 fiscal years.

BUDGET RECORDS: APPROVED ANNUAL BUDGET **Item #58**
This record series consists of the agency's approved annual budget and its amendments. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

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

BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS **Item #169**
This record series consists of case files documenting companies that have applied to the agency for certification as a certified business enterprise. The series includes files documenting application for certification certified minority business enterprise as defined in Section 288.703, *Florida Statutes*, Small and Minority Business, Definitions, and in accordance with Section 287.0943, *Florida Statutes*, Certification of minority business enterprises, as well as certification of veteran business enterprises in accordance with Section 295.187, *Florida Statutes*, Florida Veteran Business Enterprise Opportunity Act. The series may include, but is not limited to, application for certification; documentation verifying ownership and control of the business by an eligible party; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, *Florida Statutes*; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."
RETENTION: 3 fiscal years after expiration of certification, revocation, denial or withdrawal.

BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT **Item #221**
This record series documents the method by which a local governing authority grants the privilege of engaging in or managing any business, profession or occupation within its jurisdiction pursuant to Chapter 205, *Florida Statutes*, Local Business Taxes. Per Chapter 205, this does not include records of any fees paid to any board, commission or officer for permits, registrations, examinations or inspections. The series includes applications, renewal cards, business tax receipts and supporting documentation. **This series does not cover records relating to the issuance of business or occupational licenses by state agencies.** For records documenting financial transactions associated with this process, see "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."
RETENTION: 1 calendar year after expiration, revocation, or denial of business tax receipt.

CABINET AFFAIRS FILES **Item #11**
This record series consists of the Cabinet agendas, minutes, backup materials, and other information received from any office on all subject matters relating to a Cabinet agenda item or a potential agenda item. The State of Florida's record copy is held by the Executive Office of the Governor until transferred to the State Archives of Florida. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."
RETENTION:
a) Record copy (Governor's Office). **Permanent.** ***Contact the State Archives of Florida for transfer to Archives after 5 years.***
b) Duplicates (Agency copies). Retain until obsolete, superseded, or administrative value is lost.

CALENDARS **Item #89**
This record series consists of calendars, appointment books, planners or other records showing official daily appointments and meetings. The series might also include lists of "prioritized daily tasks," background materials, issues for discussion, and speaking points or remarks. This series does NOT include the record copy of speeches, which are covered by "PUBLIC INFORMATION FILES."
RETENTION: 1 anniversary year.

CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS **Item #235**
This record series documents each burial or cremation, showing the name of the deceased, date of burial or disposal of cremains, and the lot, plot, and space in which the burial was made or the location at which the cremains were disposed. These records relate to government lands and operations, not to private cemeteries. ***These records may have archival value.***
RETENTION: Permanent.

CERTIFICATE OF OCCUPANCY: COMMERCIAL **Item #255**
This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards,

and Section 95.11(3)(c), Statute of Limitations regarding design, planning or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."
RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever occurs latest.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL **Item #256**
This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."
RETENTION: 10 anniversary years after issuance of certificate of occupancy.

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS **Item #207**
This record series consists of foundation documents establishing an organization and its mission, functions, duties and responsibilities, and organizational structure. See also "ORDINANCES," "PROCLAMATIONS," and "RESOLUTIONS."
These records may have archival value.
RETENTION: Permanent.

CHILD CARE RECORDS **Item #257**
This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to Section 1003.22, *Florida Statutes*, School-entry health examinations; immunization against communicable diseases; and Section 1003.23, *Florida Statutes*, Attendance records and reports.
RETENTION: 5 calendar years after termination of enrollment.

CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES **Item #418**
This record series consists of reports submitted by citizen support organizations and direct support organizations pursuant to Section 20.058, *Florida Statutes*, Citizen support and direct-support organizations. The series documents such information as the organization's name, mailing address, telephone number and website address; the statutory authority or executive order pursuant to which the organization was created; a brief description of the organization's mission and results of its efforts; a brief description of the future plans of the organization; a copy of the organization's code of ethics; and copy of the organization's most recent federal Internal Revenue Service Return of Organization Exempt from Income Tax form.
RETENTION: 5 fiscal years from date of report.

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES **Item #275**
This record series consists of the client case files for citizens receiving assistance from a social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports that are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, *Florida Statutes*, Health Care Responsibility For Indigents; and Chapter 59H-1, *Florida Administrative Code*, Florida Health Care Indigency Eligibility Certification Standards.
RETENTION: 5 fiscal years.

CLIENT CASE FILES: VETERAN SERVICES **Item #310**
This record series consists of case files relating to veterans receiving various types of assistance. The series may include, but is not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms that are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.
RETENTION: 5 fiscal years after case closed.

CODE VIOLATION RECORDS: CITATION ISSUED **Item #398**
This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."
RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: HEARING CASE FILES **Item #236**
This record series consists of case files documenting code violation hearings, whether held before the Code Enforcement Board, a Special Master or other applicable hearing body or official. The series may include, but is not limited to, affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1. a., *Florida Statutes*, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."
RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: NO CITATION ISSUED **Item #237**
This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE VIOLATION RECORDS: HEARING CASE FILES."
RETENTION: 3 anniversary years after case is closed.

COMMITTEE/BOARD APPOINTMENT RECORDS **Item #334**
This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, or other such groups. The series may include, but is not limited to, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, resignation letters, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS."
RETENTION: 3 fiscal years after term of office ends, appointee resigns, or committee/board is abolished, whichever is applicable.

COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS **Item #379**
This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, or other such groups. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."
RETENTION: 4 anniversary years after appointment and any litigation is resolved.

COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS **Item #258**
This record series consists of records documenting the receipt, inventory, and disbursement of U.S. Department of Agriculture supplemental foods, and the receipt and disbursement of administrative funds, including reports of racial and ethnic participation and complaints of improper disbursement or denial of services. Refer to 7CFR247.29, Commodity Supplemental Food Program – Reports and Recordkeeping, for federal recordkeeping, reporting, and retention requirements.
RETENTION: 5 fiscal years.

COMMUNICATIONS AUDIO RECORDINGS **Item #335**
This record series consists of audio recordings of radio and telephone communications and complaint calls. The recordings may be made for a variety of purposes including, but not limited to, backup of activity reports, tracking and addressing complaints, quality assurance reviews of customer service calls, or employee training. Since these recordings may play an integral part in disciplinary actions or other agency actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained as long as necessary for these purposes. See also "911 COMMUNICATIONS RECORDS" and "911 RECORDS: LOGS."
RETENTION: 30 days.

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES **Item #94**
This record series consists of individual complaints received from citizens, consumers or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. Do NOT use this item if records document a specific type of complaint covered by a different retention schedule item. See also "DISCIPLINARY CASE FILES: EMPLOYEES'" and "GRIEVANCE FILES."
RETENTION: 1 anniversary year after resolved or closed.

COMPREHENSIVE MASTER PLANS: ADOPTED **Item #166**
This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida, including, but not limited to, maps, surveys, site plans, and any other material comprising or incorporated into the adopted comprehensive plan and all associated amendments. The plans may contain elements such as: growth management, sanitary sewer records, drainage records, future land use records, traffic circulation, economic assumptions, conservation, housing, recreation and open space, solid waste, electric utilities, potable water, intergovernmental coordination, mass transit, and all other local government related functions. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." ***These records may have archival value.***
RETENTION: Permanent.

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS) **Item #174**
This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local governmental agencies required by the State of Florida. The supporting documents may include, but are not limited to, additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials that support the proposed plan. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." ***These records may have archival value.***
RETENTION: 5 anniversary years after adopted. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

COMPUTER LOGS **Item #391**
This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.
RETENTION: 30 days or until review of logs is complete, whichever occurs first.

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY **Item #64**
This record series consists of legal documents, correspondence, reports, and other records documenting 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."
RETENTION: 10 fiscal years after completion or termination of contract/lease/agreement.

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT **Item #65**
This record series consists of legal documents, correspondence, reports, and other records documenting the negotiation, fulfillment, and termination of contracts, leases, or agreements to which the agency is a party other than those involving capital improvement/real property. In addition, it includes the various contracts, leases or agreements entered into for goods and services, such as contracted legal services, the purchase of gas and fuel oil, annual purchases of inventory-maintained items, and customer/client agreements. See also "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY" and "BARGAINING RECORDS."
RETENTION: 5 fiscal years after completion or termination of contract/lease/agreement.

COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION **Item #337**
This record series consists of releases or other documentation authorizing the agency to reproduce, distribute or publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.
RETENTION: Permanent.

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE **Item #17**
This record series consists of correspondence and memoranda of a general nature that are associated with administrative practices or routine office activities and issues but that do not create policy or procedure, document the business of a particular program, or act as a receipt. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "INFORMATION REQUEST RECORDS." ***These records may have archival value.***
RETENTION: 3 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT **Item #338**
This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." ***These records may have archival value.***
RETENTION: 5 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DEFERRED COMPENSATION SUMMARY REPORTS **Item #339**
This record series consists of reports provided to the agency by deferred compensation providers summarizing contributions, gains, losses, and other fund activities over the course of the reporting period. These are not reports of individual employees' contributions or account activities.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DIRECTIVES/POLICIES/PROCEDURES **Item #186**
This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures that 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, management approval documentation, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." ***These records may have archival value.***
RETENTION: 2 anniversary years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DISASTER PREPAREDNESS DRILL RECORDS **Item #259**
This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to include in their disaster preparedness plans "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."
RETENTION: 2 calendar years provided reviews have been conducted.

DISASTER PREPAREDNESS PLANS **Item #210**
This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Section 252.365, *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to develop and maintain "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, 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," "DIRECTIVES/POLICIES/PROCEDURES" and "EMERGENCY MANAGEMENT PLAN REVIEW RECORDS." ***These records may have archival value.***
RETENTION: 5 fiscal years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DISASTER RELIEF RECORDS **Item #321**
This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds, goods or services 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, correspondence and daily activity reports. For federal retention requirements, refer to 44CFR206.120(f)(7), Emergency Management and Assistance, Document Retention.
RETENTION: 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

DISCIPLINARY CASE FILES: EMPLOYEES **Item #98**
This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."
RETENTION: 5 anniversary years after final action.

DOMESTIC PARTNERSHIP REGISTRY RECORDS **Item #399**
This record series documents domestic partnerships established and dissolved under authority of law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.
RETENTION: Permanent.

DONATION RECORDS **Item #342**
This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."
RETENTION: Permanent.

DRAFTS AND WORKING PAPERS **Item #242**
This record series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. **Drafts of documents that could have a significant effect on an agency's programs, functions and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER" or other applicable record series.**
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST CASE FILES **Item #260**
This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's 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)-(8), *Florida Statutes,* Florida Drug-Free Workplace Act, Types of Testing and Procedures and Employee Protection, Section 443.1715(3)(b), *Florida Statutes*, Disclosure of Drug Test Information, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records.
RETENTION: 5 anniversary years after final action.

DRUG TEST EQUIPMENT RECORDS **Item #261**
This record series consists of records documenting compliance with calibration and other requirements for the use of evidential breath testing (EBT) devices. The series may include, but is not limited to, equipment testing, maintenance and

repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records. See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."
RETENTION: 5 anniversary years.

DRUG TEST PROGRAM ADMINISTRATION RECORDS **Item #262**
This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's 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: Retention of records and 49CFR382.403, Reporting of results in a management information system. See also "DRUG TEST EQUIPMENT RECORDS."
RETENTION: 5 anniversary years.

ELECTRONIC COMMUNICATIONS
There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device. **Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted.** Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

ELECTRONIC FUNDS TRANSFER RECORDS **Item #264**
This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form that lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), *Florida Statutes*, Limitations other than for the recovery of real property.
RETENTION: 5 fiscal years after termination of service agreement/authorization.

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION **Item #231**
This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.
RETENTION: Retain as long as software-dependent records are retained.

EMERGENCY MANAGEMENT PLAN REVIEW RECORDS **Item #419**
This record series documents review by the county emergency management agency of emergency management plans submitted to the agency for annual review by facilities such as hospitals, nursing homes, assisted living facilities, outpatient surgical centers and adult day care centers that are required by the Agency for Health Care Administration (AHCA) to have such plans. The series may include, but is not limited to, disaster/emergency management plans; correspondence and memoranda (including form letters) issued by the reviewer, either specifying areas where improvements should be made to conform with AHCA standards and requiring resubmission of the plan with the noted corrections or stating that the plan conforms with AHCA standards; and documentation of fees paid for the review service. Refer to Section 252.38(1), *Florida Statutes*, Emergency management powers of political subdivisions; Counties. See also "DISASTER PREPAREDNESS PLANS."
RETENTION: 5 fiscal years.

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN **Item #266**
This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five-year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency;

this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."
RETENTION: 3 anniversary years after plan expires.

EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS **Item #267**
This record series documents applicants accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The registry may be updated often, as individuals' status or needs may change frequently. Refer to Section 252.355(1), *Florida Statutes*, Emergency Management, Registry of persons with special needs; notice; registration program, 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 APPLICATION RECORDS."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS **Item #268**
This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, *Florida Statutes*, Emergency Management, Public shelter space.
RETENTION: 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS **Item #265**
This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. Applications may include the citizen's name, address, telephone number, medical disabilities, caretaker's name, and required accommodations. The series may also include supplemental documentation, such as notifications sent to accepted and denied clients, instructions for accepted clients, and related correspondence. See also "EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."
RETENTION: 4 anniversary years.

EMPLOYEE ASSISTANCE PROGRAM RECORDS **Item #269**
This record series documents 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), *Florida Statutes*, for definition of "Employee assistance program," and Section 110.1091(2), *Florida Statutes*, Employee assistance programs; public records exemption.
RETENTION: 2 anniversary years after final action.

EMPLOYEE CONDUCT COUNSELING RECORDS **Item #206**
This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee's disciplinary case file. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."
RETENTION: 1 anniversary year after final action.

EMPLOYMENT APPLICATION AND SELECTION RECORDS **Item #24**
This record series consists of all records that document the selection process and justify the selection decision, including, but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. **Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file.** See Sections 110.211 and 110.213, *Florida Statutes*, governing recruitment and selection in state employment; Section 760.11, *Florida Statutes*, Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rules 60L-29 through 60L-40, *Florida Administrative Code*, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."
RETENTION: 4 anniversary years after personnel action provided any litigation is resolved.

EMPLOYMENT APPLICATIONS: UNSOLICITED **Item #400**
This record series consists of employment application records submitted by individuals not responding to a particular job announcement or vacancy. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS **Item #343**
This record series consists of records relating to nonexpendable property acquired under 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). Nonexpendable property is property that is not consumed in use and that retains its original identity during the period of use.
RETENTION: 3 fiscal years after final disposition of property.

EMPLOYMENT ASSISTANCE PROGRAM RECORDS **Item #113**
This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). The series may include, but is not limited to, reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation.
RETENTION: 5 fiscal years after final report.

EMPLOYMENT ELIGIBILITY VERIFICATION FORMS **Item #420**
This record series consists of Employment Eligibility Verification Forms (I-9) that contain information used by employers to "verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States" (USCIS Form I-9). Retention is pursuant to 8 USC 1324a (b)(3), Unlawful employment of aliens, Retention of verification form.
RETENTION: 3 anniversary years after the date of the hire or one anniversary year after the date the individual's employment is terminated, whichever is later.

ENCUMBRANCE/CERTIFICATION FORWARD RECORDS **Item #20**
This record series consists of reports and other documentation detailing funds that have been encumbered, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.
RETENTION: 3 fiscal years.

ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS **Item #211**
This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also "DONATION RECORDS." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

ENERGY CONSUMPTION AND COST REPORTING RECORDS **Item #401**
This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, *Florida Statutes*, Energy management; buildings occupied by state agencies. Records may include, but are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.
RETENTION: 1 fiscal year from report date.

ENGINEERING RECORDS: INFRASTRUCTURE **Item #344**
This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "SUBDIVISION PLANS."
RETENTION: Retain for life of structure/element.

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS **Item #167**
This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental

resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, National Environmental Policy Act technical reports and studies, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.
RETENTION: 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS **Item #103**
This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting and recordkeeping requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."
RETENTION: 4 anniversary years after final action.

EQUIPMENT REFERENCE FILES **Item #223**
This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, warrantees and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EQUIPMENT/VEHICLE MAINTENANCE RECORDS **Item #104**
This record series documents service, maintenance and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."
RETENTION: 1 fiscal year after disposition of equipment **or** 5 fiscal years after service/maintenance/repair, whichever occurs first.

EQUIPMENT/VEHICLE USAGE RECORDS **Item #224**
This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."
RETENTION: 1 calendar year.

EXPENDITURE PLANS: CAPITAL IMPROVEMENT **Item #208**
This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. ***These records may have archival value.***
RETENTION: 50 anniversary years. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

EXPOSURE RECORDS **Item #227**
This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees material safety data sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to employee exposure and medical records, and 29CFR1910.1030, Bloodborne pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.
RETENTION: 30 anniversary years.

FACILITY RESERVATION/RENTAL RECORDS **Item #270**
This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, recreational vehicle/camper 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, payment information, 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. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."
RETENTION: 5 fiscal years.

FALSE ALARM RECORDS **Item #345**
This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.
RETENTION: 5 fiscal years.

FEASIBILITY STUDY RECORDS **Item #106**
This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas that 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 or other applicable item. ***These records may have archival value.***
RETENTION: 3 fiscal years after completion of study. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS **Item #157**
This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1095-C, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and period for keeping records.
RETENTION: 4 years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.

FEE/SERVICE SCHEDULES **Item #271**
This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.
RETENTION: 5 fiscal years after obsolete or superseded.

FINAL ORDERS RECORDS: INDEXED OR LISTED **Item #67**
This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53(1)(a), *Florida Statutes*, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53(1)(a)3, *Florida Statutes*. Agency orders that must be indexed per Section 120.53(1)(a)2.c, *Florida Statutes*, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*; those rendered pursuant to Section 120.57(4), *Florida Statutes*, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), *Florida Statutes*, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, *Florida Statutes*, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the 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." Permanent retention is pursuant to Section 119.021(3), *Florida Statutes*, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, *Florida Statutes*, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**
RETENTION: Permanent.

FINAL ORDERS RECORDS: NOT INDEXED OR LISTED **Item #421**
This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53(1)(a), *Florida Statutes*. These final orders are those that are ***not*** declaratory statements and are ***not*** resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials

explicitly adopted in it. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, *Florida Statutes*, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**
RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS **Item #396**
This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED" and "LITIGATION CASE FILES."
RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

FINANCIAL ACCOUNT AUTHORIZATION RECORDS **Item #84**
This record series consists of an authorization to maintain a bank, purchasing card (p-card), credit card, investment or other financial account and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."
RETENTION: 5 fiscal years after authorization superseded, expired, or canceled.

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT) **Item #346**
This record series consists of personal financial information submitted to a local governing body by individuals hired, elected or appointed to local government office. The statements indicate such information as financial status, source(s) of income or other related information. ***These records may have archival value.***
RETENTION: 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

FINANCIAL HISTORY SUMMARY RECORDS **Item #347**
This record series consists of records providing a periodic summary of an agency's receipts and disbursements over the course of an agency's history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.
RETENTION: Permanent.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS **Item #107**
This record series consists of local government annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.550, 10.800 and 10.850 of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. The series includes the reporting local government agency's copy as well as the copy received by the official filing agency. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)." ***These records may have archival value.***
RETENTION: 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS) **Item #108**
This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.558(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. 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: LOCAL GOVERNMENT ANNUAL REPORTS."
RETENTION: 5 fiscal years.

FINANCIAL TRANSACTION RECORDS: DETAIL **Item #435**
This series consists of records documenting specific financial transactions of the agency including transactions through cash, checks, warrants, vouchers, electronic fund transfers (EFT), credit and debit cards, purchasing cards, or other methods. The series may include, but is not limited to, requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, bank/financial account statements, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement

ledgers, journal transactions, expenditure detail reports, refund records, 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 accounts payable related documentation. The series may also include a copy of the agency's sales tax exemption form. **NOTE:** Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "FINANCIAL TRANSACTION RECORDS: SUMMARY."
RETENTION: 5 fiscal years after transaction completed.

FINANCIAL TRANSACTION RECORDS: SUMMARY **Item #436**
This record series consists of records providing summary or aggregate documentation of financial transactions of the agency regardless of the source or purpose of the funds. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable and accounts receivable summaries and related documentation. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."
RETENTION: 10 fiscal years.

FOOD SERVICE ESTABLISHMENT LICENSE RECORDS **Item #402**
This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, *Florida Statutes*, Food service protection, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. Records may include, but are not limited to, license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.
RETENTION: 5 fiscal years after expiration, suspension or revocation of license.

FUEL TAX REPORTS **Item #213**
This record series consists of fuel tax reports submitted to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Aviation Fuels, Pollutants And Natural Gas Fuel.
RETENTION: 3 fiscal years.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS **Item #381**
This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE **Item #382**
This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and that are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."
RETENTION: 1 anniversary year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL **Item #383**
This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an

agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA **Item #384**
This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

GRANT FILES **Item #422**
This record series documents the activities and administration of grant funded programs, including the application process and expenditure of grant funds. The series may include, but is not limited to, grant applications; 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. For grantor agencies, grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. For grant recipients, project completion has not occurred until all reporting requirements are satisfied and final payments have been made or received. See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." ***These records may have archival value.***
RETENTION: 5 fiscal years after completion of grant cycle or project, whichever is applicable. ***State grantor agencies must contact the State Archives of Florida for archival review before disposition of records. Other grantor agencies should ensure appropriate preservation of records determined to have long-term historical value.***

GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES) **Item #349**
This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. **NOTE: For unfunded applications held by grantor agencies, use "GRANT FILES."** See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."
RETENTION: 1 anniversary year after receipt of denial notification.

GRIEVANCE FILES **Item #110**
This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), *Florida Statutes*, Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.
RETENTION: 3 fiscal years after settlement.

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE **Item #350**
This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation or chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention period is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to employee exposure and medical records; and 29CFR1910.1030, Bloodborne pathogens. See also "EXPOSURE RECORDS" and "PERSONNEL RECORDS" items.
RETENTION: 30 years after any manner of separation or termination of employment.

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS **Item #324**
This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103, Definitions). Per 45CFR164.105(a)(2)(iii)(C), Implementation specifications, Responsibilities of the covered entity, "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), Standard: Documentation, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION" items.
RETENTION: 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.

HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS **Item #325**
This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), 45CFR164 Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b), Policies and procedures and documentation requirements. Retention is pursuant to 45CFR164.316(b)(2), Implementation specifications. See also "PROTECTED HEALTH INFORMATION" items.
RETENTION: 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

HISTORICAL DESIGNATION RECORDS **Item #423**
This record series documents the historic designation of buildings, structures, sites or districts, including improvements, interiors and landscape features that are significant in the historical, architectural, cultural, aesthetic or archeological heritage of the state or local community. The series may include, but is not limited to, applications, descriptive property information, photographs, land sketches, staff analyses, evaluations and recommendations by reviewing authorities, designation reports, certificates of appropriateness, records of local Historical Preservation Boards regarding the historic designations, and other related documentation. These records have historical value.
RETENTION: Permanent.

