

**EAST NASSAU
STEWARDSHIP
DISTRICT**

May 18, 2023

GOVERNING BOARD

**REGULAR MEETING
AGENDA**

**EAST NASSAU
STEWARDSHIP DISTRICT**

**AGENDA
LETTER**

East Nassau Stewardship District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

May 11, 2023

Governing Board
East Nassau Stewardship District

ATTENDEES:
Please identify yourself each
time you speak to facilitate
accurate transcription of
meeting minutes.

Dear Board Members:

The Governing Board of the East Nassau Stewardship District will hold a Regular Meeting on May 18, 2023 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034. The agenda is as follows:

1. Call to Order
2. Roll Call
3. Chairman's Opening Remarks
4. Public Comments *(limited to 3 minutes per person)*
5. Consideration of Resolution 2023-04, Approving Proposed Budgets for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
6. Consideration of First Amendment to Lease Agreement
7. Consideration of Sublease of Office Space with Wildlight Residential Association and Wildlight Commercial Association
8. Consideration of Resolution 2023-05, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the Official Record; and Providing for Severability and an Effective Date
9. Ratification Items:
 - A. FPL LED Lighting Agreement [Wildlight Extension Streetlights]
 - B. Waterbug Park Pond Erosion Project

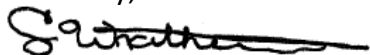
- C. CCMC Termination Letter
 - D. CCMC Management Agreement
 - E. Master Research Agreement - UF Agreement
 - F. England, Thims & Miller, Inc., Work Authorization No. 4 [Hourly Rates - General Consulting Engineering Services]
 - G. Comcast Letter of Agency
 - H. Comcast Business Service Order #35186660
 - I. Comcast Service Order Agreement - Business Voiceedge Services
10. Consideration of Resolution 2023-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
11. Acceptance of Unaudited Financial Statements as of March 31, 2023
12. Approval of Minutes
- A. January 19, 2023 Regular Meeting
 - B. February 6, 2023 Special Meeting
13. Staff Reports
- A. District Counsel: *Kutak Rock, LLP*
 - B. District Engineer: *England-Thims & Miller, Inc.*
 - C. Field Operations: *CCMC*
 - D. District Manager: *Wrathell, Hunt and Associates, LLC*
 - 648 Registered Voters in District as of April 15, 2023
 - NEXT MEETING DATE: June 15, 2023 at 10:00 AM
 - QUORUM CHECK
- | | | | | |
|--------|------------------|------------------------------------|--------------------------------|-----------------------------|
| SEAT 1 | MIKE HAHAJ | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 2 | ROB FANCHER | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 3 | TOMMY JINKS | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 4 | JAIME NORTHRUP | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 5 | MICHAEL LOMBARDO | <input type="checkbox"/> IN PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
14. Board Members' Comments/Requests

15. Public Comments

16. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 782 134 6157

**EAST NASSAU
STEWARDSHIP DISTRICT**

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RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the East Nassau Stewardship District (“**District**”) prior to July 15, 2023, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: Fernandina Beach Municipal Airport
700 Airport Road
Fernandina Beach, Florida 32034

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Nassau County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published and provided in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 18TH DAY OF MAY, 2023.