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

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

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

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

INJURY/ILLNESS RECORDS **Item #188**
This record series consists of investigations, logs and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item. For records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation, or chemicals above the acceptable limits or dosage, use EXPOSURE RECORDS or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses, Retention and updating. See also "INCIDENT REPORT FILES."
RETENTION: 5 calendar years.

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

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

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

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

INSURANCE RECORDS: AGENCY **Item #111**
This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage 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. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.
RETENTION: 5 fiscal years after final disposition of claim or expiration of policy.

INTELLECTUAL PROPERTY RECORDS **Item #437**
This record series documents patents, copyrights and trademarks for intellectual property issued to the agency. The series may include, but is not limited to, applications, certifications of registration, agreements, correspondence, and other related supporting documentation. This series also includes authorizations and consents issued by the agency for use by outside entities.
RETENTION: Permanent.

INVENTORY: AGENCY PROPERTY **Item #40**
This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies that 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, surplused, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, Record and inventory of certain property, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."
RETENTION: 3 fiscal years.

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

INVESTIGATIVE RECORDS: INSPECTOR GENERAL **Item #351**
This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated by the Office of the Inspector General or equivalent office of any agency. The series may include, 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 *Florida Statutes* Section 14.32, Governor, Office of Chief Inspector General; Section 20.055, Agency inspectors general; Section 112.3187-31895 relating to adverse actions against employees, confidentiality and investigative procedures; and Section 119.07(6) relating to access and confidentiality of records. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."
RETENTION: 5 anniversary years after final action.

INVESTMENT RECORDS **Item #278**
This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. ***These records may have archival value.***
RETENTION: 10 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES **Item #352**
This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS **Item #403**
This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***
RETENTION: 20 anniversary years after project denied or abandoned. ***State agencies should contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS **Item #404**
This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are ***not*** brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***
RETENTION: 10 anniversary years. ***State agencies should contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS **Item #353**
This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecasts, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED," "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)," "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS" and "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

LEGISLATION RECORDS **Item #119**
This record series documents the development or review of legislation proposed by, and/or potentially impacting, an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. ***These records may have archival value.***
RETENTION: Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

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

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) **Item #254**
This record series consists of a "certificate of competency" license for a temporary licensed contractor applying for a current certificate of competency issued by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."
RETENTION: 1 anniversary year after expiration, revocation, or denial of license.

LIEN DOCUMENTATION FILES **Item #405**
This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the imposition or lifting of a lien by a government agency.
RETENTION: 5 fiscal years after satisfaction of lien.

LITIGATION CASE FILES **Item #27**
This record series consists of legal documents, notes, reports, background material, summonses and other related records created or received in preparing for or engaging in litigation of legal disputes. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "OPINIONS: LEGAL" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."
RETENTION: 5 anniversary years after case closed or appeal process expired.

LOBBYIST REGISTRATION RECORDS **Item #387**
This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity records, expense reports, and correspondence.
RETENTION: 5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.

LOCAL GOVERNMENT MILEAGE REPORTS **Item #390**
This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, *Florida Statutes*, County and municipal transportation program data, to provide mileage data as part of their annual financial reporting responsibilities. The report provides the number of miles of paved and unpaved roads within the local government's jurisdiction.
RETENTION: 5 fiscal years.

LOST AND FOUND RECORDS **Item #354**
This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.
RETENTION: 3 fiscal years.

MAIL: REGISTERED AND CERTIFIED **Item #47**
This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."
RETENTION: 1 fiscal year.

MAIL: UNDELIVERABLE/RETURNED **Item #1**
This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc., or abandoned at a mail/document pickup station by a defunct addressee. It does NOT include returned registered or certified mailings. **NOTE:** In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MAILING/CONTACT LISTS **Item #29**
This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, *Florida Statutes*, Purging of publication mailing lists, must be updated and superseded every odd numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "POSTAGE/SHIPPING RECORDS."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MANAGEMENT SURVEYS/STUDIES: INTERNAL **Item #30**
This record series consists of raw data and work papers for surveys conducted by the agency to study management issues such as client/patron/employee satisfaction and service improvement. This may include survey/poll responses, tally sheets, suggestion box submissions, and other records related to the study of internal operations. This does not include reports prepared by consultants. The final compilation of the data may be produced as a report, which may be scheduled

under a different record series depending on the nature and depth of the survey/study (for instance, "FEASIBILITY STUDY RECORDS," "OPERATIONAL AND STATISTICAL REPORT RECORDS," or "PROJECT FILES" items).
RETENTION: 1 calendar year after completion of data collection or release of report, whichever is later.

MAPS: ORIGINALS **Item #280**
This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of Court under *Florida Statutes* Section 177.111, Instructions for filing plat; Section 177.131, Recordation of the Department of Transportation official right-of-way maps and other governmental right-of-way maps; Section 177.132, Preservation of unrecorded maps; or Section 337.2735, Recording of municipal maps of reservation for transportation corridors and transportation facilities; or with the State Land Office under Section 253.031, Land office; custody of documents concerning land; moneys; plats. See also "SUBDIVISION PLANS."
RETENTION: Permanent.

MEDICAL RECORDS **Item #212**
This record series documents routine health examinations ***not*** required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be covered by the applicable PERSONNEL RECORDS item. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.
RETENTION: 5 calendar years.

MEDICAL RECORDS: VETERAN SERVICES **Item #311**
This record series consists of duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans. The series may also include related supporting documentation.
RETENTION: 7 fiscal years after last discharge or last entry.

MICROGRAPHICS: QUALITY CONTROL RECORDS **Item #282**
This record series consists of test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(j), *Florida Administrative Code*. The series may also include related supporting documentation.
RETENTION: Permanent.

MINORITY APPOINTMENT REPORTING RECORDS **Item #406**
This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, *Florida Statutes*, Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.
RETENTION: 4 anniversary years.

MINUTES: OFFICIAL MEETINGS **Item #32**
This record series consists of the official record of official meetings, defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, 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, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, 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; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS."
These records may have archival value.
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS) **Item #4**
This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. See also "MINUTES: OFFICIAL

MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."
RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS) **Item #424**
This record series consists of the official record of official meetings of special districts ***established by local ordinance or resolution***, of agency citizen support organizations or direct support organizations, or of agency advisory boards that do not establish policy, rules or guidelines. Official meetings are defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, 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, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, 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; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings, such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." ***These records may have archival value.***
RETENTION: 10 anniversary years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) **Item #123**
This record series consists of supporting documents for minutes and agendas generated by official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. These records provide information necessary for conducting the meeting or completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, copies of required public notices of meeting, attendance lists, roll call sheets, sign-in sheets for speakers, and agendas and background materials used as reference documentation for agenda items. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OTHER MEETINGS."
RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OTHER MEETINGS **Item #33**
This record series consists of minutes and all supporting documentation from meetings that are not official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. ***These records may have archival value.***
RETENTION: 1 anniversary year after date of meeting. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

MOSQUITO CONTROL RECORDS **Item #425**
This record series documents treatment, inspection, testing, tracking and other activities involved in the process of mosquito control. The series may include, but is not limited to, activity reports, treatment records, global positioning satellite tracking data from inspections and/or treatments, resistance testing, mosquito counts and identification records, equipment calibration records, chemical inventory logs, and correspondence. Do NOT use this item if records fall under a more appropriate retention schedule item such as "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY," "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT," "ENVIRONMENTAL REGULATION COMPLIANCE RECORDS" or other applicable item(s).
RETENTION: 5 fiscal years.

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

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM **Item #355**
This series consists of records relating to the Federal Emergency Management Administration's voluntary Community Rating System (CRS) program, an incentive program allowing 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. See 44CFR, Emergency Management and Assistance.
RETENTION: Retain for duration of participation in program.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS **Item #356**

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

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS **Item #357**

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

NEWS RELEASES **Item #34**

This record series consists of news releases distributed by the agency. See also "PUBLIC INFORMATION FILES," "PUBLICATION PRODUCTION RECORDS" and "TRANSITORY MESSAGES." ***These records may have archival value.***
RETENTION: 90 days. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

NOISE EXPOSURE MEASUREMENT RECORDS **Item #283**

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

OPERATIONAL AND STATISTICAL REPORT RECORDS **Item #124**

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

OPINIONS: LEGAL **Item #26**

This record series consists of written legal opinions issued by agency attorneys establishing policy or precedent and answering questions involving legal interpretation of Florida or federal law in relation to the agency's functions, responsibilities, and authority. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

OPINIONS: LEGAL (SUPPORTING DOCUMENTS) **Item #125**
This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." ***These records may have archival value.***
RETENTION: 3 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

ORDINANCES **Item #228**
This record series consists of county or municipal ordinances. Section 166.041(1)(a), *Florida Statutes*, Procedures for adoption of ordinances and resolutions, defines "ordinance" as "an official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law." See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "ORDINANCES: SUPPORTING DOCUMENTS," "PROCLAMATIONS," and "RESOLUTIONS." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

ORDINANCES: SUPPORTING DOCUMENTS **Item #229**
This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions, and other supporting documentation. See also "ORDINANCES." ***These records may have archival value.***
RETENTION: 5 anniversary years after adoption of ordinance. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

ORGANIZATION CHARTS **Item #126**
This record series consists of organizational charts that show lines of authority and responsibility agency wide, within and between the various departments of the agency. See also "DIRECTIVES/POLICIES/PROCEDURES." ***These records may have archival value.***
RETENTION: Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

PARKING DECAL/PERMIT RECORDS: EMPLOYEES **Item #127**
This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation. See also "VEHICLE RECORDS" and "ACCESS CONTROL RECORDS."
RETENTION: 2 fiscal years after expiration or cancellation of parking privileges.

PASSPORT RECORDS: DAILY **Item #407**
This record series consists of daily reports of persons applying for passports. Records may include such information as applicant's name, amount paid, and receipt number. The series may also include copies of transmittal records that are prepared and sent with completed applications when mailing to the Passport Agency.
RETENTION: 5 fiscal years.

PAYMENT CARD SENSITIVE AUTHENTICATION DATA **Item #395**
This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 3.1, April 2015 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.
RETENTION: Destroy immediately upon completion of transaction.

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT **Item #385**
This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, *Florida Statutes*, Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.
RETENTION: 5 fiscal years after file becomes inactive.

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS **Item #129**
This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care or other purposes. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."
RETENTION: 5 fiscal years after final action.

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS **Item #183**
This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.
RETENTION: 5 fiscal years.

PAYROLL RECORDS: NOT POSTED **Item #214**
This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. The lengthy retention requirement is intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.
RETENTION: 50 calendar years.

PAYROLL RECORDS: POSTED **Item #35**
This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.
RETENTION: 5 fiscal years.

PAYROLL RECORDS: SUPPORTING DOCUMENTS **Item #195**
This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.
RETENTION: 5 fiscal years.

PENSION RECORDS: PLAN/FUND **Item #358**
This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.
RETENTION: 5 fiscal years.

PENSION RECORDS: RETIREES **Item #359**
This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see "PAYROLL RECORDS" items.
RETENTION: 5 fiscal years after final payment.

PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS **Item #408**
This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects as well as for performance in office by public officials or employees. Construction-related bonds are returned to the contractor or developer once the work is completed satisfactorily or can be "cashed in" if the work is not completed satisfactorily. The series may also include supporting documentation, such as bond release letters that let the contractor or developer know the bond is released, and return letters that accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.
RETENTION: 5 fiscal years after release, return or expiration of bond.

PERMITS: BUILDING **Item #286**
This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See *Florida Statutes* Chapter 125, County Government, Chapter 166, Municipalities, regarding local government permitting authority; Section 553.79, Permits; applications; issuance; inspections; and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. **NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.** See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."
RETENTION: 10 anniversary years.

PERMITS: CONFINED SPACE ENTRY **Item #284**
This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems that are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR1910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.
RETENTION: 1 anniversary year after cancellation of permit.

PERMITS: MINING (LOCAL GOVERNMENT) **Item #287**
This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities. The series may include, but is not limited to, applications and supporting documents submitted by the mining company to the local development department for review as may be required by local ordinance. Supporting documentation may include such records as copies of the application; legal description including total acreage; copy of proof of ownership; consent of owner/mortgagees; aerial maps; Master Mining Plan Approval (MAMPA); Mining Operation Plan Approval (MOPA); modifications to MOPAs and MAMPAs; environmental assessment; list/copy of previous permits if applicable; list of property owners within a specific range of proposed mining site; signed agreement of access (variances); public hearing notices; meeting agendas of applicable governing board(s); correspondence; monthly blasting reports; and annual inspection reports.
RETENTION: 1 anniversary year after expiration, revocation, or denial of Certificate of Approval.

PERMITS: SIGNS (LOCAL GOVERNMENT) **Item #288**
This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes*, Outdoor Advertising (see especially Section 479.07, *Florida Statutes*, Sign permits). Included in this series are the applications and supporting documents.
RETENTION: 3 fiscal years.

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM **Item #19**
This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of 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, copies of licensure/professional credentials, and other related materials. Section 110.201, *Florida Statutes*, Personnel rules, records, and reports, and Rule 60L-30, *Florida Administrative Code,* Personnel Programs and Records, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are to be filed in their agency's official personnel files. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 25 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT) **Item #162**
This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of 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, copies of licensure/professional credentials, and other related materials. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 50 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT **Item #66**
This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of 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, copies of licensure/professional credentials, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 3 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION **Item #378**
This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 5 fiscal years.

PETTY CASH DOCUMENTATION RECORDS **Item #202**
This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."
RETENTION: 5 fiscal years.

POSITION DESCRIPTION RECORDS **Item #38**
This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."
RETENTION: 2 anniversary years after obsolete or superseded.

POSTAGE/SHIPPING RECORDS **Item #133**
This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."
RETENTION: 3 fiscal years.

PROBATION RECORDS **Item #320**
This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with the Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies

regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).
RETENTION: 5 calendar years after case closed.

PROCLAMATIONS **Item #142**
This record series consists of a governing body's officially issued proclamations calling attention to issues of current significance or honoring groups, individuals, or past events, such as a proclamation declaring "Water Conservation Month," "Law Enforcement Appreciation Week," or "Emancipation Proclamation Day." The series may also include, but is not limited to, correspondence, memoranda, public input, sample proclamations, drafts, and letters of support. See also "CHARTERS/AMENDMENTS/BYLAWS/ CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "RESOLUTIONS." ***These records may have archival value.***
RETENTION: 2 calendar years after date of issuance. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

PROJECT FILES: CAPITAL IMPROVEMENT **Item #136**
This record series documents work done on capital improvement projects and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."
RETENTION: 10 fiscal years after completion or termination of project.

PROJECT FILES: FEDERAL **Item #137**
This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. **NOTE:** Check with applicable federal agency and the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."
RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: NON-CAPITAL IMPROVEMENT **Item #138**
This record series documents work done on projects and/or project proposals that 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: CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."
RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: OPERATIONAL **Item #291**
This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.
RETENTION: 3 fiscal years after completion or termination of project.

PROMOTION/TRANSFER REQUEST RECORDS **Item #139**
This record series documents employee requests for transfer or promotion within the agency. The series may include, but is not limited to, requests for promotion or transfer, copies of employment applications, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.
RETENTION: 4 anniversary years after personnel action, provided any litigation is resolved, or 4 anniversary years after expiration of the request period if no vacancy occurs prior to expiration.

PROPERTY CONTROL RECORDS **Item #222**
This record series documents all agency 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, surplused, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."
RETENTION: Retain until completion of the next physical inventory after the equipment leaves service.

PROPERTY TRANSFER RECORDS **Item #41**
This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplused, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."
RETENTION: 1 fiscal year provided an updated physical inventory has been completed.

PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS **Item #426**
This record series consists of records documenting administrative policies, practices and procedures relating to managing protected health information held by covered entities. The series includes access provider 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 or amendment of protected health information; privacy practices records documenting a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information, including revisions to policies and procedures and any correspondence relating to the policies or their revision; and privacy practices violation records documenting 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, Security and Privacy. Retention is pursuant to 45CFR164.530(j)(2), Administrative requirements, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS" and "HIPAA" items.
RETENTION: 6 anniversary years from the date of creation or from the date when it was last in effect, whichever is later.

PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS **Item #328**
This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b), Accounting of disclosures of protected health information, Implementation specifications: Content of the accounting, 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), Accounting of disclosures of protected health information, Standard: Right to an accounting of disclosures of protected health information (specifically subsections (1) and (3)). See also "PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS" and "HIPAA" items.
RETENTION: 6 anniversary years from date of disclosure.

PUBLIC DEPOSITOR ANNUAL REPORT RECORDS **Item #389**
This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009 or equivalent Department of Financial Services form or predecessor form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), *Florida Statutes*, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. This series may also include documentation of authorization to execute this report. Pursuant to Rule 69C-2.032, *Florida Administrative Code*, Execution of Forms, Proof of Authorization, documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.
RETENTION: 5 fiscal years.

PUBLIC INFORMATION FILES **Item #128**
This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, social media involvement and other activities. 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, applicable social media posts, and examples of brochures, handouts, or other items meant for public distribution. **NOTE:** Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS."
These records may have archival value.
RETENTION: 90 days. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

PUBLIC PROGRAM/EVENT RECORDS **Item #238**
This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public, 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 the public can

participate in or attend. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, audio and/or video recordings, and 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 and other related records. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency.
RETENTION: 5 fiscal years after completion of contract or program/event, whichever is later.

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS **Item #392**
This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under *Florida Statutes* Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.
RETENTION: Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is applicable.

PUBLICATION PRODUCTION RECORDS **Item #198**
This record series consists of records used to generate publications such as catalogs, pamphlets, leaflets, and other media items. The series may include, but is not limited to, rough, blue lined, camera-ready, and final copies, as well as illustrations (e.g., cropped photographs). See also "NEWS RELEASES" and "PUBLIC INFORMATION FILES."
RETENTION: Retain until receipt of final, published copy or cancellation of publication project.

PURCHASING RECORDS **Item #42**
This record series consists of copies of purchase orders that are retained by the originating office, while the record copy is sent to the Purchasing/Business Office and another copy is sent to the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions, copies of receiving reports, and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

RADIO LOGS **Item #292**
This record series consists of a log recording such information as 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 for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 COMMUNICATIONS RECORDS," "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."
RETENTION: 1 fiscal year.

RAIN CHECKS **Item #293**
This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide such information as date rain check was issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.
RETENTION: 3 fiscal years.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION **Item #364**
This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned. The series may include, but is not limited to, demolition orders, inspection reports, notices to property owners, and copies of any related court documents.
RETENTION: 5 anniversary years after final action.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED **Item #172**
This record series consists of documents pertaining to real property acquired by a government agency. The series may include, but is not limited to, agency property deeds, appraisals, surveys, copies of building plans or blueprints, records of sale or other disposition of the property, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."
RETENTION: 3 fiscal years after termination of agency's ownership of the real property.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED **Item #164**
This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include, but is not limited to, appraisals, surveys and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."
RETENTION: 3 fiscal years.

RECORDS DISPOSITION DOCUMENTATION **Item #45**
This record series documents the agency's disposition of its public records. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), *Florida Administrative Code*, which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."
RETENTION: Permanent.

RECORDS MANAGEMENT COMPLIANCE STATEMENTS **Item #322**
This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-compliance with Florida's public records management statutes and *Florida Administrative Code* rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), *Florida Administrative Code*, which requires that, "Each agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." See also "RECORDS DISPOSITION DOCUMENTATION" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."
RETENTION: 1 fiscal year.

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

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

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE) **Item #427**
This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances not requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.
RETENTION: 1 anniversary year after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE) **Item #428**
This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private

property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.
RETENTION: 5 fiscal years after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

RESOLUTIONS **Item #297**
This record series consists of formal expressions of opinion, intention or decision by a governing body concerning administrative matters before the governing body or relating to the governing body's areas of responsibility. See also "RESOLUTIONS: SUPPORTING DOCUMENTS," "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "PROCLAMATIONS." ***These records may have archival value.***
RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS **Item #429**
This record series consists of formal expressions of opinion, intention or decision by a special district ***established by local ordinance or resolution***, agency support organization or non-policy advisory board concerning administrative matters before that body or relating to its area of responsibility. ***These records may have archival value.***
RETENTION: 10 anniversary years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

RESOLUTIONS: SUPPORTING DOCUMENTS **Item #143**
This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include, but is not limited to, correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/PROCEDURES" and "RESOLUTIONS."
RETENTION: 3 calendar years after date of resolution.

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

REVENUE SHARING APPLICATIONS **Item #388**
This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), *Florida Administrative Code*, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, *Florida Statutes*, Revenue Sharing Act of 1972. The Department of Revenue no longer requires annual submission of this application.
RETENTION: 5 fiscal years.

RIGHT-OF-WAY PERMIT RECORDS **Item #430**
This record series consists of permits issued for construction in or use of the right of way. Uses for which permits may be issued for include, but are not limited to, performance of construction or installation of underground electric, gas, cable television, or telephone lines and other long term or permanent usage of the right of way, or temporary 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; copy of the permit; inspection report; start work notice; and other related documentation.
RETENTION: 5 fiscal years **or** as long as right of way is being used for permitted purpose, whichever is longer.

RULE DEVELOPMENT FILES **Item #367**
This record series documents the development and approval process for *Florida Administrative Code* rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and research materials used in developing the rule; *Florida Administrative Register* or *Florida Administrative Weekly* notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the *Florida Administrative Code*. Retention is pursuant to Section 120.54(8), *Florida Statutes*.
RETENTION: Retain as long as rule is in effect.

RULE REPORTING FILES **Item #431**
This record series consists of agency reports to the Legislature documenting the agency's review and revision of their *Florida Administrative Code* rules and identifying rules they propose to adopt in the next fiscal year. Reports are required by Section 120.74, *Florida Statutes*, Agency review, revision, and report.
RETENTION: 10 fiscal years.

SALARY COMPARISON REPORTS **Item #49**
This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." ***These records may have archival value.***
RETENTION: 1 fiscal year. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

SALARY SCHEDULES **Item #240**
This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." ***These records may have archival value.***
RETENTION: 10 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

SALES/USE/LOCAL OPTION TAX RECORDS **Item #368**
This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, *Florida Statutes*, Tax On Sales, Use, And Other Transactions.
RETENTION: 5 fiscal years.

SECURITY BREACH NOTICE RECORDS **Item #432**
This records series consists of security breach notices submitted to the Florida Department of Legal Affairs as required by Section 501.171(3)(a), *Florida Statutes*, Security of confidential personal information. The series provides such information as a synopsis of the events surrounding the breach; the number of individuals affected by the breach; any services being offered related to the breach; a copy of the notice sent to affected individuals; copies of police reports; copies of policies in place regarding breaches; and steps that have been taken to rectify the breach.
RETENTION: 5 fiscal years after date of determination that no identify theft or financial harm resulted from the breach **OR** 2 anniversary years after last payment in a transaction involved in a violation, whichever is later.

SECURITY SCREENING RECORDS **Item #369**
This record series consists of records documenting security screenings/background checks conducted on individuals who are ***not employees or candidates for employment*** (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. **NOTE: Public schools** must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with *Florida Statutes*.
RETENTION: 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

SIGNATURE AUTHORIZATION RECORDS **Item #300**
This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."
RETENTION: 1 fiscal year after obsolete or superseded.

SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS **Item #411**
This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.
RETENTION: 1 anniversary year after superseded or employee separates from employment.

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS **Item #144**
This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.
RETENTION: 4 calendar years after due date of tax.

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS **Item #370**
This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal or improper acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

STAFF ADMINISTRATION RECORDS **Item #371**
This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.
RETENTION: Retain until obsolete, superseded, or administrative value is lost, then ***offer to personnel/human resources office before disposition.***

STORAGE TANK RECORDS **Item #412**
This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.
RETENTION: Retain for life of tank.

SUBDIVISION PLANS **Item #301**
This record series consists of 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," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS."
RETENTION: Permanent.

SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS **Item #433**
This record series consists of preliminary construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS."
RETENTION: 10 anniversary years.

SUBJECT/REFERENCE FILES **Item #373**
This record series may contain copies of correspondence, reports, memoranda, studies, articles, or other documentation regarding topics of interest to or addressed by an agency or program unit and maintained as a reference resource for the convenience of staff. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." ***These records may have archival value.***
RETENTION: Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

SUBPOENAS **Item #374**
This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony. **Do NOT use this item if records fall under a more appropriate retention schedule item requiring a longer retention**, such as LITIGATION CASE FILES for cases in which the agency is a party.
RETENTION: 1 anniversary year after compliance date specified in subpoena.

SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS **Item #386**
This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

SURVEILLANCE RECORDINGS **Item #302**
This record series consists of surveillance recordings created by public agencies to monitor activities and document incidents. The series may include, but is not limited to, recordings showing the inside and/or outside of public buildings; public property (including in public vehicles such as school buses and municipal buses); public roadways such as intersections monitored by red light cameras; and broad views created via aerial surveillance such as from drones or helicopters. 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. Recordings relating to law enforcement investigations should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item in the *General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners*.
RETENTION: 30 days.

SURVEYS: AERIAL **Item #303**
This record series consists of aerial survey records including, but not limited to, negatives, prints, and supporting documentation.
RETENTION: Permanent.

TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT) **Item #304**
This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, *Florida Statutes*, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.
RETENTION: 5 fiscal years.

TELEPHONE CALL RECORDS **Item #28**
This record series consists of logs or other documentation of telephone calls (landline or cellular) or facsimile transmissions (faxes) maintained in order to reconcile with telephone service bills/invoices or for general office administration purposes. The series does not include telephone messages.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TOURIST DEVELOPMENT TAX COLLECTION RECORDS **Item #305**
This record series documents the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months

or less. Refer to Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.
RETENTION: 5 fiscal years.

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

TRAFFIC ACCIDENT REPORTS **Item #306**
This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.
RETENTION: 4 calendar years.

TRAINING MATERIAL RECORDS **Item #147**
This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. ***These records may have archival value.***
RETENTION: Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

TRANSITORY MESSAGES **Item #146**
This record series consists of records that are created primarily to communicate information of short-term value. **"Transitory" refers to short-term *value* based upon the content and purpose of the message, *not* the format or technology used to transmit it.** Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TRAVEL RECORDS **Item #52**
This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."
RETENTION: 5 fiscal years.

TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES **Item #375**
This series documents each local taxing authority's compliance with Florida's Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance, or their equivalent forms; copies of public hearing agendas and/or minutes; copies of ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.
RETENTION: 5 fiscal years.

UNCLAIMED PROPERTY RECORDS **Item #309**
This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.
RETENTION: 5 anniversary years after the property becomes reportable.

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS **Item #149**
This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."
RETENTION: 5 fiscal years.

VEHICLE ACCIDENT RECORDS **Item #78**
This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY/ILLNESS RECORDS," "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."
RETENTION: 4 anniversary years.

VEHICLE LOCATOR RECORDS **Item #414**
This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.
RETENTION: 30 days.

VEHICLE RECORDS **Item #154**
This record series consists of records documenting each vehicle owned by the agency including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."
RETENTION: 1 anniversary year after disposition of vehicle.

VENDOR FILES **Item #97**
This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.
RETENTION: 3 fiscal years.

VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT **Item #243**
This record series consists of written responses to requests received for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.
RETENTION: 90 days.

VISITOR/ENTRY RECORDS **Item #54**
This record series consists of logs or other records documenting visitors' and employees' entry into an agency's building or other facility. The records may include such information as time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."
RETENTION: 30 days.

VOUCHERS: FEDERAL PROJECTS PAID **Item #156**
This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."
RETENTION: 5 fiscal years after completion or termination of project.

WHISTLE BLOWER INVESTIGATIVE RECORDS **Item #376**
This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency or by the agency official authorized to conduct such an investigation. The series may include, 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 *Florida Statutes* Section 14.32, Office of Chief Inspector General; Section 20.055, Agency inspectors general; and Sections 112.3187-31895 regarding investigation requirements and procedures. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." ***These records may have archival value.***
RETENTION: 5 anniversary years after case closed or conclusion of any litigation that may ensue. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

WORK ORDERS **Item #141**
This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order may include such information as 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. For record copies of payment information, use "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."
RETENTION: 3 fiscal years.

WORK SCHEDULES **Item #289**
This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.
RETENTION: 1 fiscal year after obsolete or superseded.

WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS **Item #55**
This record series documents employers' efforts to comply with workers' compensation reporting laws and rules. The series may include, but is not limited to, proof of coverage; self-insured reports; first report of injury or illness forms and associated documentation; 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/ILLNESS RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item.
RETENTION: 5 calendar years.

ZONING VARIANCE RECORDS **Item #312**
This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.
RETENTION: Permanent.

911 COMMUNICATIONS RECORDS **Item #434**
This record series consists of 911 communications to and from a dispatch office or agency. The records might be in the form of recorded telephone calls, text messages or other communication formats and include the complete contents of the communication. Since these records may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 RECORDS: LOGS."
RETENTION: 30 days.

911 RECORDS: LOGS **Item #377**

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

RETENTION: 1 anniversary year after call received.

CROSS-REFERENCE

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

ACCIDENT RECORDS
use VEHICLE ACCIDENT RECORDS

ACCOUNTS PAYABLE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS PAYABLE/RECEIVABLE SUMMARY RECORDS
use FINANCIAL TRANSACTION RECORDS: SUMMARY

ACCOUNTS PAYABLE/RECEIVABLE RECORDS: SUMMARY
use FINANCIAL TRANSACTION RECORDS: SUMMARY

ACCOUNTS RECEIVABLE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

ACTIVITY REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

AD VALOREM TAX RECORDS
use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS
use ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

AERIAL SURVEYS
use SURVEYS: AERIAL

AGENDAS
use MINUTES: OFFICIAL MEETINGS

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

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

AMENDMENTS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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

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

ANNUAL LEDGERS
use FINANCIAL HISTORY SUMMARY RECORDS

APPLICATIONS: EMPLOYMENT (NOT HIRED)
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

APPLICATIONS: LIBRARY CARDS
use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

APPLICATIONS FOR REVENUE SHARING
use REVENUE SHARING APPLICATIONS

APPRAISALS: LAND (NOT PURCHASED)
use REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

APPRAISALS: LAND (PURCHASED)
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS
use ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

ATTENDANCE RECORDS: LEAVE
use ATTENDANCE AND LEAVE RECORDS

ATTENDANCE RECORDS: LEAVE INDEX
use ATTENDANCE AND LEAVE RECORDS

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

AUTOPSY/MEDICAL EXAMINER PAYMENT RECORDS: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

BAD CHECK RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BALANCE SHEETS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK ACCOUNT AUTHORIZATION RECORDS
use FINANCIAL ACCOUNT AUTHORIZATION RECORDS

BANK RECONCILIATIONS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK STATEMENTS: RECONCILIATIONS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK/FINANCIAL ACCOUNT STATEMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BARGAINING RECORDS: SUPPORTING DOCUMENTS
use BARGAINING RECORDS

BEQUESTS
use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

BIOGRAPHICAL FILES
use STAFF ADMINISTRATION RECORDS

BOND ADMINISTRATION RECORDS
use BOND FINANCING ADMINSTRATIVE RECORDS

BOND REGISTERS
use BOND FINANCING ADMINSTRATIVE RECORDS

BONDS AND BOND INTEREST COUPONS
use BOND FINANCING ADMINSTRATIVE RECORDS

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

BONUS RECORDS: PEER REVIEW EVALUATIONS
use BONUS/AWARD RECORDS: EMPLOYEES

BREATH ALCOHOL RECORDS
use DRUG TEST CASE FILES
or PERSONNEL RECORDS

BRIDGE INSPECTION RECORDS
use INSPECTION/MAINTENANCE RECORDS: BRIDGE

BUDGET TRANSFER FORMS
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

BUILDING CODE BOARD AGENDAS
use MINUTES: OFFICIAL MEETINGS

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

BUILDING PERMITS
use PERMITS: BUILDING

BUILDING PLANS: COMMERCIAL
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

BUILDING PLANS: RESIDENTIAL
use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

MINORITY BUSINESS CERTIFICATION CASE FILES
use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES
use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

BYLAWS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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

CAPITAL EXPENDITURE PLANS
use EXPENDITURE PLANS: CAPITAL IMPROVEMENT

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

CAPITAL IMPROVEMENT PROJECT FILES
use PROJECT FILES: CAPITAL IMPROVEMENT

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

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

CASH COLLECTION RECORDS: RECEIPT/REPORT
use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH COLLECTION RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH REGISTER TAPES
use FINANCIAL TRANSACTION RECORDS: DETAIL

CENSUS BUREAU VOLUNTARY REPORTS AND SURVEYS
use INFORMATION REQUEST RECORDS

CERTIFICATE OF COMPETENCY RECORDS
use LICENSES: CERTIFICATE OF COMPETENCY RECORDS

CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY
use LICENSES: CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

CERTIFICATION FORWARD DOCUMENTS
use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

CHECKS: CANCELED
use FINANCIAL TRANSACTION RECORDS: DETAIL

CHECKS: LOG
use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: REGISTERS
use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: STUBS
use FINANCIAL TRANSACTION RECORDS: DETAIL

CITIZEN COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CLASS SPECIFICATION RECORDS
use POSITION DESCRIPTION RECORDS

CODE ENFORCEMENT BOARD CASE FILES
use CODE VIOLATION RECORDS: HEARING CASE FILES

COMMERCIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

COMMERCIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: COMMERCIAL

COMMODITY PROGRAM RECORDS
use COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

COMMUNITY SERVICE ATTENDANCE RECORDS
use ATTENDANCE RECORDS: COMMUNITY SERVICE

COMPLIANCE FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

COMPREHENSIVE ANNUAL FINANCIAL REPORTS (LOCAL GOVERNMENT)
use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) RECORDS
use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

CONFINED SPACE PERMITS
use PERMITS: CONFINED SPACE ENTRY

CONSTITUTIONS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CONSUMER CERTIFICATE OF EXEMPTION (DR-14 FORM)
use FINANCIAL TRANSACTION RECORDS: DETAIL

CONSUMER COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CONTINUING EDUCATION RECORDS: IN-HOUSE
use PERSONNEL RECORDS

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

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

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

CONVENIENCE COPIES
use ADMINISTRATIVE CONVENIENCE RECORDS

CONVEYANCE RECORDS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

COPYRIGHT RECORDS
use INTELLECTUAL PROPERTY RECORDS
or COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION

CORRESPONDENCE: ROUTINE
use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

COUNTY GOVERNMENT ANNUAL REPORTS
use ANNUAL REPORTS: COUNTY GOVERNMENT

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

CREDIT CARD SECURITY CODES
use PAYMENT CARD SENSITIVE AUTHENTICATION DATA

CUSTOMER FILES
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT or other applicable item

DAILY ACTIVITY REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

DEDUCTION AUTHORIZATION RECORDS
use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

DEEDS: AGENCY PROPERTY
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

DEPOSIT/WITHDRAWAL/TRANSFER SLIPS
use FINANCIAL TRANSACTION RECORDS: DETAIL

DISASTER DRILL RECORDS
use DISASTER PREPAREDNESS DRILL RECORDS

DISASTER PLANS
use DISASTER PREPAREDNESS PLANS

DISASTER PREPAREDNESS PLAN REVIEW RECORDS
use EMERGENCY MANAGEMENT PLAN REVIEW RECORDS

DISASTER PREPAREDNESS RECORDS: DRILLS
use DISASTER PREPAREDNESS DRILL RECORDS

DISASTER PREPAREDNESS DRILLS
use DISASTER PREPAREDNESS DRILL RECORDS

DISBURSEMENT RECORDS: DETAIL
use FINANCIAL TRANSACTION RECORDS: DETAIL

DISBURSEMENT RECORDS: SUMMARY
use FINANCIAL TRANSACTION RECORDS: SUMMARY

DISCIPLINARY CASE FILES
use DISCIPLINARY CASE FILES: EMPLOYEES

DRUG TEST RECORDS
use DRUG TEST CASE FILES

DRUG TEST RECORDS: EQUIPMENT
use DRUG TEST EQUIPMENT RECORDS

DRUG TEST RECORDS: PROGRAM
use DRUG TEST PROGRAM ADMINISTRATION RECORDS

DUPLICATES
unless otherwise specified, retention for duplicates is "Retain until obsolete, superseded, or administrative value is lost."

EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

EEOC RECORDS/REPORTS
use EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

EMERGENCY OPERATIONS RECORDS: APPLICATIONS
use EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS

EMPLOYEE DISCIPLINARY CASE FILES
use DISCIPLINARY CASE FILES: EMPLOYEES

EMPLOYEE PRE-COUNSELING RECORDS
use EMPLOYEE CONDUCT COUNSELING RECORDS

EMPLOYMENT APPLICATIONS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT ELIGIBILITY LIST
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT EXAMINATION RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT VERIFICATION RECORDS
use VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT

ENCUMBRANCE RECORDS
use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

ENVIRONMENTAL REGULATION RECORDS
use ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

EQUIPMENT MAINTENANCE/USAGE RECORDS
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

EQUIPMENT USAGE RECORDS
use EQUIPMENT/VEHICLE USAGE RECORDS

EVENT RECORDS
use PUBLIC PROGRAM/EVENT RECORDS

EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT
use FINANCIAL TRANSACTION RECORDS: DETAIL

EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS
use FINANCIAL TRANSACTION RECORDS: SUMMARY

EXPENDITURE REPORTS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or FINANCIAL TRANSACTION RECORDS: SUMMARY

FACILITY RENTAL RECORDS
use FACILITY RESERVATION/RENTAL RECORDS

FAMILY AND MEDICAL LEAVE ACT ATTENDANCE RECORDS
use ATTENDANCE AND LEAVE RECORDS

FEDERAL PROJECT FILES
use PROJECT FILES: FEDERAL

FEDERAL PROJECT PAID VOUCHERS
use VOUCHERS: FEDERAL PROJECTS PAID

FICA REPORTS
use SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

FINAL ORDERS
use FINAL ORDERS RECORDS: INDEXED OR LISTED
or FINAL ORDERS RECORDS: NOT INDEXED OR LISTED
or FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

FINAL ORDERS: INDEX
use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINAL ORDERS: LIST
use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINANCIAL DISCLOSURE EMPLOYEE LIST (submitted to Commission on Ethics upon request per Section 112.3144(5)(a), *Florida Statutes*)
use INFORMATION REQUEST RECORDS

FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)
use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

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

FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)
use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FIRE EXTINGUISHER RECORDS
use INSPECTION REPORTS: FIRE EXTINGUISHER

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

FLOOD INSURANCE PROGRAM RECORDS, NATIONAL
use NATIONAL FLOOD INSURANCE PROGRAM RECORDS

FUEL REPORTS
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL USE REPORTS
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL STORAGE TANK RECORDS
Use STORAGE TANK RECORDS

GARNISHMENT RECORDS
use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

GENERAL LEDGERS: ANNUAL SUMMARY
use FINANCIAL HISTORY SUMMARY RECORDS

GENERAL LEDGERS: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

GOVERNING BODY ANNUAL REPORTS
use ANNUAL REPORTS: GOVERNING BODY

GRANT FILES: GRANTOR AGENCY/RECIPIENT
use GRANT FILES
or GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

HEALTH EXAMINATION RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE
or MEDICAL RECORDS
or PERSONNEL RECORDS

HIPAA RECORDS
use HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS
or HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS
or PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS
or PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

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

I-9 FORMS
use EMPLOYMENT ELIGIBILITY VERIFICATION FORMS
or applicable PERSONNEL RECORDS item

INCIDENT/INVESTIGATION REPORTS
use INCIDENT REPORT FILES

INCIDENT REPORTS
use INCIDENT REPORT FILES

INJURY REPORTS
use INJURY/ILLNESS RECORDS
or INSURANCE RECORDS: AGENCY
or VEHICLE ACCIDENT RECORDS
or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

INSPECTION RECORDS: BRIDGE/MAINTENANCE
use INSPECTION/MAINTENANCE RECORDS: BRIDGE

INTERNAL SURVEYS/STUDIES
use MANAGEMENT SURVEYS/STUDIES: INTERNAL

INVENTORY: EXPENDABLE PROPERTY/SUPPLIES
use INVENTORY: AGENCY PROPERTY

INVENTORY: FIXED ASSETS/OPERATING CAPITAL OUTLAY
use INVENTORY: AGENCY PROPERTY

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

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

INVENTORY RECORDS: PHYSICAL
use INVENTORY: AGENCY PROPERTY

INVOICES
use FINANCIAL TRANSACTION RECORDS: DETAIL

JOB ADVERTISEMENTS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB APPLICATIONS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB DESCRIPTION RECORDS
use POSITION DESCRIPTION RECORDS

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

JOURNAL TRANSACTIONS (DAILY)
use FINANCIAL TRANSACTION RECORDS: DETAIL

JOURNAL TRANSACTIONS (MONTHLY SUMMARY)
use FINANCIAL TRANSACTION RECORDS: SUMMARY

JOURNALS: VOUCHERS
use FINANCIAL TRANSACTION RECORDS: DETAIL

KEY AND BADGE ISSUANCE RECORDS
use ACCESS CONTROL RECORDS

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

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

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

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

LEAVE INDEX RECORDS
use ATTENDANCE AND LEAVE RECORDS

LEAVE TRANSACTION REPORTS
use ATTENDANCE AND LEAVE RECORDS

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

LEDGERS: GENERAL (SUPPORTING DOCUMENTS)
use FINANCIAL TRANSACTION RECORDS: DETAIL

LEGAL ADVERTISEMENTS
use ADVERTISEMENTS: LEGAL

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

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

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

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

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

LICENSES: OCCUPATIONAL
use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

LONG DISTANCE TELEPHONE CALL RECORDS
use TELEPHONE CALL RECORDS

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

MAIL: UNDELIVERABLE FIRST CLASS
use MAIL: UNDELIVERABLE/RETURNED

MAINTENANCE RECORDS: EQUIPMENT
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAINTENANCE RECORDS: VEHICLE
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

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

MATERIALS SAFETY RECORDS
use EXPOSURE RECORDS

MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

MEETING TRANSCRIPTS
use MINUTES: OFFICIAL MEETINGS

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

MILEAGE REPORTS: LOCAL GOVERNMENT
use LOCAL GOVERNMENT MILEAGE REPORTS

MINING PERMITS
use PERMITS: MINING (LOCAL GOVERNMENT)

MINORITY CERTIFICATION CASE FILES
use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

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

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

NEW HIRE REPORTS
use PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

OCCUPATIONAL LICENSES
use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

OFFICIAL MINUTES
use MINUTES: OFFICIAL MEETINGS

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

PATENT RECORDS
use INTELLECTUAL PROPERTY RECORDS

PERFORMANCE BONDS
use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

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

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

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)
use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)
use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TEMPORARY SIGN
use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)
or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TREE REMOVAL (NO PERMITTING FEE)
use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: TREE REMOVAL (PERMITTING FEE)
use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE
use DISCIPLINARY CASE FILES: EMPLOYEES

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY
use General Records Schedule GS2 for Law Enforcement, which includes this item

PERSONNEL RECORDS: SCHEDULES
use WORK SCHEDULES

PERSONNEL RECORDS: LOCATOR
use STAFF ADMINISTRATION FILES

PLATS: RECORD COPY
use MAPS: ORIGINALS

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

POLICIES
use DIRECTIVES/POLICIES/PROCEDURES

POSTAGE RECORDS
use POSTAGE/SHIPPING RECORDS

PRE-EMPLOYMENT RECORDS: NOT HIRED
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

PRESS RELEASES
use NEWS RELEASES

PROCEDURES
use DIRECTIVES/POLICIES/PROCEDURES

PROGRAM FILES: ONGOING/LONG-TERM PROGRAMS
use PROJECT FILES: OPERATIONAL or other applicable item

PROGRAM/SUBJECT/REFERENCE FILES
use SUBJECT/REFERENCE FILES

PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)
use PROMOTION/TRANSFER REQUEST RECORDS

PROPERTY RECORDS: UNCLAIMED
use UNCLAIMED PROPERTY RECORDS

PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS
use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS
use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS
use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS
use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PUBLIC EMPLOYEE RELATIONS FILES
use GRIEVANCE FILES

PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED
use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED
use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC RECORDS REQUESTS
use INFORMATION REQUEST RECORDS

PUBLIC SAFEY ALERTS [email/text alerts from schools, Police Departments, etc.]
use PUBLIC INFORMATION FILES
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
or other applicable item

PUBLICATIONS AND MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

PURCHASE ORDER LOGS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

READING FILES
use ADMINISTRATIVE CONVENIENCE RECORDS

REAL-ESTATE RECORDS: CONDEMNATION/DISPOSAL
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

RECEIPT BOOKS: CASH
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

RECEIPT/REVENUE RECORDS: DETAIL
use FINANCIAL TRANSACTION RECORDS: DETAIL

RECEIPT/REVENUE RECORDS: SUMMARY
use FINANCIAL TRANSACTION RECORDS: SUMMARY

RECEIVING REPORTS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION REQUEST FORMS (FORM 107)
use RECORDS DISPOSITION DOCUMENTATION

RECORDS RETENTION SCHEDULE FORMS (FORM 105)
use RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

RECRUITMENT & SELECTION PACKAGES
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

RED LIGHT CAMERA RECORDS
use SURVEILLANCE RECORDINGS

RED LIGHT CAMERA VIOLATION APPEAL HEARING RECORDS
use CODE VIOLATION RECORDS: HEARING CASE FILES

REDACTION REQUEST RECORDS
use PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

REFERENCE FILES: EQUIPMENT
use EQUIPMENT REFERENCE FILES

REFUND REQUESTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

REGISTERED AND CERTIFIED MAIL RECEIPTS
use MAIL: REGISTERED AND CERTIFIED

REGISTRATION RECORDS: EVENTS
use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATION RECORDS: RECREATION (SUMMER/DAY CAMP)
use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATIONS: MOTOR VEHICLES
use VEHICLE RECORDS

RENTAL RECORDS
use FACILITY RESERVATION/RENTAL RECORDS

REQUISITION LOGS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

REQUISITIONS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RESIDENTIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

RESIDENTIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: RESIDENTIAL

RETRIEVAL/REFERENCE RECORDS
use RECORDS RETRIEVAL/REFERENCE RECORDS

RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE
use RIGHT-OF-WAY PERMIT RECORDS

RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE
use RIGHT-OF-WAY PERMIT RECORDS

ROAD RECORDS
use ENGINEERING RECORDS: INFRASTRUCTURE

ROUTE SHEETS
use INSPECTOR'S ROUTE SHEETS: DAILY

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

SALES TAX EXEMPTION
use FINANCIAL TRANSACTION RECORDS: DETAIL

SEARCH COMMITTEE RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

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

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

SERVICE SCHEDULES
use FEE/SERVICE SCHEDULES

SHELTER INSPECTION RECORDS
use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

SIGN PERMITS
use PERMITS: SIGNS (LOCAL GOVERNMENT)

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

SOFTWARE RECORDS
use ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

SPECIAL EXCEPTION ZONING VARIANCE RECORDS
use ZONING VARIANCE RECORDS

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

STATE AWARDS AND RECOGNITION FILES
use BONUS/AWARD RECORDS: EMPLOYEES

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

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES
use BONUS/AWARD RECORDS: EMPLOYEES

STATISTICAL REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

STOP PAYMENT RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

STUDIES: INTERNAL
use MANAGEMENT SURVEYS/STUDIES: INTERNAL

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)
use SUBDIVISION PLANS

SUMMONSES
use LITIGATION CASE FILES

SUPPLY RECORDS
use INVENTORY: AGENCY PROPERTY

SURVEILLANCE VIDEO TAPES
use SURVEILLANCE RECORDINGS

SURVEYS/STUDIES: INTERNAL
use MANAGEMENT SURVEYS/STUDIES: INTERNAL

TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT)
use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

TELEPHONE CALL RECORDS: LONG DISTANCE
use TELEPHONE CALL RECORDS

TEMPORARY SIGN PERMITS
use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)
or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS
use ZONING VARIANCE RECORDS

TIME CARDS/TIMESHEETS
use ATTENDANCE AND LEAVE RECORDS
or PAYROLL RECORDS: SUPPORTING DOCUMENTS

TRADEMARK RECORDS
use INTELLECTUAL PROPERTY RECORDS

TRAINING RECORDS
use PERSONNEL RECORDS

TRAINING RECORDS: ASBESTOS
use PERSONNEL RECORDS

TRAINING RECORDS: BREATH ALCOHOL
use PERSONNEL RECORDS

TRANSCRIPTS OF MEETINGS
use MINUTES: OFFICIAL MEETINGS

TRIAL BALANCE REPORTS
use FINANCIAL TRANSACTION RECORDS: SUMMARY

TRUST FUND RECORDS
use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

UNDELIVERABLE FIRST CLASS MAIL
use MAIL: UNDELIVERABLE/RETURNED

UTILITY CUSTOMER RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

VALIDATING MACHINE TAPE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

VEHICLE ACCIDENT REPORTS
use VEHICLE ACCIDENT RECORDS
or INJURY/ILLNESS RECORDS
or INSURANCE RECORDS: AGENCY
or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

VEHICLE LOGS
use EQUIPMENT/VEHICLE USAGE RECORDS

VEHICLE MAINTENANCE/USAGE RECORDS
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

VETERAN SERVICES: CLIENT CASE FILES
use CLIENT CASE FILES: VETERAN SERVICES

VETERAN SERVICES: MEDICAL RECORDS
use MEDICAL RECORDS: VETERAN SERVICES

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

VIDEO RECORDINGS: OTHER
use SURVEILLANCE RECORDINGS
or other items to which the video recordings relate

VISITOR LOGS
use VISITOR/ENTRY RECORDS

VOICE MAIL
use TRANSITORY MESSAGES
or other items to which the voice mail relates

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

VOUCHERS: INDIVIDUAL AGENCY
use FINANCIAL TRANSACTION RECORDS: DETAIL

VOUCHERS: JOURNAL
use FINANCIAL TRANSACTION RECORDS: DETAIL

WORK ORDERS: EQUIPMENT
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

WORKERS' COMPENSATION AND INJURY REPORT RECORDS
use WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS
or INJURY/ILLNESS RECORDS
or INSURANCE RECORDS: AGENCY
or the applicable PERSONNEL RECORDS item

WORKING PAPERS
use DRAFTS AND WORKING PAPERS

W-2 FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-3 FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-4 FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-9 FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ZONING VARIANT REQUEST AND DETERMINING RECORDS
use ZONING VARIANCE RECORDS

911 RECORDINGS
use 911 COMMUNICATIONS RECORDS
or 911 RECORDS: LOGS

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

1095-A FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-B FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-C FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1096 REPORTS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1099 FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1099 REPORTS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

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

ALPHABETICAL LISTING

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BALLOTS	Item #397
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BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
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HOUSING FINANCE ASSISTANCE RECORDS Item #274

MEDICAL RECORDS: VETERAN SERVICES Item #311

AGENDA ITEM 5

SUMMARY PLAN DESCRIPTION

COHERF

SPD

FOR DISCUSSION ONLY

City of Hollywood Employees' Retirement Fund
Summary Plan Description
Updated through January 1, 2021

Sections in yellow are for discussion

City of Hollywood Employees' Retirement Fund
2600 Hollywood Boulevard
Annex Building, Room 20
Hollywood, FL 33020

SUMMARY PLAN DESCRIPTION

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January 1, 2021

FOR DISCUSSION ONLY

January 1, 2021

Dear Member or Prospective Member

Planning properly for your retirement and future financial security is extremely important. Therefore, the City of Hollywood Employees' Retirement Fund is eager that you understand your retirement plan. Within this booklet, we explain many features of your particular plan and benefits. We recommend that you review this document carefully as the information contained herein is rather complex, requiring the use of technical, legal, and administrative language. We have tried to design this booklet to help provide information as plainly described as possible.

The provisions of your Plan may only be determined by reading the actual documents, which consists of the Code of Ordinances of the City of Hollywood, Florida, the applicable provisions of Chapter 112, Part VII, Florida Statutes and the Internal Revenue Code. In the event of any discrepancy between this SPD and the actual provisions of the Plan, the provisions of the Plan will govern. This SPD does not constitute a contract for retirement benefits.

The City of Hollywood Employees' Retirement Fund (COHERF), is a defined benefit plan, established in 1958 to provide retirement benefits for full-time employees of the City of Hollywood. The structure, procedures and benefits are determined by administrative rules and regulations, and by law. COHERF itself is governed by an independent Board of Trustees that includes representatives of the residents, employer, active members and retirees.

COHERF currently has more than $330 million in assets held in trust for the payment of benefits. Each year, the Plan's Actuary appraises the assets of the Plan to affirm their value and assesses the liabilities and obligations of the Plan to ensure that sufficient funding is available to pay benefits. Each year an independent auditor examines COHERF to ensure that the Plan continues to operate soundly. Know that COHERF functions and transactions are regularly subject to careful and extensive scrutiny – to protect you and your benefits.

We encourage you to visit the Pension Office to discuss any questions you may have with our dedicated staff. We hope that this book will be of assistance to you and your loved ones.

Sincerely,

Christine Bailey
Executive Director

For Discussion Only

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FOR DISCUSSION ONLY

INTRODUCTION

The Summary Plan Description booklet (SPD) outlines the features and benefits provided by the City of Hollywood Employees' Retirement Fund under the City of Hollywood's Code of Ordinances. Through a careful reading of this booklet and with an understanding of its content, you can select the options that best suit your needs, thus, better planning for your future. It is also a wise idea to keep this booklet in a safe place, readily available for future reference.

You should keep in mind that this is only a summary plan description, so if you have further questions, contact the Pension Office located in Room 20 of the City Hall Annex Building, 2600 Hollywood Boulevard, Hollywood, FL 33020 (954-921-3333). We are always available to assist you.

Please be aware that, in the event of discrepancies between this summary and any applicable federal, state, and city laws, rules and regulations (which could change) the applicable laws, rules and regulations will govern. Retirement benefits are also subject to certain maximum limitations under Section 415 of the Internal Revenue Code.

Also know that it is the policy of COHERF not to discriminate on the basis of race, color, creed, national origin, age, disability, marital status, sexual orientation, or gender in its benefit program, activities and employment policies, as required by law.

Important Note: This SPD reflects the benefits and other plan provisions that are in effect for active City employees who are members of the Plan on the date of the SPD. The benefits are governed by the terms of the Plan that are in effect on the date of their retirement or termination of employment, except as otherwise specifically provided in the Plan.

WHO IS A COHERF MEMBER

Membership in COHERF is automatically provided to all full-time employees of the City of Hollywood who are not eligible to join the City of Hollywood Police Officers' or Firefighters' Pension Funds, including employees whose services are compensated on a contractual basis hired on or after June 4, 2003 or who were hired prior to June 4, 2003 and elected to participate in the Plan. In addition, the City Manager and City Attorney may participate with the approval of the City Commission.

You may not become a member of the Plan if you are an active City law enforcement officer or firefighter. You also may not become a member of the Plan if you are a seasonal or part-time employee, an elected official, an independent contractor, or an employee whose services are compensated on a contractual basis hired prior to June 4, 2003 and you did not elect to participate in the Plan.

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The Plan has several benefit structures. The benefit structure or structures that apply to a particular member generally depend upon when a member was hired and whether a member is paid out of the City's General Fund or one of the City's Enterprise Funds.

General Fund Member

- Group One Restored Member - If you were hired prior to July 15, 2009 and you were employed by the City on June 19, 2019, you are covered under Group One Benefits.
- Group Two Restored Member - If you were hired on or after July 15, 2009, but prior to October 1, 2011, and you were employed by the City on June 19, 2019, you are covered under Group Two Benefits.
- Group Three Member - If you were hired on or after October 1, 2011, you are covered under Group Three Benefits.

Non-General Fund Member

- Group One Restored Member - If you were hired prior to July 15, 2009 and you were employed by the City on June 19, 2019, you are covered under Group One Restored Benefits.
- Group Two Restored Member - If you were hired on or after July 15, 2009. but prior to March 5, 2014 and you were employed by the City on June 19, 2019, you are covered under Group Two Restored Benefits.
- Group Three Member - If you were hired on or after March 5, 2014, you are covered under Group Three Benefits.

Please Take Note: If you were not employed by the City on June 19, 2019 and you had any membership with the Plan prior to that date, the benefit structure in effect at the time you separated from City service would apply to that membership. Upon your return to City employment, any additional benefit will accrue as a Group Three Member.

HOW TO JOIN COHERF

To become a member of COHERF, you must be hired in a full-time City position that allows you membership in the Plan. Upon hiring, you must complete, and then submit to the Plan, both a Membership Record as well as a Designation of Beneficiary Form. When enrolling, you should indicate any previous full-time employment with the City as you may be eligible to purchase service credit for that time which may then be used to enhance your retirement benefits.

Naming A Beneficiary

On the Designation of Beneficiary Form, which you have to complete when enrolling, you will identify your beneficiary or beneficiaries so that any death benefit due will be paid to your survivors according to your wishes. Please make sure it is what you intend.

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You may change your designation at any time prior to your death upon written notification to the Plan. The designation of a beneficiary must be in writing on an authorized form, signed by you and submitted to the Plan. The designation is not in effect until the form is properly completed and received by the Plan.

When multiple beneficiaries are designated and the death benefit is paid as a joint and survivor annuity, the benefit will be calculated using your age at the time of death and the age of your youngest beneficiary. Proof or Birth will be required for each beneficiary.

When you retire, you will have to select beneficiaries once more. This step will be further explained in the Chapters *How to File for Retirement Benefits* and *How Benefits are Paid*. A retiree may also change his or her beneficiaries. However, if a joint and survivor option is selected prior to retirement, the member's benefit will be actuarially adjusted to reflect the age of the new beneficiary.

When a significant event occurs in your life such as marriage, birth, death, divorce or any change in family status, please contact us to update your beneficiary designation on file with us. Forms must be submitted to the COHERF Pension Office. Forms submitted to a City Office, including the Human Resources Department, are not considered submitted unless, and until, they are received by the COHERF Pension Office.

Please take note: If your marriage dissolved through divorce or annulment, and your ex-spouse is still listed as your beneficiary, and the Designation of Beneficiary form states that the beneficiary is your spouse, at the time your divorce or annulment is finalized, and you later die without submitting a new designated beneficiary form to the COHERF Pension Office, your survivor benefits will be paid as if your former spouse predeceased you, subject to any applicable exceptions listed in Fla. Stat. §732.703(4), which are as follows:

- To the extent that controlling federal law provides otherwise;
- If the governing instrument is signed by the decedent, or on behalf of the decedent, after the order of dissolution or order declaring the marriage invalid and such governing instrument expressly provides that benefits will be payable to the decedent's former spouse;
- To the extent a will or trust governs the disposition of the assets and s. 732.507(2) or s. 736.1105 applies;
- If the order of dissolution or order declaring the marriage invalid requires that the decedent acquire or maintain the asset for the benefit of a former spouse or children of the marriage, payable upon the death of the decedent either outright or in trust, only if other assets of the decedent fulfilling such a requirement for the benefit of the former spouse or children of the marriage do not exist upon the death of the decedent;
- If, under the terms of the order of dissolution or order declaring the marriage invalid, the decedent could not have unilaterally terminated or modified the ownership of the asset, or its disposition upon the death of the decedent;

FOR DISCUSSION ONLY

- If the designation of the decedent's former spouse as a beneficiary is irrevocable under applicable law;
- If the governing instrument is governed by the laws of a state other than this state;
- To an asset held in two or more names as to which the death of one co-owner vests ownership of the asset in the surviving co-owner or co-owners;
- If the decedent remarries the person whose interest would otherwise have been revoked under this section and the decedent and that person are married to one another at the time of the decedent's death; or
- To state-administered retirement plans under chapter 121.

Therefore, if you have gotten a divorce or an annulment and you wish for your ex-spouse to still receive your survivor benefits, in almost all instances, you must submit a new designation form after the date of the divorce decree or annulment.

Naming A Beneficiary

First Designation
When you join COHERF, you must designate beneficiaries for the death benefit.

Second Designation
At any time during your membership you can change your beneficiaries.

Retirement Designation
At retirement, you may designate beneficiaries to receive a benefit under an optional form of benefit selected by you.

Retirement Re-designation
At any time after your retirement you may change your beneficiaries.

WHO PAYS FOR YOUR BENEFITS

The benefits of the Plan are financed by both the employee and the employer, and by investment returns on those contributions.

Employee Contributions

All active members are required to make regular contributions to COHERF. Group One and Group Two active employees are required to make bi-weekly contributions equal to 9% of their compensation and Group Three active employees are required to make bi-weekly contributions equal to 8% of their compensation. Usually, your employee contributions are made to COHERF through payroll deductions before federal taxes are taken out of your paycheck. This means that your employee contributions are not included as part of your gross income for federal tax purposes. Your benefit will be

FOR DISCUSSION ONLY

subject to federal taxes when paid out in retirement, or if and when you receive a refund of these contributions. Your annual statement from COHERF reports your actual contributions.

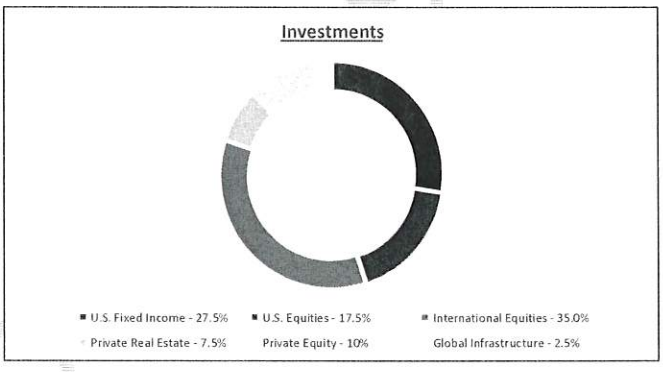
Your contributions will cease upon your death, retirement, employment termination or entry into the DROP.

Employer Contributions

The Plan's Actuary calculates and determines how much the employer should contribute to the Plan on your behalf. City contributions are not allocated to specific members, but are combined with all the employee contributions and investment earnings to pay benefits.

How Your Contributions Are Invested

Know that the earnings of Plan investments fund much of the cost of your retirement benefits. The fund is made up of diversified investments, predominantly domestic stocks, bonds, real estate and other like securities. These investments are managed and monitored by the Board with the assistance of an Independent Investment Consultant and Professional Investment Managers. The chart that follows illustrates the investment strategy and asset allocation within the Plan.



WHAT KIND OF SERVICE COUNTS AND HOW

Credited Service (that is, employment which counts toward your retirement allowance) can include the following:

- Membership Service
- Previous Service
- Military Service
- Forward Purchase Service

Credited Service is used to compute the amount of your pension benefit when you retire, to determine your eligibility for certain benefits and to determine whether you are vested.

Your credited service is the period of your City employment that is credited under the Plan up to a maximum of 27 years.

Membership Service is the service rendered (that is, the time worked) after you join COHERF and it includes all full-time service while you are on the payroll in a position required to join COHERF. Membership Service includes paid leave of absence, paid sick leave, and paid annual leave. Twelve (12) months constitute one year of service and 15 days or more of service in a month constitutes a month of service. Any unpaid leave of absence does not count towards credited service.

Previous Service is service rendered prior to the date you became a member of COHERF as a full-time employee of the City of Hollywood in a position, which service is now eligible for credit in the Plan. You must purchase such service to get credit for it, and you must be eligible to do so. Eligibility and Cost are both explained in the Chapter *How To Buy Back Previous Service*. Previous service includes service credited to you during a former membership (that ceased) in the COHERF.

Military Service (while a member or employee), is certain qualified duty served, including voluntary or involuntary service, in one of the United States armed forces that may meet the legal requirements allowing you to apply that time to your retirement benefit.

You may purchase qualifying military service, pursuant to conditions that are required in order for you to be entitled to reemployment as defined in the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). Under U.S.C. Sec. 4318 of USERRA, an individual is entitled to be treated (for pension and seniority purposes), as if they had been continuously employed in the civilian job, during the time they were away from work for military service, upon reemployment under USERRA.

USERRA, in order to be entitled to reemployment, you have to be: engaged in covered employment, and left your civilian job for the purpose of performing voluntary or involuntary service in the uniformed services ; given your employer prior oral or written notice that you would be away from work for military service; not have exceeded the cumulative five-year limit on the duration of the period or periods of uniformed service, relating to the employer relationship for which you seek reemployment (subject to the exceptions listed in 38 U.S.C. 4312(c)); actually serve in same and be honorably discharged therefrom; and apply to return to your covered position within one year following the date of military discharge or release from active service. Then pay the contributions that you would have been making to the Plan had you not been on military leave.

Forward Purchase Service is service that you may purchase to complete a full year of credited service, up to a maximum of six months. You must first meet the eligibility requirements for vesting, retirement or DROP participation in order to forward purchase service credit. For example:

Proposal Only

If you are a Group One member planning to retire based on attaining 25 years of credited service, you are *under* age 55, and you have 24 years and 6 months of credited service, you may not purchase an additional six months to qualify for retirement benefits and have your benefit calculated using 25 years of credited service. Therefore, if you are under age 55, you must attain 25 years of credited service to be eligible to retire.

If you are a Group One member retiring based on attaining 25 years of credited service, you are *under* age 55, you have 25 years and 6 months of credited service, and therefore eligible to retire, you may purchase an additional six months and have your benefit calculated using 26 years of credited service.

However, please take note: If you are a Group One member retiring based on attaining 5 years of credited service, you are *over* age 55, you have 24 years and 6 months of credited service, and therefore eligible to retire, you may purchase an additional six months and have your benefit calculated using 25 years of credited service.

HOW TO BUY BACK PREVIOUS SERVICE

If you want to receive credit for previous service, you must submit a completed Application to Purchase Service Credit to COHERF. You must pay for such service credit and you must be eligible to do so. You can purchase credit for previous service if the following applies to you:

- Either you had previously received credit for service with COHERF, but your membership had ended and you received a refund of your contribution, and you later rejoin COHERF, or
- Your previous service now qualifies for retirement credit – whereas it did not qualify before – because you were in a job that did not allow you to join COHERF.

How Much It Costs To Buy Back Service Previous Credited

Rejoining Members Who Received A Refund of Contributions: If you had previously received credit for service with COHERF, but your membership had ended and you received a refund of your contributions, and you later rejoin COHERF, you may purchase that previous service at a cost equal to the amount of the refund, plus interest at a rate of 4% per year for the period of absence from the City. This repayment must be made in a lump sum.

FOR DISCUSSION ONLY

You can claim and pay for your previous service at any time while an active member of COHERF, but know you will not receive credit for it until you have completed three years of full-time service with COHERF.

How Much It Costs To Buy Back Service Not Previously Credited

Full-Time CETA, BETA Or Temporary Employment: If you were a member of COHERF on June 4, 2003 and employed by the City on January 1, 2001, you may purchase credit under COHERF for all prior periods of employment in a position as a full-time CETA, BETA or temporary employee. You may purchase that previous service at a cost equal to 7% of the compensation received during the period of prior employment, plus a buyback fee of 4% of the total contribution amount.

If the total contributions and buyback fee are not fully paid by the time the member separates from City employment, an additional 6.5% fee will be charged against the unpaid balance remaining. If you retire and have not completed the buyback, the 6.5% fee will be added to the unpaid balance and your pension benefit will be reduced until the buyback is completed.

Payment for the purchase of this credited service can be made by:

- A cash lump sum payment, and/or
- Direct transfer or rollover of an eligible rollover distribution, and/or
- A time payment plan of bi-weekly deductions from payroll. These payroll deductions are made before federal taxes are taken out of your paycheck.

Full-Time Employment While Not A Contributing Member Of COHERF: If you are a member of COHERF, you may purchase credit for any period of prior or current City employment in a full-time position with the City during which you were not a contributing member of COHERF. You may purchase that previous service at a cost equal to 8% of the compensation received during the period of prior or current employment, plus a buyback fee of 4% of the total contribution amount.

If the total contributions and buyback fee are not fully paid by the time the member separates from City employment, an additional 6.5% fee will be charged against the unpaid balance remaining. If you retire and have not completed the buyback, the 6.5% fee will be added to the unpaid balance and your pension benefit deposits will be reduced until the buyback is completed.

Payment for the purchase of this credited service can be made by:

- A cash lump sum payment, and/or
- Direct transfer or rollover of an eligible rollover distribution, and/or
- A time payment plan of bi-weekly deductions from payroll. These payroll deductions are made before federal taxes are taken out of your paycheck.

Who Is Not Eligible To Buy Back Previous Service

You cannot purchase credit for previous part-time service. You cannot purchase credit for previous service after you terminate service with the City of Hollywood. Please note that an approved leave of absence is neither a separation nor a termination.

WHAT IF YOUR EMPLOYMENT ENDS BEFORE RETIREMENT

What Happens To Your Membership And Contributions If You Are A Vested Member

Vesting means acquiring the right to receive the benefits specified by your particular retirement program after attaining the requisite number of years of credited service and membership in COHERF. You are automatically vested in COHERF if you have a certain minimum number of years of credited service. The minimum number of years required to vest is determined by your date of hire.

You can remain vested by leaving your contributions in COHERF and thus, maintain your right to receive a deferred vested retirement benefit at your normal retirement date. Again your normal retirement date is determined by your date of hire. You shall have the right to receive a service retirement benefit beginning on or after your normal retirement date based on the benefit formula in effect on the date of separation from City employment and your years of credited service and average final compensation on that date.

You can choose to receive a refund of your contributions plus 4% simple interest per year through the date of separation from the City employment that made you eligible to join the COHERF. If you receive such a refund, however, your membership in COHERF will end, as will end your right to receive a retirement benefit. Further, there may be tax consequences associated with such a refund. Note: If you return to service later, you may be able to repay the amount refunded to you and restore your membership and service in COHERF. See the Chapter *What If You Leave And Return To Service later*.

What Happens To Your Membership And Contributions If You Are A Non-vested Member

If your employment ends and you have less than the minimum number of years of credited service required to vest, you are non-vested and you have two options:

- You can receive a refund of your contributions plus 4% simple interest if you apply for such. If you receive a refund, however, your membership in COHERF will end. There may be tax consequences associated with a refund of your contributions. See the Chapter *Special Tax Rollover Notice* containing a summary of the rules for payment of the refund.
- You can leave your contributions in the Plan and refer to the Chapter *What If You Leave And Return To Service later.*

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Please take note: If your termination is not voluntary and you have any claims pending against the City for such termination and there is a possibility that you might be reinstated to your employment, you should avoid taking a refund of contributions until all such issues have been finalized. Since in addition to the tax consequences, you will be required to repay your refund should your termination be rescinded.

WHAT IF YOU LEAVE AND RETURN TO SERVICE LATER

Maintaining Your Membership Rights

If your employment ends with the City of Hollywood, before retirement and then you are rehired and return later, you may be able to maintain your membership rights in COHERF and retain the credited service you had earned before your employment ended if the following apply to you:

- You are vested, or
- Your employment ended before you were vested and you did not withdraw your contributions and you have returned to full-time City employment for more than three years.

In general, should you be rehired and return to the employ of the City of Hollywood in a full-time position eligible for membership in COHERF, you would come back with the same rights and privileges that you had before your employment ended for your prior credited service. When you return to service, your rights and privileges of your future credited service will be based on the rules in effect at the time of rehire.

Neither an approved leave of absence without pay nor a break in service due to Layoff and Recall constitute time out of service and does not affect your membership, but such absences are not included in your credited service.

Returning To Service After Losing Your Membership Rights

Having lost your membership rights, should you be rehired and return to the employ of the City of Hollywood and you join the COHERF again, you may apply to purchase service credit from your prior membership and have restored all credited service previously forfeited by accepting the refund. If you received a refund of any contributions under your past membership, in order to have past credited service restored to you, you would have to pay the gross amount of the refund, plus 4% interest per year for the period of absence from the date of separation from the City employment that made you eligible to join the COHERF to the date of your return to City employment in a position that made you eligible to rejoin the COHERF.

SERVICE RETIREMENT AND BENEFITS:

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If, at any time, you are planning to retire in the next three months, the Pension Office can provide a detailed calculation of your *estimated* retirement benefits (including the amounts of any option you may wish to select). You should contact the Pension Office before your desired retirement date to review your eligibility and the benefit options available to you.

The requirement for qualifying for a service retirement benefit, the calculation of the benefits and other provisions differ based on your date of hire, service credit start date, and your employment history.

Member Hired Prior To July 15, 2009 And Employed By The City On June 19, 2019

You are eligible to receive retirement benefits if you have:

- at least five years of credited service (hence vested), and
- you have made all the required membership contributions, and
- you have reached age 55, or you have attained 25 years of credited service regardless of age.

Your Normal Retirement Date is the earliest date that retirement benefits (other than disability benefits) may be paid. Your Normal Retirement Date is the earlier of: the date on which you attain 25 years of credited service regardless of age, or the date you attain age of 55 with at least five years of credited service.

There is no mandatory retirement age. You may continue working past your Normal Retirement Date.

Amount of benefits and how they are computed

To calculate how much your benefits will be, a percentage of your Average Final Compensation is multiplied by the number of years of credited service you have accrued.

Your Average Final Compensation (AFC) is the average monthly gross wages received from the City, including overtime, during your highest 78 consecutive bi-weekly pay periods of credited service and your payments for accumulated annual and sick leave (subject to limitations set forth in State and City laws) received following separation from employment that are included in compensation.

The amount of accumulated annual leave included in compensation for members hired prior to July 15, 2009, cannot exceed 125 hours for employees who retire from positions covered by the general employees' bargaining unit; and 60 hours per year for employees who retire from positions not covered by the general employees' bargaining unit.

The amount of accumulated sick leave included in compensation for members hired prior to October 1, 2002, cannot exceed the amount accumulated as of October 1, 2002. For members hired on or after October 1, 2002, accumulated sick leave payouts are not included in compensation. Compensation excludes payouts for blood time and compensatory time.

FOR DISCUSSION ONLY

The Normal Retirement Benefits for members hired prior to July 15, 2009 and employed by the City on June 19, 2019 will be equal to the lesser of the two calculations below:

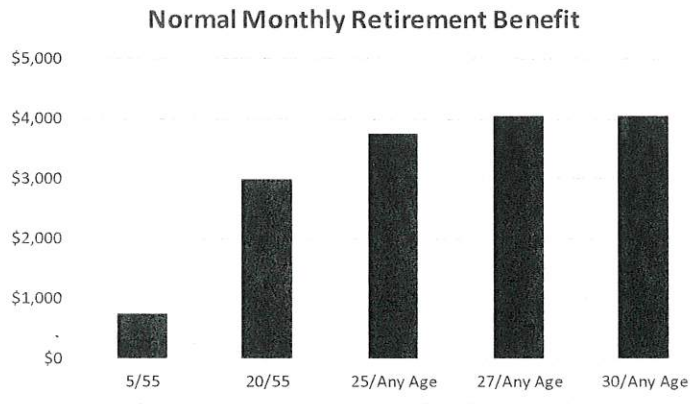
3% x Average Final Compensation x Years of Credited Service
Or
81% of Average Final Compensation

The table below is merely an illustrative example of the amount of benefits paid at retirement based on age and different numbers of years of credited service. The figures are also based on the selection of the Normal Retirement Annuity as opposed to the selection of an Option (both of which will be explained in the Chapter *How Benefits Are Paid*) and are based on an average final compensation of $5,000.

Normal Retirement Benefit

Number Of Years Of Credited Service/Age	Benefits As % Of Your AFC	Your Monthly Retirement Benefit
5/55	3% x 5 x $5,000 = 15.0%	$750.00
20/55	3% x 20 x $5,000 = 60.0%	$3,000.00
25/Any Age	3% x 25 x $5,000 = 75.0%	$3,750.00
27/Any Age	3% x 27 x $5,000 = 81.0%	$4,050.00
30/Any Age	3% x 27 x $5,000 = 81.0%	$4,050.00
These examples are provided for informational purposes only and are not a guarantee of your actual benefit, which will be calculated using your own personal information at the time of your actual separation from service or DROP participation.		

Now, if you wish to provide benefits for your survivors by selecting an Option (rather than the Normal Retirement Benefit used in the table above and the graph to follow), the amount of your benefits would be reduced. The amount of such reduction would depend on the option you selected.



FOR DISCUSSION ONLY

Non-Contributory Time

If you were a 1% non-contributory member of the Supplemental Plan and do not buy back your non-contributory time, then the calculation of your Normal Retirement Benefit will be based on both the amount of credited service you had in the Supplemental Plan and the amount of credited service you had while you were a contributing member. The benefit will be calculated in the same manner as in the previous section under Normal Retirement Benefit, with the following exceptions. The percentage of average compensation that will be applied to your years of credited service during which you did not make contributions to the Plan will be 1%. Also, the AFC will be calculated over five years of base pay (not including overtime) and will not include any accumulated leave time.

If you had 10 years of non-contributory credited service with AFC of $4,800 and 15 years of contributory credited service with AFC of $5,000, then your Normal Retirement Benefit calculation would be:

(1% x $4,800 x 10 years) + (3.0% x $5,000 x 15 years)
$480 + $2,250 = $2,730 per month

You may be eligible to purchase the higher benefit rates for your non-contributory credited service during your current period of employment by paying into the Plan an 8% contribution on what you earned during the non-contributory period plus a 4% fee. Please contact the Pension Office to determine your eligibility, a calculation of the purchase amount and information about the payment options. The election to purchase this service must be made prior to your separation from service or DROP. If you retire and have not completed the buyback, the 6.5% fee will be added to the unpaid balance and your pension benefit will be reduced until the buyback is completed.

General Fund Members Hired On Or After July 15, 2009 But Prior To October 1, 2011 And Non-General Fund Members Hired After July 15, 2009 But Prior To March 5, 2014 And Employed By The City On June 19, 2019

You are eligible to receive retirement benefits, if you have:

- at least seven years of credited service (hence vested), and
- you have made all the required membership contributions, and
- you have reached age 60, or you have reached age 57 with 25 years of credited service, or you have attained 30 years of credited service regardless of age.

Your Normal Retirement Date is the earliest date that retirement benefits (other than disability benefits) may be paid. Your Normal Retirement Date is the earliest of: the date on which you attain 30 years of credited service regardless of age, the date you attain age of 57 with 25 years of credited service, or the date you attain age of 60 with at least seven years of credited service.

There is no mandatory retirement age. You may continue working past your Normal Retirement Date.

Amount of benefits and how they are computed

To calculate how much your benefits will be, a percentage of your Average Final Compensation is multiplied by the number of years of credited service you have accrued.

Your Average Final Compensation (AFC) is the average monthly gross wages received from the City, including longevity and certification pay, during your highest 104 consecutive bi-weekly pay periods of credited service. Compensation excludes payouts for accumulated annual and sick leave, blood time, compensatory time and overtime.

The Normal Retirement Benefits for general fund members hired on or after July 15, 2009 but prior to October 1, 2011 and non-general fund members hired after July 15, 2009 but prior to March 5, 2014 and employed by the city on June 19, 2019 will be equal to the lesser of the two calculations below:

2.5% x Average Final Compensation x years of credited service
Or
81% of Average Final Compensation

The table below is merely an illustrative example of the amount of benefits paid at retirement based on age and different numbers of years of credited service. The figures are also based on the selection of the Normal Retirement Annuity as opposed to the selection of an Option (both of which will be explained in the Chapter *How Benefits Are Paid*) and are based on an average final compensation of $3,500.

Normal Retirement Benefit

Number Of Years Of Credited Service/Age	Benefits As % Of Your AFC	Your Monthly Retirement Benefit
7/60	2.5% x 7 x $3,500 = 17.5%	$612.50
20/60	2.5% x 20 x $3,500 = 50.0%	$1,750.00
25/57	2.5% x 25 x $3,500 = 62.5%	$2,187.50
27/57	2.5% x 27 x $3,500 = 67.5%	$2,362.50
30/Any Age	2.5% x 30 x $3,500 = 75.0%	$2,625.00
These examples are provided for informational purposes only and are not a guarantee of your actual benefit, which will be calculated using your own personal information at the time of your actual separation from service or DROP participation.		

Now, if you wish to provide benefits for your survivors by selecting an Option (rather than the Normal Retirement Benefit used in the table above and the graph to follow), the amount of your benefits would be reduced. The amount of such reduction would depend on the option you selected.

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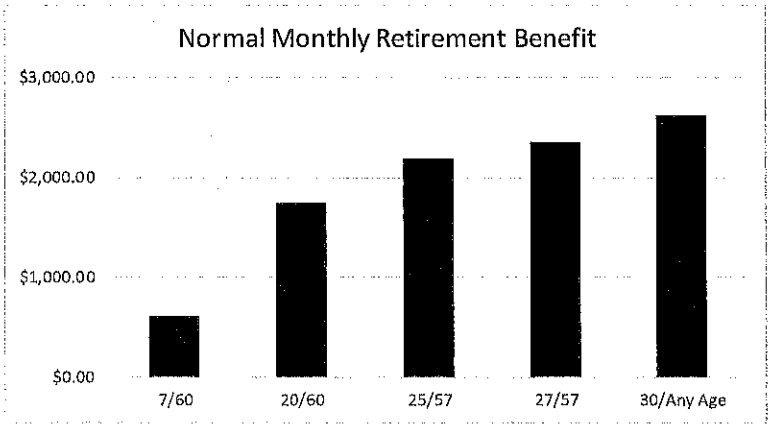

If you are planning to retire in the near future and wish to have a detailed calculation of your estimated retirement benefits (including the amounts of any option you may wish to select), you should call the Pension Office to request this information.

General Fund Member Hired On Or After October 1, 2011 And Non-General Fund Members Hired On Or After March 5, 2014

You are eligible to receive retirement benefits if you have:

- at least seven years of credited service (hence vested), and
- you have made all the required membership contributions, and
- you have reached age 65, or you have reached age 62 with 25 years of credited service or you have attained 30 years of credited service regardless of age.

Your Normal Retirement Date is the earliest date that retirement benefits (other than disability benefits) may be paid. Your Normal Retirement Date is the earliest of the date on which you attain 30 years of credited service regardless of age, the date you attain age of 62 with 25 years of credited service, or the date you attain age of 65 with at least seven years of service.

There is no mandatory retirement age. You may continue working past your Normal Retirement Date.

Amount of benefits and how they are computed

To calculate how much your benefits will be, a percentage of your Average Final Compensation is multiplied by the number of years of credited service you have accrued.

Your Average Final Compensation (AFC) is the average monthly gross wages received from the City, including longevity and certification pay, during your highest 130 consecutive bi-weekly pay periods of credited service. Compensation excludes payouts for accumulated annual and sick leave, blood time, compensatory time and overtime.

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The Retirement Benefits for general fund members hired on or after October 1, 2011 and non-general fund members hired on or after March 5, 2014 will be equal to the lesser of the two calculations below:

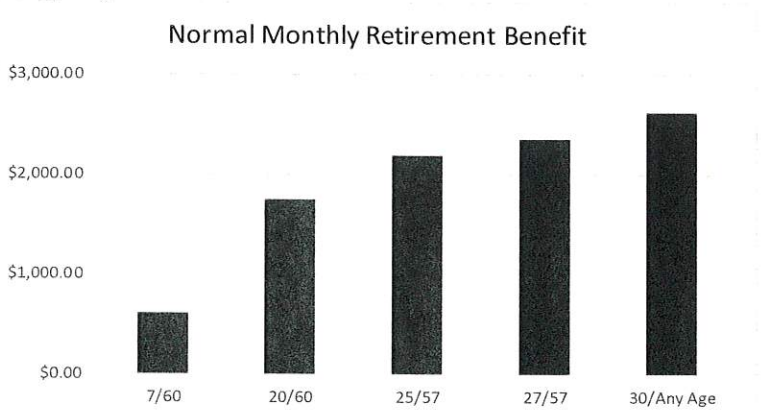
2.5% x Average Final Compensation x years of credited service
Or
81% of Average Final Compensation

The table below is merely an illustrative example of the amount of benefits paid at retirement based on age and different numbers of years of credited service. The figures are also based on the selection of the Normal Retirement Annuity as opposed to the selection of an Option (both of which will be explained in the Chapter *How Benefits Are Paid*) and are based on an average final compensation of $3,000

Normal Retirement Benefit

Number Of Years Of Credited Service/Age	Benefits As % Of Your AFC	Your Monthly Retirement Benefit
7/65	2.5% x 7 x $3,000 = 17.5%	$525.00
20/65	2.5% x 20 x $3,000 = 50.0%	$1,500.00
25/62	2.5% x 25 x $3,000 = 62.5%	$1,875.00
27/62	2.5% x 27 x $3,000 = 67.5%	$2,025.00
30/Any Age	2.5% x 30 x $3,000 = 75.0%	$2,250.00
These examples are provided for informational purposes only and are not a guarantee of your actual benefit, which will be calculated using your own personal information at the time of your actual separation from service or DROP participation.		

Now, if you wish to provide benefits for your survivors by selecting an Option (rather than the Normal Retirement Benefit used in the table above and the graph to follow), the amount of your benefits would be reduced. The amount of such reduction would depend on the option you selected.



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DEFERRED RETIREMENT OPTION PLAN (DROP)

If you were a member of COHERF, first employed before July 15, 2009, and you were also a member on June 19, 2019, are still employed, and you are at least age 55 with a minimum of 10 years of credited service, or have 25 years of credited service regardless of age, you may elect to enter the Deferred Retirement Option Plan (DROP). You may enter the DROP on the first day of any month following the month in which you meet the requirements above but prior to your completion of 30 years of credited service. If you do not participate in the DROP, your Retirement Benefit may continue to increase due to your completion of additional years of credited service, up to the maximum of 27 years, and any further pay increases included in your AFC.

If you elect to enter the DROP, your retirement benefit will be based on your years of credited service and AFC as of the date you enter the DROP. Also, your contributions and the City's contribution to COHERF will end. The monthly benefit that you would receive if you retired on your DROP election date will be paid into an interest-bearing DROP account in COHERF. DROP accounts earn interest at the same rate as the net rate of investment return on assets of COHERF. However, the rate of interest credited to your DROP account for any fiscal year cannot be less than 0%.

You may participate in the DROP for any period of time up to a maximum of five years, or until your years of credited service and the years you are in the DROP reach a combined total of 32 years, whichever occurs first. You do not have to stay employed for the entire period. When you leave City employment and the DROP, the total amount of benefits and interest in the DROP account will be distributed. Please note that if you are a General, Professional, or Supervisory employee in a bargaining unit represented by AFSCME, you will be required to sign an irrevocable agreement that you will separate from City employment at the conclusion of your DROP participation.

You may choose to have the distribution made payable to you, in which case it becomes taxable, or you may choose to transfer all or a portion of it to a tax-deferred plan or account. See the Chapter *Special Tax Rollover Notice* containing a summary of the rules regarding distributions. If you do not make a distribution selection for your DROP account balance within 60 days following your separation of employment, the distribution will be made payable directly to you. There may be tax consequences associated with such a distribution.

If you are an Executive, Management, Technical or Confidential employee and you do not leave City employment at the end of the DROP period, the money in your DROP account will cease to earn interest. In addition, your retirement benefit will be forfeited during the months you continue to remain in employment. You may only access your DROP monies when you leave City employment. Upon Separation from City employment you will begin receiving monthly retirement benefit payments and in addition, the balance in your DROP account will be distributed to you. There may be tax consequences associated with such a distribution.

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Should you pass away during your participation in the DROP, your primary beneficiaries will receive a lump sum payment equal to your DROP account balance plus any other survivors' benefits that you may have selected.

If you become disabled while a member of the DROP and you separate from employment, you will receive the total of your DROP account. In addition, if you are terminated because of your disability, you may choose to receive your retirement benefit or a disability benefit, which will be calculated on your compensation and years of credited service in effect on the date of your DROP participation.

You may not participate in more than one of the following: the DROP, the Planned Retirement Benefit explained in the Chapter *Planned Retirement Benefit*, and the Partial Lump Sum Distribution Benefit explained in the Chapter *Partial Lump Sum Distribution Benefit*. You may participate in the DROP only once. Once you enter the DROP, you will not have the right to be an active member of the Plan again.

DROP participants who were employed on October 1, 2002 are eligible for supplemental pension distributions when they begin receiving their monthly retirement benefits. These participants are not eligible for such distributions while participating in the DROP. See the Chapter *Supplemental Pension Distribution (13th Check)* later.

PLANNED RETIREMENT BENEFIT

If you were a contributing member of COHERF before July 15, 2009, remained a contributing member through March 5, 2014, and are still employed, you may elect to participate in the Planned Retirement Benefit at any time on or after reaching your Normal Retirement Date. You must submit a completed Planned Retirement Application to the Pension Office.

If you elect to enter the Planned Retirement Benefit, you will remain an active employee of the City. Your contributions to COHERF and the City's contribution will continue to be made until you separate from City employment. You may participate in the Planned Retirement Benefit for any period of time up to a maximum of five years. You will be required to sign an irrevocable agreement that you will separate from City employment at the conclusion of your Planned Retirement Benefit participation.

Immediately prior to your separation from City employment, you will select a retirement date that provides one of the following benefits:

- A benefit from your planned retirement start date that provides the maximum lump sum payment and a monthly benefit will be based on your years of credited service and AFC as of your planned retirement start date.

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- A benefit from your planned retirement start date that provides no lump sum payment and the maximum monthly benefit based on your years of credited service and AFC as of your date of separation for City employment.
- A benefit from any date after your planned retirement start date that provides a lump sum payment and a monthly benefit based on your years of credited service and AFC as of your retirement date you select.

The lump sum benefit will be equal to the monthly benefit that you would have received if you had retired on your selected retirement date. The lump sum will also include interest earned from the selected retirement date to your date of separation from City employment at the same rate as the net rate of investment return on assets of COHERF. However, if the net rate of investment return is over 4%, up to the next 2% of returns (depending on the funding status of COHERF) will be excluded from the lump sum calculation, and returns above the exclusion will again be included in the lump sum calculation. Please take note: If the rate of return is negative, your lump sum benefit may be reduced.

If you choose a Lump Sum option, you may choose to have the distribution made payable to you, in which case it becomes taxable, or you may choose to transfer all or a portion of it to a tax-deferred plan or account. See the Chapter *Special Tax Rollover Notice* containing a summary of the rules regarding distributions. If you do not make a distribution selection for your Planned Retirement Benefit lump sum within 60 days following your separation of employment, the distribution will be made payable directly to you. There may be tax consequences associated with such a distribution.

Should you pass away during your participation in the Planned Retirement Benefit, your primary beneficiaries will elect an assumed retirement date and receive a benefit equal to the lump sum payment you would have received had you retired on that date plus any other survivor benefits that they select.

If you become disabled while a member of the Planned Retirement Benefit and your employment is terminated, you will receive active disability retirement benefit explained in the Chapter *What If You Become Disabled* below.

You may not participate in more than one of the following: the DROP, the Planned Retirement Benefit, and the Partial Lump Sum Distribution Benefit (explained in the Chapter *Lump Sum Distribution Benefit*). You may participate in the Planned Retirement only once. Once you enter the Planned Retirement, you must separate from City employment no later than the last day of your planned retirement benefit participation.

Planned Retirement participants who were employed on October 1, 2002 are eligible for supplemental pension distributions when they begin receiving their monthly retirement benefits. These participants are not eligible for such distributions while participating in the Planned Retirement. See the Chapter *Supplemental Pension Distribution (13th Check)* later.

PARTIAL LUMP SUM DISTRIBUTION BENEFIT

If you reach your Normal Retirement Date on or after March 5, 2014 and you do not enter the DROP or Planned Retirement Benefit, you may elect a partial lump sum distribution benefit. If you elect to receive this optional form of payment, you will receive a retirement benefit equal to the actuarial value of your retirement benefits on your retirement date in the form of a lump sum payment of up to 25% of the actuarial value plus the balance in a monthly annuity based on selection of the Normal Retirement Annuity or an Option (both of which will be explained in the Chapter *How Benefits Are Paid*).

Once you have selected the distribution percentage that you wish to receive in a lump sum, not to exceed 25%, the balance of your benefit will be paid as a monthly annuity. This monthly annuity will be calculated by the Plan's Actuary so that the value of the combined lump sum and annuity benefits to which you are entitled will be actuarially equivalent to the value of benefits otherwise payable.

SUPPLEMENTAL PENSION DISTRIBUTION (13TH CHECK)

A Supplemental Pension Distribution (also known as a 13th check) may be paid to you if you are receiving monthly retirement benefits and you were employed by the City on October 1, 2002. A 13th check may also be paid to your surviving spouse if that spouse is receiving monthly benefits from COHERF on the date the 13th check becomes payable.

For each Plan year, (that is, from each fiscal year beginning on October 1st and ending on September 30th of the following year), you or your surviving spouse that still receiving benefits will be entitled to a 13th check if the rate of return on the investments exceeds the assumed rate of return by 4.5%.

For example, if the assumed rate of return is 7.5% and the rate of return is more than 12.0% in a Plan year, then a 13th check will be paid to you or your surviving spouse. The 13th check will be determined on the basis of your years of contributory service up to 25 years of credited service. DROP participants and Planned Retirement Participants are not eligible for the supplemental pension distributions until they begin receiving their monthly retirement benefits.

COST OF LIVING ADJUSTMENTS (COLA)

If you are a member hired prior to July 15, 2009, you will receive a Cost of Living Adjustment (COLA) in your monthly retirement benefit. If you enter the DROP, you will receive a 2% COLA annually starting the later of three years after retirement benefits begin or one year after separation from City employment. If you do not enter the DROP, you will receive a 2% COLA annually starting three years after retirement benefits begin.

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FORFEITURE OF BENEFITS

If you are convicted of a specified offense committed prior to retirement or if your employment is terminated because you admitted to the commission, aid or abetting of a specific offense, you will forfeit all your rights and benefits in this Plan, except the return of your accumulated contributions as of the date of termination. Specified offenses include:

- committing, aiding, or abetting of an embezzlement of public funds;
- committing, aiding, or abetting of any theft from the City;
- bribery in connection with your employment,
- any felony specified in Chapter §838 of the Florida Statutes, except Subsections. §838.15 and §838.16
- committing of an impeachable offense;
- committing any felony willfully and with intent to defraud the public or the City of the right to receive the faithful performance of your duty, to realize or obtain, or attempt to realize or obtain, a profit, gain, or advantage for yourself or for some other person through the use or attempted use of the power, rights, privileges, duties, or position of your office or employment; or
- committing on or after October 1, 2008, any felony defined in Chapter §800 Subsection §800.04 of the Florida Statues against a victim younger than age 16, or any felony defined in Chapter §794 against a victim younger than age 18, by you through the use or attempted use of power, rights, privileges, duties, or position of your public office or employment position.

If COHERF receives notice that you have committed an offense, an administrative hearing will be held to determine whether COHERF is required to forfeit your rights and privileges in COHERF.

HOW TO FILE FOR RETIREMENT BENEFITS

First, you may wish to speak to your timekeeper, human resources department or payroll department to determine the last day that you will be on payroll – and then inform COHERF of that date. Your last day on payroll is the date that is crucial to COHERF. Once you decide to retire you should inform your department head or supervisor of this decision.

Next, you should make an appointment to meet with a COHERF representative at least three months before your retirement start date. During this appointment, you will recieve a retirement or DROP application, information about your retirement payment options,

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information about your rights within your specific retirement program, and an approximate amount of your retirement benefit.

Then, if you are currently working or are on an approved leave, if you meet all the eligibility requirements, and you want to retire or DROP, you must file the appropriate application with COHERF. When filing a retirement application, you should request that your actual date of retirement be the day after the last day you are an employee on payroll. When filing a DROP application, you must request that your actual date of retirement be the first day of the month.

Advisably, you should complete and return these same application forms as soon as you make the decision to retire. But you must file your retirement application at least one day before your date of retirement, making your retirement date effective at the earliest, the very next day. If you elect to DROP, you must file your DROP application by the last day of the month before your DROP start date, making your DROP start date effective at the earliest, the first of the following month.

When you file for service retirement or DROP participation, you choose and identify a beneficiary or beneficiaries once again.

Withdrawal Of Your Application For Retirement

You can withdraw your application for service retirement or DROP participation at any time up to the day before the actual date of your retirement or DROP start date. But to do so, you must file with the City of Hollywood and the COHERF, a written request to rescind your retirement or DROP application.

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HOW BENEFITS ARE PAID

When you apply for the service retirement, disability retirement, or the DROP, you must choose how you want your retirement benefit to be paid. It is at this point that you must select either the Normal Retirement Annuity form of benefit payment (the maximum dollar amount you are able to receive) or select an optional form of benefit payment (providing a death benefit to your named survivors). This choice cannot be changed once you have reached your retirement date or DROP participation start date. Therefore, it is crucial that you read carefully and fully understand the explanations to follow as you consider your selection.

No matter which option you select, COHERF guarantees that the total benefits paid to you and on your behalf to your beneficiaries, will at least equal the accumulated contributions you paid into COHERF. Note: On Options 1, 2 and 3, the guarantee period starts with your retirement date or your DROP participation start date, not your date of death.

Once you have commenced receiving your retirement benefits or started your DROP participation, you cannot change your selected option. You may, however, change beneficiaries at any time prior to your death. Note: Under Options 4 and 5, your benefit will be recalculated if you make a beneficiary change. Your benefit may increase or decrease, in part, depending on the difference in ages between the old and new youngest beneficiary.

Normal Retirement Annuity

If you do not select one of the options listed next, your benefit will be paid as a Normal Retirement Annuity. With the normal retirement annuity, you receive a monthly installment which is greater than the amount of any other benefit option. However, the normal retirement annuity continues for the remainder of your lifetime only and, consequently, does not provide benefits for your survivors. This means that when you die, the benefits stop.

Options

Options, on the other hand, do provide retirement benefits for your survivors, in addition to providing benefits during your lifetime. When you file your service retirement, disability retirement, or DROP participation, and if you select an option, it is at this point that you pick a beneficiary or beneficiaries once again – whether you changed your designation since joining COHERF or not. In the case of Options 1, 2 and 3, you may choose contingent beneficiaries in addition to your primary beneficiaries. Note: If you choose contingent beneficiaries under Options 4, and 5, those beneficiaries will not receive the optional benefit. They would only receive any residual amount that may be due to you after your death that was not paid to your primary beneficiaries prior to their death.

In selecting an option, you agree to accept a reduced retirement allowance for the rest of your lifetime. The amount of the reduction depends on which option you select and also can depend on your age and on your youngest beneficiary's age. For example, with some options, the younger the beneficiary, the greater the reduction, as the expected payments would have to extend over a longer period of time. In no event will the total of benefit payments to you and your beneficiaries be less than your own accumulated contributions.

Please take note: If you designate your spouse to receive any survivor benefits after you retire, then your marriage is later dissolved through divorce or annulment, and you do not submit a new designation of beneficiary form before your death, your survivor benefits will be paid as if your former spouse predeceased you. Therefore, if you designate your spouse to receive survivor benefits, you then get a divorce or an annulment, and you wish for your ex-spouse to still receive your survivor benefits, you must submit a new designation form after the date of the divorce decree or annulment, which re-designates your now ex-spouse as your beneficiary.

You may choose to receive your benefit based on one of the options described below. You may revoke that election and make a new election at any time prior to the

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commencement of your retirement, or DROP participation start date. Such revocation of election must be in writing and filed with the COHERF Pension Office. This election also applies to terminated vested participants eligible for payment of deferred retirement benefits.

The optional forms of benefit result in a decreased benefit that is determined by your age and under the 100% Joint and Equal and the 50% Joint and Half options, the age of your youngest beneficiary. You may elect to have a single beneficiary or multiple beneficiaries. If you elect to have multiple beneficiaries, the age of the youngest beneficiary will be used to calculate Options 4 and 5.

Option 1 - 5 Year Certain and Life:

You receive a reduced monthly benefit for the rest of your life. After payment of the retirement benefit for five years (60 payments), however, there is no further coverage for a beneficiary. If you die before receiving 60 payments, your primary beneficiaries will receive a percentage of the reduced monthly payments selected by you until a total of 60 payments have been made. Note: If one of your primary beneficiaries then dies before the 60 payments have been made, the benefit will be paid to the remaining primary beneficiaries in the ratio you selected.

Yet, if after your death, your primary beneficiaries have started to receive benefit payments and then they all die before the 60 payments have been made, the benefit will be paid to your contingent beneficiaries until a total of 60 payments have been made. But, if you do not name a contingent beneficiary, the benefits will paid to the estate of your last surviving primary beneficiary.

If, though, your primary beneficiaries die before you do and you do not name another primary beneficiary, and then you die within the five years following retirement, the remaining benefits will be paid to your contingent beneficiary. But, if you do not name a contingent beneficiary, these benefits are paid to your estate.

You can name one or more primary beneficiaries, as well as one or more contingent beneficiaries. If you do name more than one beneficiary the benefit will be divided amongst them in the ratio you select. The ages of your beneficiaries do not affect the reduction of benefits because its benefits are paid within a finite period of time. You choose your primary and contingent beneficiaries when you file your retirement application, and you can change your choice of beneficiaries at any time.

Option 2 - 10 Year Certain and Life:

You receive a reduced monthly benefit for the rest of your life. After payment of the retirement benefit for 10 years (120 payments), however, there is no further coverage for a beneficiary. If you die before receiving 120 payments, your primary beneficiaries will receive a percentage of the reduced monthly payments selected by you until a total of 120 payments have been made. Note: If one of your primary beneficiaries then dies

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before the 120 payments have been made, the benefit will be paid to the remaining primary beneficiaries in the ratio you selected.

Yet, if after your death, your primary beneficiaries have started to receive benefit payments and then they all die before the 120 payments have been made, the benefit will be paid to your contingent beneficiaries until a total of 120 payments have been made. But, if you do not name a contingent beneficiary, the benefits will paid to the estate of your last surviving primary beneficiary.

If, though, your primary beneficiaries die before you do and you do not name another primary beneficiary, and then you die within the 10 years following retirement, the remaining benefits will be paid to your contingent beneficiary. But, if you do not name a contingent beneficiary, these benefits are paid to your estate.

You can name one or more primary beneficiaries, as well as one or more contingent beneficiaries. If you do name more than one beneficiary the benefit will be divided amongst them in the ratio you selected. The ages of your beneficiaries do not affect the reduction of benefits because its benefits are paid within a finite period of time. You choose your primary and contingent beneficiaries when you file your retirement application, and you can change your choice of beneficiaries at any time.

Option 3 - 20 Year Certain and Life:

You receive a reduced monthly benefit for the rest of your life. After payment of the retirement benefit for 20 years (240 payments), however, there is no further coverage for a beneficiary. If you die before receiving 240 payments, your primary beneficiaries will receive a percentage of the reduced monthly payments selected by you until a total of 240 payments have been made. Note: If one of your primary beneficiaries then dies before the 240 payments have been made, the benefit will be paid to the remaining primary beneficiaries in the ratio you selected.

Yet, if after your death, your primary beneficiaries have started to receive benefit payments and then they all die before the 240 payments have been made, the benefit will be paid to your contingent beneficiaries until a total of 240 payments have been made. But, if you do not name a contingent beneficiary, the benefits will paid to the estate of your last surviving primary beneficiary.

If, though, your primary beneficiaries die before you do and you do not name another primary beneficiary, and then you die within the 20 years following retirement, the remaining benefits will be paid to your contingent beneficiary. But, if you do not name a contingent beneficiary, these benefits are paid to your estate.

You can name one or more primary beneficiaries, as well as one or more contingent beneficiaries. If you do name more than one beneficiary the benefit will be divided amongst them in the ratio you selected. The ages of your beneficiaries do not affect the reduction of benefits because its benefits are paid within a finite period of time. You

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choose your primary and contingent beneficiaries when you file your retirement application, and you can change your choice of beneficiaries at any time.

Option 4 - 100% Joint and Equal:

You receive a reduced monthly benefit for the rest of your life. Upon your death, your primary beneficiaries only will together receive 100% of your reduced allowance until the last surviving beneficiary dies in the ratio you select. This is a benefit guaranteed to be paid for as long as you live and then continue to be paid in an amount equal to your benefit until your last surviving primary beneficiary dies.

You can name one or more primary beneficiaries. If you do name more than one beneficiary the benefit will be divided among them in the ratio you select. The age of your beneficiary will affect the reduction of benefits. If you designate more than one beneficiary, the age of the youngest beneficiary will be used in the calculation of benefits. You choose your primary beneficiaries when you file your retirement application, and you can change your choice of beneficiaries at any time. Note that under this option, your benefit will be recalculated if you make a beneficiary change. Your benefit may increase or decrease, in part, depending on the difference in ages between the old and new youngest beneficiary.

Please note: The IRS limits the percentage of a survivor annuity for non-spousal beneficiaries. This limitation is based on your age and the age of your preferred beneficiaries. If you are considering designating non-spousal beneficiaries who are ten or more years younger than you, this option may not be available to you.

Option 5 - 50% Joint and Equal:

You receive a reduced monthly benefit for the rest of your life. Upon your death, your primary beneficiaries only will together receive 50% of your reduced allowance until the last surviving beneficiary dies in the ratio you select. This is a benefit guaranteed to be paid for as long as you live and then continue to be paid in an amount that is half of your benefit until your last surviving primary beneficiary dies.

You can name one or more primary beneficiaries. If you do name more than one beneficiary the benefit will be divided among them. The age of your beneficiary will affect the reduction of benefits. If you designate more than one beneficiary, the age of the youngest beneficiary will be used in the calculation of benefits. You choose your primary beneficiaries when you file your retirement application, and you can change your choice of beneficiaries at any time. Note that under this option, your benefit will be recalculated if you make a beneficiary change. Your benefit may increase or decrease, in part, depending on the difference in ages between the old and new youngest beneficiary.

Payment Of Benefits

Retirement benefit payments are made once per month, on the 25th of each month (or on the next business day when the 25th falls on a weekend or holiday). COHERF can either

send your check directly to your home, or deposit your payment directly into your bank account through Electronic Funds Transfer (EFT) – commonly known as direct deposit. EFT is a faster and safer method of payment. To choose EFT, you must complete an Electronic Deposit Authorization form.

Benefit Statements And Tax Forms

If you choose to receive payment via check, a stub will be attached to the monthly check. If you choose EFT, you will receive a monthly statement showing the amount of benefits paid to you. With either method of benefits payment, each year you will receive an IRS Form 1099-R with the information necessary for preparing your federal tax returns.

WHAT IF YOU BECOME DISABLED

If you become totally and permanently disabled from causes other than the performance of your duties as a City employee, resulting in your inability to perform the specific duties of your position, you may be eligible to receive non-duty related disability benefits under the following circumstances based on the date you were hired. If you become totally and permanently disabled by reason of injuries sustained in the performance of your duties as a City employee, resulting in your inability to perform the specific duties of your position, you may be eligible to receive duty related disability benefits.

Non-Duty Related Disability Retirement Eligibility

You may be eligible to receive non-duty related disability retirement benefits at any age provided the following apply to you:

- you become totally and permanently disabled, and
- you are vested, and
- you, or a duly authorized representative, complete and submit an application for disability retirement to COHERF, and
- after a medical examination, the Board's physician finds that you are physically or mentally incapacitated for the performance of your employment, and if you are no longer performing the duties of your job title, that you were incapacitated when you ceased performance of your duties, and
- the City's Human Resources Director determines that you are unable to perform the specific duties of your position, or any other position which you are capable and qualified to perform, that may be offered by the City with no change in salary or benefit level.

Non-Duty Related Disability Retirement Benefits

If your application for non-duty related disability retirement is approved by the Board, your benefit would be equal to the greater of the two calculations below:

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- the Service Retirement Benefit Calculation or
- 20% x Current Salary.

If you are approved for a non-duty related disability, you must choose how you want your retirement benefit to be paid. It is at this point that you must select either the Normal Retirement Annuity form of benefit payment or select a joint and survivor form of benefit (see the Chapter *How Benefits Are Paid*). This choice of benefit payment cannot be changed.

Duty Related Disability Retirement Eligibility

You may be eligible to receive duty related disability retirement benefits at any age provided you qualify for non-duty related disability retirement as explained above, except that you can retire without the years of credited service necessary to vest if the Board's Physician determines that your disability is indeed the result of an injury you suffered while performing your job for the City of Hollywood, and that said injury is not a result of your own willful negligence. Also, the injury would have had occurred while you were a member of COHERF.

Duty Related Disability Retirement Benefits

If your application for duty related disability retirement is approved by the Board, your benefit would be equal to:

- 75% x Salary on the first day of the disability.

If you are approved for a duty related disability, you must choose how you want your retirement benefit to be paid. It is at this point that you must select either the Normal Retirement Annuity form of benefit payment or select a joint and survivor form of benefit (see the Chapter *How Benefits Are Paid*). This choice of benefit payment cannot be changed.

Note: Should the sum of the disability retirement benefit when added to any worker's compensation benefit exceed your average weekly salary as defined by Florida Statue Chapter §440 (the Workers' Compensation law), your disability benefit will be reduced by the amount of that excess.

Note also: Your benefit will also be reduced annually by any salary received or net earnings on self-employment. Neither social security nor workers compensation benefits will result in a reduction under this rule.

How To File For Disability Retirement

To file for disability retirement, you must notify COHERF in writing that you request a disability retirement. We will then send you an application for disability retirement, and just as if you were filing for service retirement. The effective date of your disability retirement is either the date on which the application is received by COHERF, the date of your medical examination by the Board's physician or on a date established by the Board.

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You must be employed by the City at the time the application is submitted unless you are prevented from submitting the application while employed as a result of the disability. However, your application cannot be submitted more than 90 days following termination of employment, unless the Board determines based on evidence presented that extenuating circumstances prevented you from submitting a timely application or the condition resulting in the disability was not discovered in a timely manner. You may not submit more than one application based on the same asserted disability or medical condition.

Your application should include but is not limited to:

- a report of the attending physicians,
- the cause and nature of the disability,
- an estimate of the probable length of the disability, and
- a statement from the physician that you have reached the maximum medical improvement.

You will be required to release your medical records to COHERF, the City, and the Board's Physicians. Completed applications are considered to be filed with the Board when received by the Pension Office. Incomplete applications will not be considered.

What If You Are No Longer Eligible For Disability Retirement

If you are approved for disability retirement, you will be subject to periodic investigation and medical examinations. COHERF will notify you, if and when you are subject to such an investigation and examination. If, after a medical examination, you are deemed able to engage in gainful employment, your name will be submitted to the City of Hollywood for appointment to a full-time position. Your disability benefits would be continued until you are first offered a position with no reduction in salary or benefit level from your last full-time position with the City.

WHAT IF YOU DIE BEFORE RETIREMENT

Death Benefits

Benefits may be paid to your survivors if you die after retirement via the options previously explained. But benefits also may be paid if you die before retirement.

One of the three kinds of benefits may be paid if you die before retirement:

- **Employed Vested Death Benefit:** If you die while actively employed by the City, and you were vested, a vested death benefit will be paid to the designated beneficiaries that you chose. At the time you pass away, your beneficiaries have the option of receiving a refund of your contributions plus 4% simple interest, or the benefit payments until their death equal to the benefit payments you would

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have received if you had retired on the day you passed away and elected the 100% Joint and Equal annuity option. If you have not designated a beneficiary, or your beneficiaries have predeceased you, a refund of your contributions plus 4% simple interest will be paid to your estate.

- **Employed Non-vested Death Benefit:** If you die while actively employed by the City, and you were not vested, a death benefit will be paid to the designated beneficiaries that you chose. If you pass away before you are vested, your beneficiaries will receive a refund of your contributions plus 4% simple interest. If you have not designated a beneficiary, or your beneficiaries have predeceased you, the refund will be paid to your estate.
- **Death Benefit for Vested Members not in Active Service:** If you die after you separated from employment but before you reached your normal retirement date, and you were vested, a vested death benefit will be paid to the designated beneficiaries that you chose. At the time you pass away, your beneficiaries have the option of receiving a refund of your contributions plus 4% simple interest, or if you elected an optional form of benefit, your benefit will be paid to your beneficiary according to the option you selected, starting on the day you would have attained your normal retirement date had you lived. If you have not designated a beneficiary, or your beneficiaries have predeceased you, a refund of your contributions plus 4% simple interest will be paid to your estate.

What Your Survivors Should Do If You Die Before Retirement

If you die before retirement, your survivors should meet with us and determine:

- your survivor's eligibility for benefits,
- the procedures for claiming benefits,
- the amount of any benefits due, and
- outline survivor benefit payment options.

Please take serious note: you should always keep all pertinent COHERF documents and forms in a location that is known and readily accessible to your beneficiaries or the executor of your estate.

WHAT IF YOU RETURN TO WORK AFTER RETIREMENT

Your retirement allowance is not affected if you return to work with the City of Hollywood after a bona fide separation of employment (when there was not a prearrangement for you to return to work). You will continue to receive your monthly benefit payments. You will however, not be eligible to rejoin the COHERF as an active participant. You will continue to be considered retired for all COHERF operations, including supplemental pension distributions, cost of living adjustments, and for voting on ordinance change approvals and employee trustee elections.

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CHANGE OF ADDRESS

This is also crucial: if you plan to move, you must contact COHERF for the appropriate change of address form. Then you must return to COHERF a signed form. (When in active service, notifying your employer alone as to your change does not suffice.)

All information will then be sent to your new address. What COHERF mails to you is extremely important – such as – your annual statement, news of critical changes in the law, let alone your checks and tax forms. You do not want such mailing rerouted or lost.

HEALTH INSURANCE AND OTHER BENEFITS

The City of Hollywood provides health insurance coverage for eligible retirees and their dependents. COHERF does not provide health insurance. In order to continue health insurance coverage after your retirement for you and your dependents, you must file the appropriate applications with the Human Resources Department to enroll in the retiree medical, dental or vision plans offered by the City.

The City also offers life insurance and legal services to eligible retirees. Again, you must file applications with the Human Resources Department to enroll in these benefit programs.

Once retired, you direct all health insurance issues and inquiries to:

Human Resources Department
City of Hollywood
2600 Hollywood Boulevard, Room 206
Hollywood, FL 33020
Telephone Number: (954) 921-3216
Email Address: SLane@Hollywoodfl.org

This is critical, so please take note: upon your death, City health insurance benefits for your abovementioned dependents will end immediately unless your dependents choose to continue coverage via direct payment to the health plan itself.

It is also important to remember that when you or any of your dependents reach age 65, you must each apply for Medicare on your own.

Although there may be deductions in your retirement benefit payments to pay for the cost of certain health benefits, COHERF does not administer health care benefits for retirees. So, once again, refer to the City of Hollywood, Human Resources Department regarding health care benefits after you are retired.

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SPECIAL TAX ROLLOVER NOTICE

If you are receiving a lump sum distribution from the Plan, all or a portion of the distribution may be eligible to be rolled over to an Individual Retirement Account/Annuity (IRA) or an employer plan. If you are receiving a lump sum, you will receive a Special Tax Rollover Notice from the Plan that will explain your options.

IMPORTANT GENERAL INFORMATION ABOUT COHERF

Name Of The Plan: City of Hollywood Employees' Retirement Fund

Plan Administration:

Board of Trustees
City of Hollywood Employees' Retirement Fund
City Hall Annex, Room 20
2600 Hollywood Boulevard
Hollywood, FL 33020

Board Of Trustees:

The Board of Trustees is made up of seven members. The Board consist of

- two members designated as Citizen Members, who are residents of the City, are not identified with the City government, and are appointed by the City Commission.
- the City Manager or his designee
- two members representing employees, who are themselves employees of the City, including DROP participants, who have at least six years of credited service in the Plan, and are elected by the employee members
- one member representing the retirees, who is himself a retiree of the City, excluding DROP participants, and is elected by the retirees.
- one member representing employees whose positions are not included in a collective bargaining unit, who has some accounting and investment experience, and is appointed by the City Manager.

The Board regularly meets monthly, except one month of the year, and meetings are open to the public. The Annual meeting of the Board is usually the last meeting of the calendar year at which time the Trustees elect a Chair, Vice Chair and Secretary by majority vote. Special meetings may be held at such times as may be deemed necessary.

Public Records Officer:

Executive Director
City of Hollywood Employees' Retirement Fund
City Hall Annex Building, Room 20

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2600 Hollywood Boulevard
Hollywood, FL 33020
GeneralPensionHelp@hollywoodfl.org
Telephone Number: (954) 921-3333

Legal Process Against The Board:

Chair Phyllis Shaw,
City of Hollywood Employees' Retirement Fund
City Hall Annex Building, Room 20
2600 Hollywood Boulevard
Hollywood, FL 33020
GeneralPensionHelp@hollywoodfl.org
Telephone Number: (954) 921-3333

Plan Type:

COHERF is a Defined Benefit Plan that provides a fixed, pre-established benefit for employees at retirement.

Plan Year:

The Plan Year is comprised of each 12 month period beginning on October 1st and ending on September 30th of the following year. The Plan's fiscal records are maintained on this basis.

Relevant Provisions Of Local And State Laws:

The Plan is set forth in the City of Hollywood Code of Ordinances in Chapter §33 Sections §33.025 through Section §33.031. The Plan is also governed by certain provisions of Chapters 112 and 119 of the Florida Statutes as well as by various federal laws, including the Internal Revenue Code.

Article 18 of the current collective bargaining agreement between the City and AFSCME Local 2432 covering the general employees bargaining unit, Article 8 of the current collective bargaining agreement between the City and AFSCME Local covering the supervisory employees bargaining unit, and Article 11 of the current collective bargaining agreement between the City and AFSCME covering the professional employees bargaining unit, are relevant provisions of the collective bargaining agreements which affect the Plan.

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GLOSSARY OF TERMS

Active Service
Service as a paid employee of the City of Hollywood.

Actuarial/Actuary
Mathematical and statistical calculation, used to forecast benefit payments and financial obligations, based on life expectancy and other demographic data. An actuary performs these calculations.

Average Final Compensation (AFC)
Regular earnings used to calculate a pension benefit. The highest average wages earned by a member during a certain continuous period of employment for which the member received service credited.

Annuity
A sum of money paid out monthly or at other regular intervals for a lifetime.

BETA
Broward County Employment and Training Act, legislation that provided certain upgrading and retraining employment programs.

Beneficiary
A person or entity named to receive survivor benefits after a member or retiree dies.

Board
Governing Board of Trustees of the City of Hollywood Employees' Retirement Fund.

Buyback
Purchase of retirement service credit for previous service with the City of Hollywood or in the Military.

CETA
Comprehensive Employment and Training Act, legislation that provided certain upgrading and retraining employment programs.

Code Of Ordinances
Codification of the rules, regulations and policies of a municipality.

COLA
Cost of Living Adjustments made to pension benefits based on changes in the prices of goods and services.

Compensation
Regular earnings paid to an employee from an employer.

Contingent Beneficiary

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A secondary beneficiary who would receive survivor benefits should the primary beneficiary be deceased at the time of member's or retiree's death.

Contribution Rate
Rate at which regular employee contributions are computed and deducted from compensation.

Credited Service
Service accumulated by a member that counts toward retirement credit and allowance.

Current Salary
Annual Base earnings paid to an employee from an employer.

Direct Rollover
Any payment of a distribution from a pension plan made directly to another retirement plan or to an Individual Retirement Account (IRA).

Distribution
Any withdrawal or payment of monies from a pension plan.

Electronic Funds Transfer (EFT)
The Deposit of pension payments or refunds directly into a member's or retiree's bank account without the use of a paper check. Also known as direct deposit.

Employee
An employee of the City of Hollywood.

Forward Purchase
Purchase of additional credited service so that you may purchase to complete a full year of credited service, up to a maximum of six months.

General Fund Member
Any member paid out of the City of Hollywood's General Fund and/or other City funds except a member employed by the water and sewer utility, storm water utility, parking and sanitation funds.

Group One Restored Member
Any general or non-general fund member who was hired prior to July 15, 2009 and employed by the City on June 19, 2019.

Group Two Restored Member
Any general fund member who was hired on or after July 15, 2009, but prior to October 1, 2011, and who was employed by the City on June 19, 2019. Any non-general fund

FOR DISCUSSION ONLY

member who was hired on or after July 15, 2009, but prior to March 5 2014, and who was employed by the City on June 19, 2019.

Group Three Member
Any general fund member who was hired on or after October 1, 2011 and who was employed by the City on June 19, 2019. Any non-general fund member who was hired on or after March 5 2014, and who was employed by the City on June 19, 2019.

Net Rate of Investment (see DROP)
The rate of return on a market value basis net of investment related expenses for each year ending September 30.

Non-Contributory Time
Any time as a member of the prior plan, the Supplemental Plan, when a member did not contribute to the COHERF.

Non-General Fund Member
Any member not paid out of the City of Hollywood's General Fund and/or other City funds that define a General Fund Member.

Normal Retirement Annuity
Highest pension benefit payable to a member who is retiring before a benefit payment option is chosen.

Rescind
Take back, withdraw, cancel (such as an application).

Retirement Benefit
Actual amount payable to a retiree.

Rollover
Transfer of a retirement funds from one institution to another on a pre-tax basis.

Service Retirement
Normal retirement (as opposed to disability or survivor).

Simple Interest
Interest calculated on a principal amount only, no additional interest will accrue on any charges owed or gains earned.

1099-R
A tax form used to report distributions from a qualified pension plan to the IRS. This form is sent to retirees annually, each January after distributions are made.

Vesting

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Acquiring the right to receive future benefit payments after the completion of a minimum service requirement, even if the member discontinues employment prior to reaching the age for service retirement.

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AGENDA ITEM 6

RELOCATION

Hollywood Office Buildings Considered

Sale Lease	Building	Address	Suite	Sq. Ft. Available	Gross or Full Service	Elec & Jan Est	Adjusted Full Service	Asking Price	Parking	Toured	Comments
S & L	**Wells Fargo**	**6600 Taft Street**	**1st Flr**	**3478**	**$16.10**	**$1.00**	**$17.10**	**$5,500,000**	**Adequate**	**Y**	**Turnkey space - will sell bldg**
S	**Condo**	**2450 Hollywood Blvd**	**202**	**3050**		**$3.00**		**$ 518,500**	**Adequate**	**Y**	**Condo near city hall ****
S & L	Maiberg Professional	3595 Sheridan Street	109-110	2360	$24.91	$3.00	$27.91	$3,200,000	Tight	Y	Lease or Sale
L	95 Office Park	2700 - 2750 N 29th Ave	307-308	2292	$27.51	$3.00	$30.51		Adequate	Y	Security
L	Presidential Circle	4000 Hollywood Blvd	745	2458	$37.25		$37.25		Adequate	N	Over Budget
L	Park Sheridan West	3359 Sheridan Street	201	2000	$32.50	$1.00	$33.50		Adequate	Y	Over a liquor store
L	Emerald Lake Plaza	3107 Sterling Road	201	2524	$31.00	$3.00	$34.00		Adequate	N	Over Budget
L	BOA	3801 Hollywood Blvd	200	1900	$26.00	$3.00	$28.00		Tight	Y	
L	Venture Corporate	3440 Hollywood Blvd	160	2223	$35.29		$35.29		Adequate	N	Over Budget
S	Condo	2450 Hollywood Blvd	201	1182		$3.00		$ 319,000	Adequate	N	Space too small
S	Free Standing	1100 S 56th Ave		3894				$ 725,000	18 spaces	N	SOLD
S	Free Standing	303 S 21st Avenue		2726				$ 999,000	6 spaces	N	Under parked
S	Free Standing	2330 Hollywood Blvd		2625				$ 698,000	6 spaces	N	Under parked
S	Free Standing	2132 Hollywood Blvd		2128				$ 460,000	2-3 spaces	N	Under parked
S	Free Standing	1917 Harrison Street		2500				$ 575,000	2-3 spaces	N	Under parked
S	Free Standing	411 S 21st Avenue		3650				$ 575,000	4 spaces	N	Under parked
S	Free Standing	1221 S 21st Avenue		2920				$ 439,000	6 spaces	N	Under parked
S	Free Standing	5706 Hollywood Blvd		2268				$ 429,000	6 spaces	N	Under parked
S	Condo	4700 Sheridan St	I	3279				$1,200,000	Adequate	N	Over Budget
L	Harrison Exe Ctr	1930 Harrison Street	506	2294	$24.50	$12.00	$36.50		Monthly	N	Over Budget
L	Buro Coconut Grove	2031 Harrison Street	2nd	3000			$40.00		Adequate	N	Over Budget
L	The Forum	2632 Hollywood Blvd	TBD	2000	$35.00		$38.00		Tight	N	Over Budget

** $9.45 PSF HOA

The Rotella Group Inc.

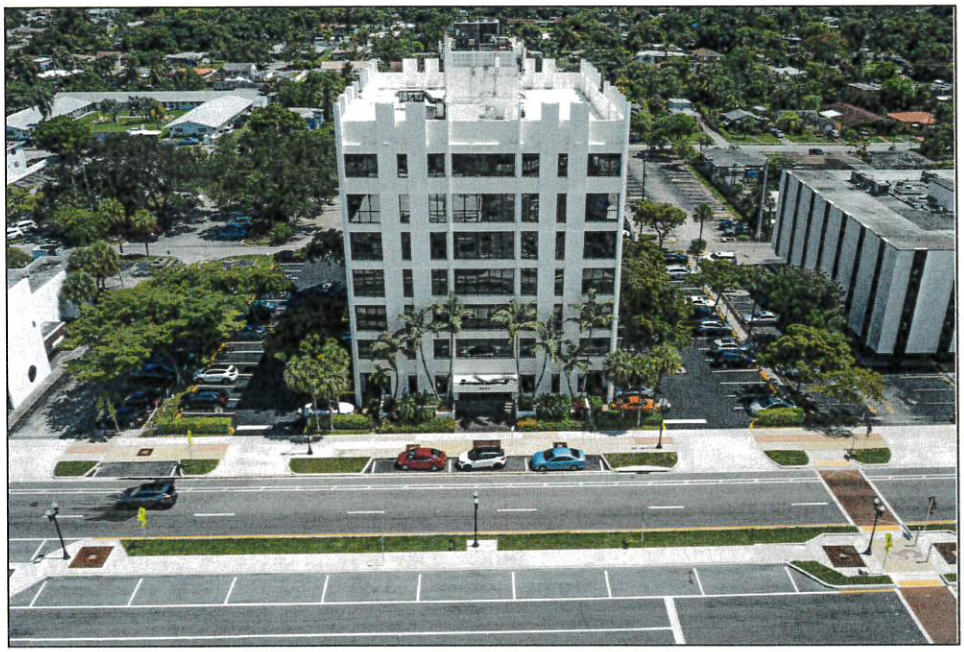
Commercial Real Estate

Prepared for
11/3/2020

Presented by Clinton Casey
The Rotella Group, Inc.
(954) 568-9015
clint@rotellagroup.com

Properties for Sale

1 2450 Hollywood Blvd, Hollywood, FL 33020



Property Details

Price	$518,500
No. Unit	1
Total Lot Size	0.78 AC
Property Type	Office
Building Class	B
Year Built	1973
Status	Active

Property Notes

Units

#	Price	Size	Price/Size	Description
202	$518,500 USD	3,050 SF	$170.00 USD	Units range in size from 300 square feet to 8,500-square feet.

Sale Notes

Recently converted to condos, this magnificent office building is now accepting contracts.

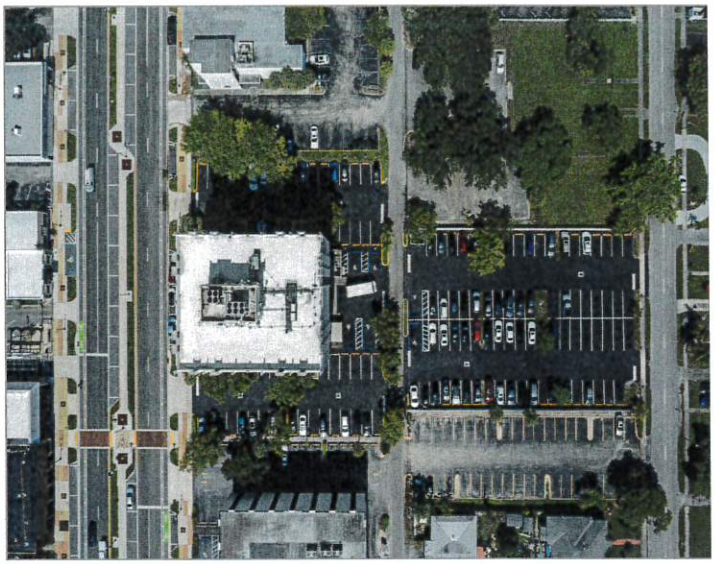
Property Description

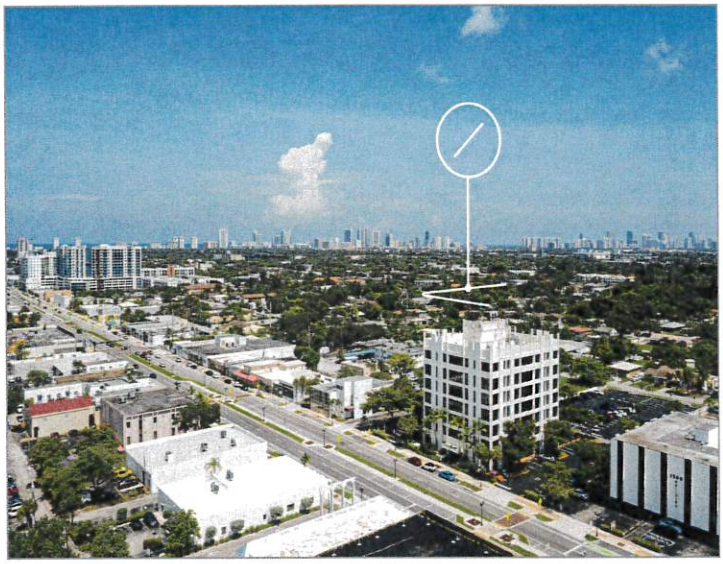
The property is centrally located in the rapidly growing city of Hollywood and offers 24-hour security, reserved parking, state-of-the-art LCD monitors throughout the building, and a renovated lobby.

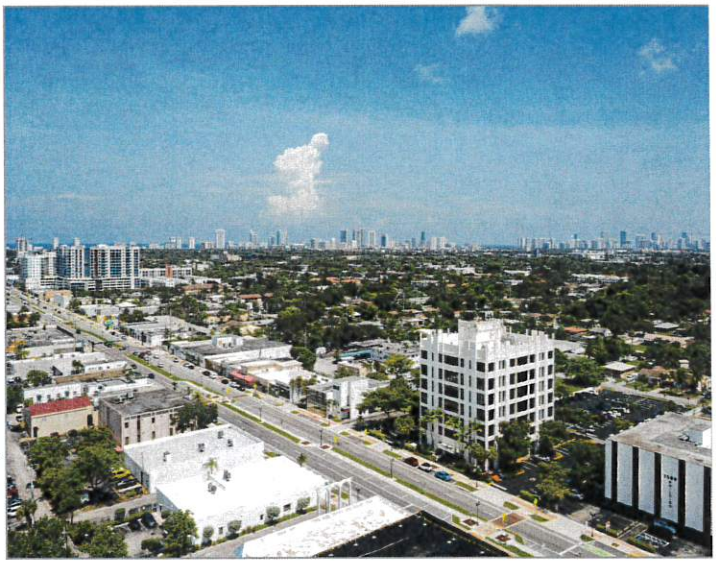
Highlights

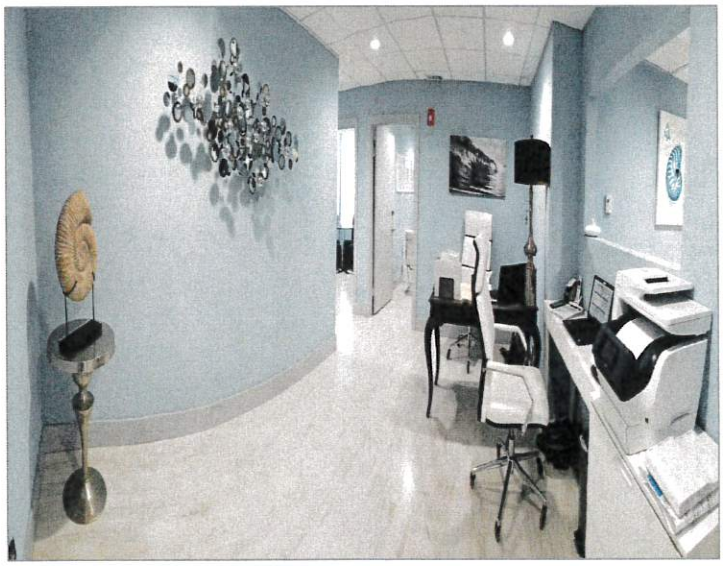
Great location as it is less than a 2 block walk to Hollywood Branch Library, Hollywood City Hall.

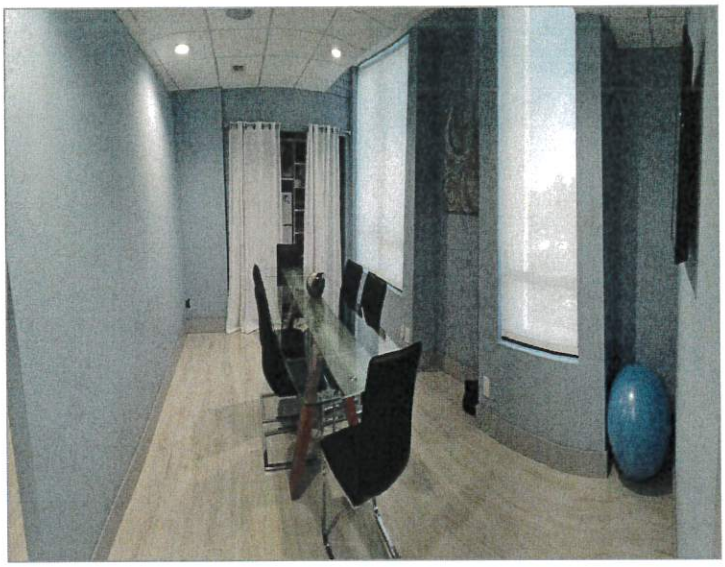
Photos

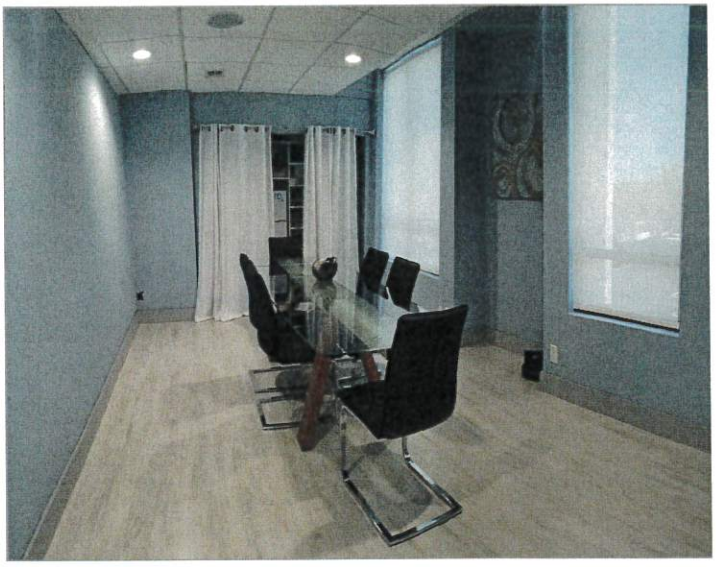


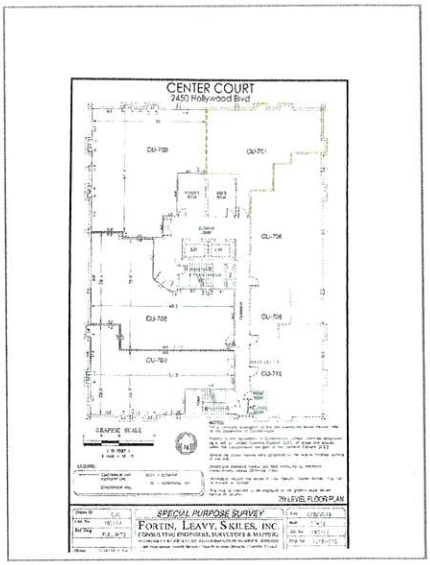




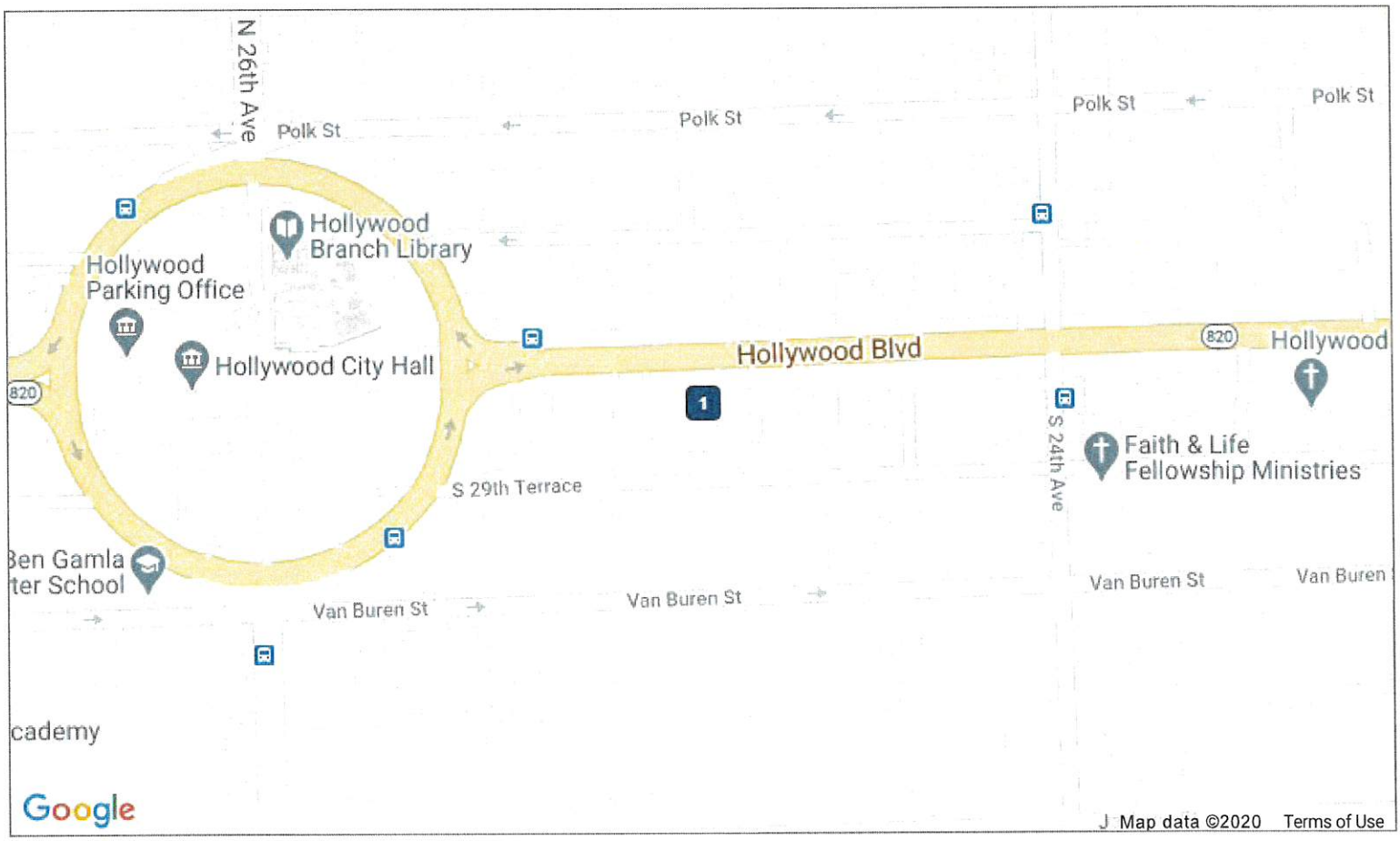








Map



1 2450 Hollywood Blvd
Hollywood, FL 33020

RETAIL SPACE

FOR LEASE

WELLS FARGO OFFICE BUILDING

6600 TAFT STREET HOLLYWOOD, FL 33024

USE

Professional Office | Medical

PREMISES SIZE

8,659 Gross SF (Top floor Lease Half or Entire floor)

OCCUPANCY AVAILABILITY

Available Now | Partially built out

PARKING

Maximum available parking ratio provided

OVERVIEW

Professional office building with full service bank branch on site. Building signage is available and electric included.

PROPERTY HIGHLIGHTS

360° View | All new Impact glass windows, electric, LED lighting, HVAC duct work, insulated ceiling tiles | Landlord will consider Build to Suit or Tenant Improvement Dollars negotiable.

CALL US TODAY!

LOUIE GRANTEED
SR. VP COMMERCIAL REAL ESTATE
O: 954-843-7222 C: 954-868-4163
LGranteed@tobinprop.com
www.tobinprop.com/properties

TOBIN PROPERTIES
REAL ESTATE GROUP

Wells Fargo Building Term Sheet

Property:	Wells Fargo Office Building
Location:	6600 Taft Street, Suite #100, Hollywood, Florida 33024
Landlord:	Hollywood DEW, LLC a Florida limited liability company
Permitted Use:	City of Hollywood Employees' Retirement Fund Administrative and Membership Meeting Rooms
Lease Type:	Modified Gross Lease
Lease Term:	Minimum of ten (10) years, one (1) Month on Initial Lease Term, but with the amount of build out at the reduced rent price per square foot, a fifteen (15) year, one (1) month on the Initial Lease Term is preferred.
Rent Abatement:	One (1) Month – February 1, 2021 through February 28, 2021. Provides the Tenant time to transition and move from current location to this location
Lease Options:	Two (2), five-year Lease Options on an Initial Lease Term fifteen (15) years and Three (3), five-year Lease Options on an Initial Lease Term of ten (10) years
Price Per Sq. Ft:	$13.00 per square foot on an Initial Lease Term of fifteen (15) years
Price Per Sq Ft:	$14.00 per square foot on an Initial Lease Term of ten (10 years
Annual Rent Increases:	3% Annual Rent Increases or CPI, whichever is greater on the Initial Lease Term and any Option Periods
Option #1:	2,750 Square Feet + 412 Square Feet (15%) added for Common Areas = 3,162 Gross Square Feet
Option #2:	3,478 Square Feet + 520 Square Feet (15%) added for Common Areas = 3,998 Gross Square Feet
Amount Due at Lease Signing:	First Month's Rent and Two Month's Security Deposit equal to two times the Last Month's Rent on the Initial Lease Term, excluding Sales Tax
Tax Exemption:	If Tenant is Tax Exempt, Tenant shall provide appropriate proof to Landlord prior to Lease execution, so it is not added to the Rent Schedule
Landlord Responsibility:	Roof, Structure, Electric, Water/Sewer, Garbage Dumpster, HVAC System, Parking Lot, Landscaping on Exterior, Building Maintenance on Interior (light bulbs, ceiling tiles, etc.) and the Exterior
Tenant Responsibility:	Phone Service, Internet Service, Janitorial Services within the Premises, Commercial Liability Insurance Policy with coverages as per the Lease Agreement and an Insurance Certificate with Landlord Listed as an Additional Insured and any damage and/or repairs to the Premises due to the negligence of Tenant, Tenants Employees, Clients, Customers, Visitors, Vendors, etc.

Designated Parking Spaces: Landlord is agreeable to provide two (2) designated parking space directly out front of the main entrance of the Premises for Members to use as short-term parking. If Tenant needs a few more designated spaces on the southwest side of the space, I am willing to work with Tenant.

Building Access: Tenant shall have 24/7 Access to the Premises

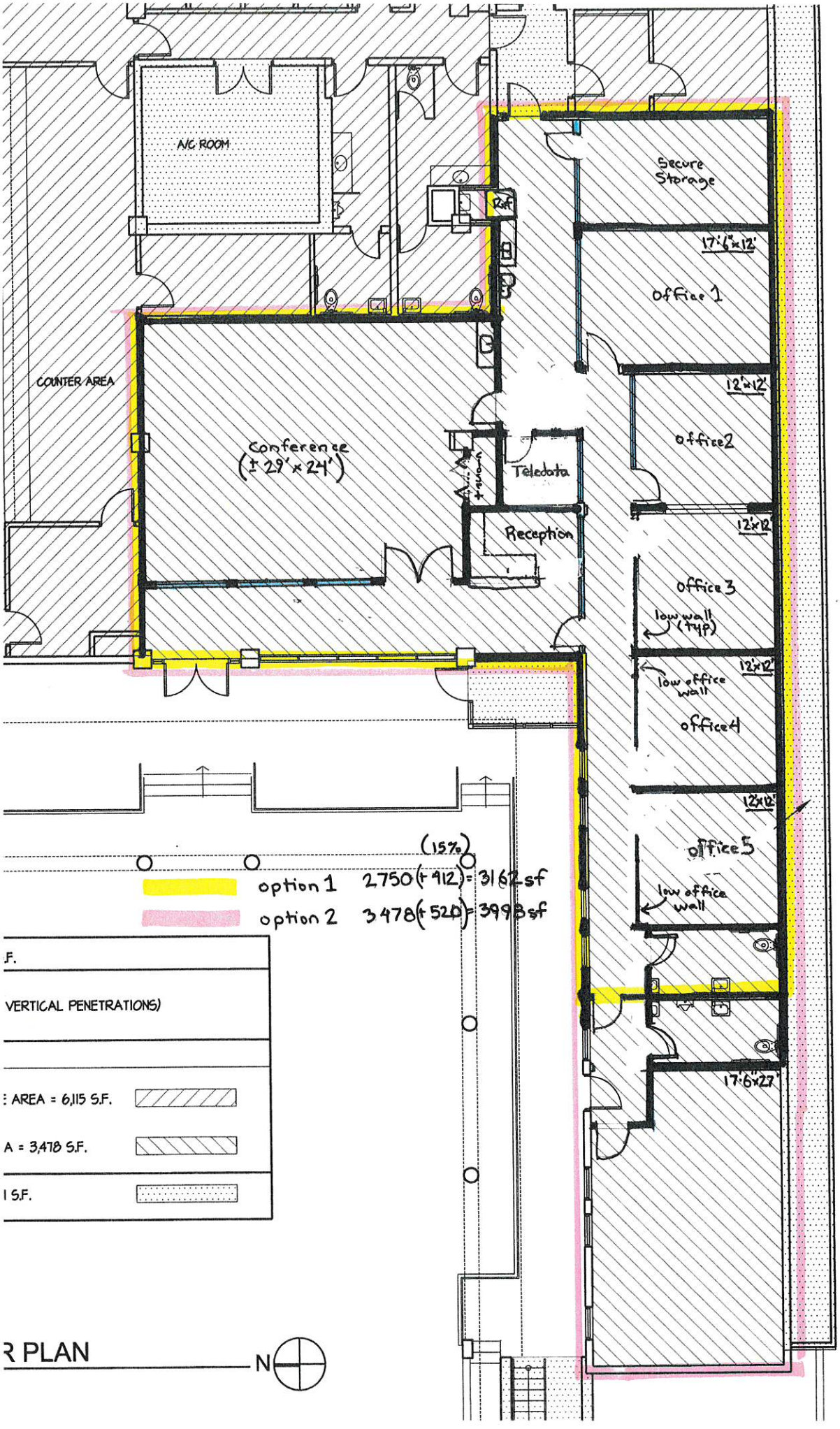
Acceptance of Premises: Tenant shall accept the Premises in "AS IS, "WHERE IS" condition with all of Landlord's Work complete. Any and all improvements made by Tenant to the Premises shall be at Tenant's sole cost and expense, unless otherwise agreed to herein and between Landlord and Tenant

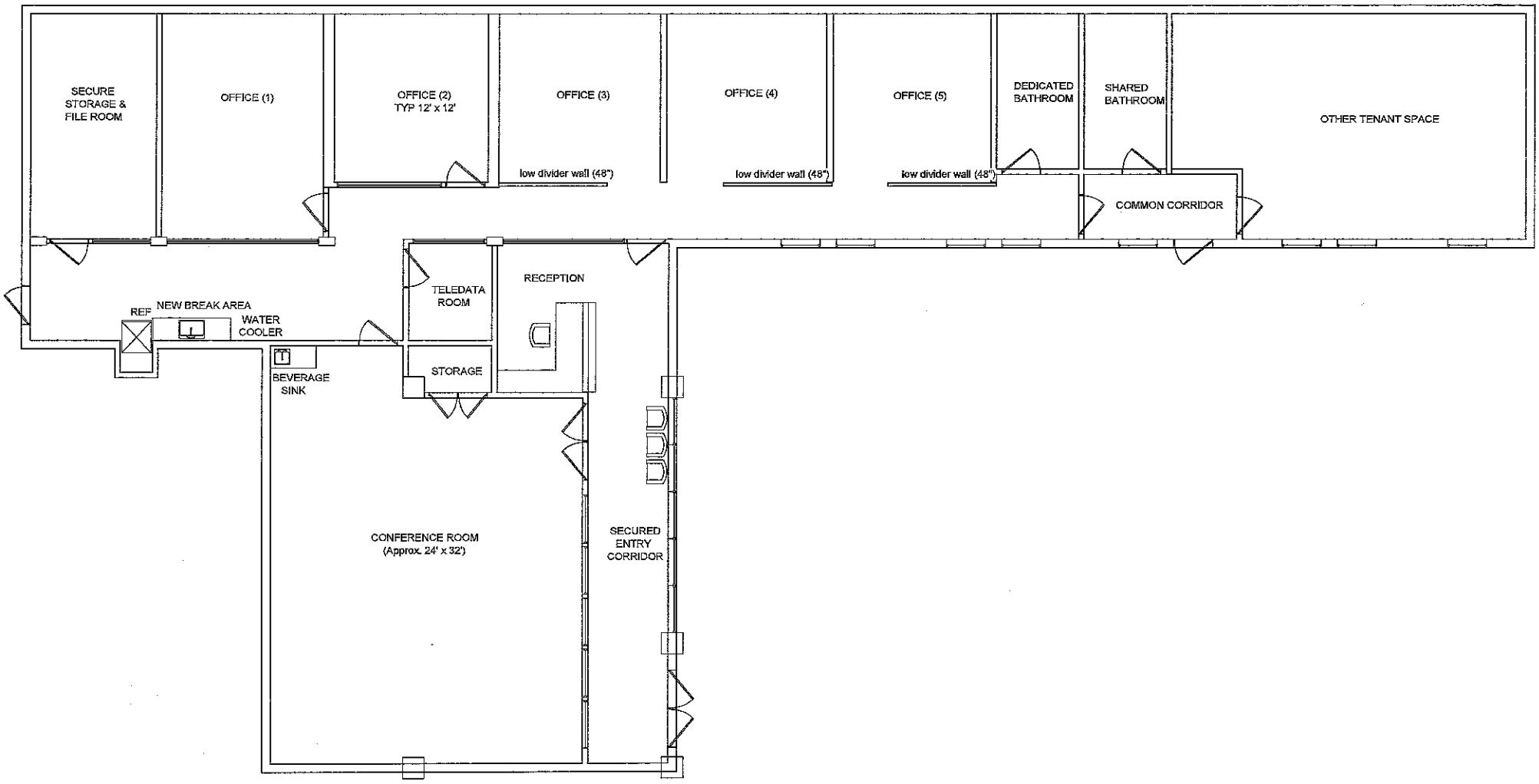
Signage: Landlord is agreeable to Tenant at Tenants sole cost and expense having maximum signage on the façade about the entry/exit door to the Premises facing in a westerly direction or on the façade above the space facing north provided all signage is on a Raceway. All signage shall be submitted to Landlord in writing for approval in advance of any work being performed, which approval shall not be conditioned or unreasonable delayed or denied and provided it meet any and all required city codes and ordinances.

Landlord's Work:

1) Landlord agrees complete all of Landlord's Work at Landlord's sole cost and expense prior to Tenant accepting possession of the Premises.
2) Landlord agrees to remove the drywall box and wooden staircase within the space, then drywall, patch and paint as necessary.
3) Landlord agrees remove all existing carpeting within the spaces and replace designated area with new carpeting and other areas with grey colored luxury vinyl wood patterned flooring. To be further defined between Landlord's Broker and Tenant as to which offices and areas carpeting is preferred and the remainder being the grey colored luxury vinyl wood patterned flooring. Attached is a picture of the color and flooring as a sample.
4) Landlord agrees to construct a wall from floor to ceiling inside the large main entry area to provide Tenant with an enclosed Conference Room with a double door entry at the south end adjacent to the Receptionist Desk and space.
5) The constructing of a wall from floor to ceiling will also create a secured corridor within the space that only leads to the Receptionist Area. Also, this corridor can be used for a Guest sitting or waiting area.
6) Landlord agrees to create a storage closet within the Conference Room on the southside in the area where the drywall box is being removed.
7) Landlord agrees to construct walls to create a Receptionist Area in a position that controls all Visitors from entering the Conference Room or any of the Administrative Offices without approval or being granted access for security purposes.
8) Landlord agrees to construct a door to separate the Corridor, Conference Room and Receptionist from the Administrative Offices, which will limit any unauthorized access and an additional security measure.

9) Landlord agrees to install a new sink and counter in the southeast corner of the Conference Room.
10) Landlord agrees to construct a wall with another interior entrance and exit door for access to the new break area.
11) Landlord agrees to construct a new break area with a new sink, water fountain and recessed area for Tenant to install a refrigerator. Landlord will install appropriate plumbing and electric for the new break room.
12) Landlord agrees to construct a wall splitting the current large glass office at the east end of the space and creating a secured file and storage room and Office (1).
13) Office (2) will remain as is.
14) Landlord agrees to construct three walls to separate and create three new open Office Spaces (3), (4) and (5). The front of each space will be open concept with only 48' high wall up from floor. This will not require any doors.
15) Landlord agrees to install appropriate and required electrical outlets and lighting fixtures within the new Storage and File Room, Offices (1), (3), (4) and (5).
16) Landlord agrees to remove the existing cabinet currently located in the new Office Space (5).
17) Landlord agrees to designate the east restroom sole to Tenant and shall construct a new wall, entry and exit door at the west end of the Premises, so the Restroom is only accessed from within the space. The second restroom will be designated for another future Tenant that leases the west end office, unless Tenant makes a decision to tale the entire space and this new entry door entrance/exit will not need to be constructed because Tenant will be the sole user of the entire space.
18) If Tenant only takes up to the east restroom, the Landlord agrees to construct a common corridor for the northwest entrance/exit for its employees or visitors and also for the Tenant in the west office to have access to its space and designated restroom.
19) All bathrooms are ADA compliant.
20) All work will be performed by a fully Licensed and Insured General Contractor.


A/C ROOM
COUNTER AREA
Conference
(± 29' x 24')
Secure Storage
17'-6" x 12'
office 1
12' x 12'
office 2
Teledata
Reception
12' x 12'
office 3
low wall (typ)
12' x 12'
low office wall
office 4
12' x 12'
office 5
low office wall
17'-6" x 27'
(15%)
option 1 2750 (+ 412) = 3162 sf
option 2 3478 (+ 520) = 3998 sf
VERTICAL PENETRATIONS)
AREA = 6,115 S.F.
A = 3,478 S.F.
S.F.
R PLAN
N


SECURE STORAGE & FILE ROOM
OFFICE (1)
OFFICE (2) TYP 12' x 12'
OFFICE (3)
OFFICE (4)
OFFICE (5)
DEDICATED BATHROOM
SHARED BATHROOM
OTHER TENANT SPACE
low divider wall (48")
low divider wall (48")
low divider wall (48")
COMMON CORRIDOR
TELEDATA ROOM
RECEPTION
REF
NEW BREAK AREA
WATER COOLER
BEVERAGE SINK
STORAGE
CONFERENCE ROOM (Approx. 24' x 32')
SECURED ENTRY CORRIDOR

AGENDA ITEM 7

COMPREHENSIVE PENSION MANAGEMENT SYSTEM

City of Hollywood Employees' Retirement Fund
Comprehensive Pension Management System

Project Charter
Initial – November 17, 2020

PROJECT NAME:

City of Hollywood Employees' Retirement Fund Comprehensive Pension Management System

VISION STATEMENT:

The project seeks to realize (and migrate legacy data to) a fully functional, integrated comprehensive pension management system (hereafter referred to as CPMS). On delivery, CPMS will be turnkey and self-sustaining as much as possible. CPMS will support Pension staff in the delivery of services and activities, take advantage of best practices, and significantly improve the efficiency and effectiveness of the Fund's customer service and business processes.

PROJECT OBJECTIVES:

The Fund hopes to accomplish the following objectives with the successful completion of this project:

- Identify and automate as much as possible, current Funds current business processes with state of the art technology.
- Enhance functionality and flexibility to provide relevant and timely information to stakeholders, primarily, Staff, Trustees, Members and Retirees, the Actuary, and State regulators. Enhanced query and management reporting flexibility/capabilities.
- Eliminate redundancies.
- Full System Documentation.
- Up-to-date, real-time information.
- Strengthened controls, audit trails, edit checks and edit routines.
- Disaster Recovery and Business Continuity Planning.
- Portability.

BUSINESS DRIVERS:

- One current view of the data; a single source of the truth. Eliminate conflicting information, shadow systems (spreadsheets, multiple systems with the same basic functionality, etc).
- Significantly reduce process time through business process reengineering and best practices.
- Staff and members can see up to date transaction processes. Fewer inquiry from member.

- Minimize paper-based processes & forms.
- Quality is moved to the front of the transaction.

PROJECT INFLUENCES:

- Existing processes have been in existence for an extended period of time in multiple legacy systems and paper-based.
- Legal or regulatory constraints.

CRITICAL SUCCESS FACTORS:

- Identifying and ensuring that all of the needs of all stakeholders are thoroughly defined, documented and understood by the vendors.
- Business process reengineering takes place in a timely manner.
- Consultant understanding of what the Fund is trying to accomplish.
- Obtaining support and resources from the City for IT Support, Historic Payroll Data and Data Validation/Integrity.

PROJECT CONSTRAINTS:

Staffing resources

PROJECT SCOPE:

In-Scope: This project will impact the business processes that the Fund employs to accomplish member record keeping and member related financial transactions related tasks including:

- Define requirements and preparation of the logical design.
- Development of comprehensive project plan encompassing all project phases.
- Development of the CPMS physical systems design/architecture and detailed system specifications.
- COTS adaptation/configuration and, as necessary, modification/customization to meet functional requirements.
- Implementation of an initial CPMS "proof of concept" module.
- Full implementation of CPMS on production site, including integration with all required external interfaces and internal interfaces.
- Development of a data conversion/migration plan, followed by full data conversion, migration, and database integration with the new system.
- Development of a testing and user acceptance plan, followed by comprehensive system and user acceptance testing.
- Training of staff, including preparing training programs, user documentation, and other required materials.
- Member Record Document Management ???
- Post-implementation maintenance and support.
- The City of Hollywood's IT architecture & standards shall be followed throughout this project and post implementation.

Out of Scope: The following are out of the scope of CPMS:

- General Accounting Administration.
- Personnel Management.
- Investment Management.
- Document Management of Administrative Records.

PROJECT MILESTONES AND DELIVERABLES:

Timeline for Milestones and Deliverables – TBD.

Phase	Deliverables
I. Requirements Validation	- Requirements Validation - Logical Design
II. Create Software Implementation Specifications and Physical Systems Design	- Implementation Specifications and Architecture Design - Physical Database Design
III. Implementation Planning	- Project Plans – all key phases, including data conversion plan and testing plan
IV. System Implementation:	
- Database Preparation	- Fully designed database, including all required data elements, interfaces, tables, update protocol, edit routines, etc. DDL or similar
- Software Development/Adaptation	- Fully configured and modified-as-necessary COTS - Source code listing and demonstrated object code
- "Proof of Concept" Module	- Module Test Results - Open Issues Log; Issue Resolution Documentation
- Data Conversion	- Fully populated CPMS database (post-conversion from existing databases/sources) - Listings/reports of converted data from populated tables; error/exception documentation
- System Testing	- Test results - Open Issues Log; Issue Resolution Documentation
- User Acceptance Testing	- UAT Test Results - Open Issues Log; Issue Resolution Documentation
- Training	- User Training Materials - System Reference Documentation/Manuals for users, system operators, and administrators
- "Model Office"	- Business Processes Document
- Post-Implementation	- Post-implementation support terms, service level agreements (SLAs), etc.

PROJECT ORGANIZATION STRUCTURE:

PROJECT LEAD:
Christine Bailey, Executive Director

CO-FUNCTIONAL LEAD:
Christine Bailey, Executive Director
Project Manager - TBD???

PROJECT STEERING COMMITTEE:
???

PROJECT ADMINISTRATOR:
Project Manager - TBD???

SUBJECT MATTER EXPERTS:

Pension	Christine Bailey, Executive Director
Actuary	Jeffery and Trisha Amrose
HR/Payroll	Tammie Heckler, Tami Thornton, April Allen
Legal	Ron Cohen
IT	Raheem Seecharan

STAKEHOLDERS:

- Board Actuary
- Board Attorney
- Broward County Sheriff/HR/Payroll
- City of Hollywood/HR/Payroll
- City of Hollywood/Legal
- Division of Management Service, State of Florida
- Fund Custodian Wells Fargo
- Members and Retirees
- Trustees
- Vested Members

PRE-PROJECT PHASES:

- Vendor Selection and Negotiation, including best and final offer.
- Payment structure will be milestone-based with a mandatory signoff and holdback requirements.
- 10/20 year cost analysis, including expected shelf life, upgrade budgeting.
- Product Demonstrations.
- Presentations to Board of Trustees.

THINGS TO BE CONSIDERED:

- 20% contingency budget
- Scope creep
- Hosting
- ADA Compliance
- Data continuity/recovery
- System downtime allowances/penalties
- Cost of system upgrade due to federal. State and local rule change
- Develop stakeholders needs list
- Develop reference check questions
- Consider worst case scenarios
- Risk Mitigation
- Cyber Security
- Liability coverage
- Bonding
- Specification of expectations for vendor managing, administering, backing up, etc.

AGENDA ITEM 8

PUBLIC COMMENT

(NO BACKUP FOR THIS SECTION)

AGENDA ITEM 9

ADJOURNMENT

(NO BACKUP FOR THIS SECTION)