ATTEST:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A: Proposed Budget

**EAST NASSAU
STEWARDSHIP DISTRICT
FISCAL YEAR 2024
PROPOSED BUDGET**

**EAST NASSAU
STEWARDSHIP DISTRICT
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**EAST NASSAU
STEWARDSHIP DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: gross	\$ 10,543				\$ 11,771
Allowable discounts (4%)	(422)				(471)
Assessment levy: net	10,121	\$ 9,294	\$ 827	\$ 10,121	11,300
Landowner contributions	40,000	-	40,000	40,000	40,000
Lot closing	-	4,363	-	4,363	-
Assessments off-roll	166,978	42,337	120,278	162,615	183,170
Lease reimbursements	14,108	-	14,240	14,240	34,343
Total revenues	<u>231,207</u>	<u>55,994</u>	<u>175,345</u>	<u>231,339</u>	<u>268,813</u>
EXPENDITURES					
Professional & administration					
District engineer	12,000	3,351	8,649	12,000	12,000
General counsel	50,000	7,852	25,000	32,852	50,000
Legal: litigation	40,000	594	39,406	40,000	40,000
Legal: Wildlight Phase 1	-	-	-	-	-
District manager	48,000	20,000	28,000	48,000	48,000
Audit	7,000	-	3,250	3,250	7,000
Postage	500	154	346	500	500
Printing and binding	1,000	417	583	1,000	1,000
Insurance - GL, POL	14,000	12,825	-	12,825	14,000
Legal advertising	6,500	254	1,750	2,004	6,500
Miscellaneous- bank charges	1,000	924	500	1,424	1,000
Office lease: 274 Daydream	10,537	1,167	6,367	7,534	-
Office lease	17,813	-	17,813	17,813	43,003
Office utilities	3,350	90	2,500	2,590	6,000
Office Supplies	2,563	-	1,068	1,068	2,563
Meeting room	500	-	-	-	500
Website					
Hosting & maintenance	705	753	-	753	705
ADA compliance	210	210	-	210	210
Annual district filing fee	175	175	-	175	175
Property taxes	900	-	-	-	900
Total professional & admin	<u>216,753</u>	<u>48,766</u>	<u>135,232</u>	<u>183,998</u>	<u>234,056</u>
Other fees and charges					
Tax collector and property appraiser	316	231	85	316	353
Total other fees & charges	<u>316</u>	<u>231</u>	<u>85</u>	<u>316</u>	<u>353</u>
Total expenditures	<u>217,069</u>	<u>48,997</u>	<u>135,317</u>	<u>184,314</u>	<u>234,409</u>
Net increase/(decrease) of fund balance	14,138	6,997	40,028	47,025	34,404
Fund balance - beginning (unaudited)	53,777	58,096	65,093	58,096	105,121
Fund balance - ending (projected):					
Assigned:					
3 months working capital	64,767	64,767	64,767	64,767	69,102
Unassigned	3,148	326	40,354	40,354	70,423
Fund balance - ending (projected)	<u>\$ 67,915</u>	<u>\$ 65,093</u>	<u>\$ 105,121</u>	<u>\$ 105,121</u>	<u>\$ 139,525</u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administration

District engineer 12,000

The District engineer will provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.

General counsel 50,000

Legal representation for issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.

Legal: litigation 40,000

District manager 48,000

Wrathell, Hunt and Associates, LLC specializes in managing special districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develops financing programs, administers the issuance of tax exempt bond financings and operates and maintains the assets of the District.

To ensure the District's compliance with all tax regulations, annual computations are

Audit 7,000

The District is required to undertake an independent examination of its books, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General.

Postage 500

Mailing agenda packages, overnight deliveries, correspondence, etc.

Printing and binding 1,000

Insurance - GL, POL 14,000

The District carries general liability and public officials liability insurance. The limit of liability is set at \$5,000,000 for general liability and \$5,000,000 for public officials liability.

EXPENDITURES (continued)

Legal advertising 6,500

The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.

Miscellaneous- bank charges 1,000

Bank charges and other miscellaneous expenses incurred during the year.

Office lease: 274 Daydream -

Per cost share agreement between the district and Wildlight Residential Association, LLC, the district reimburses the Wildlight Residential Association for rent and CAM for 274 Daydream.

Office lease 43,003

Office rent and CAM for new shared office space commencing May 2023. Monthly rent starts at \$2,812.50 and CAM is estimated at \$750 per month. The district will invoice the Residential and Commercial Associations at 33.33% per entity.

Office utilities 6,000

Office Supplies 2,563

Meeting room 500

Website

Hosting & maintenance 705

ADA compliance 210

**EAST NASSAU
STEWARDSHIP DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Annual district filing fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Field operations	
Other fees and charges	
Tax collector and property appraiser	353
The tax collector's fee is 2% of assessments collected.	
Property taxes	900
Total expenditures	<u>\$ 234,409</u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DETAILED SPECIFIC AREA PLAN #1: WILDLIGHT
SPECIAL REVENUE FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: gross	\$ 446,808				\$ 691,375
Allowable discounts (4%)	(17,872)				(27,655)
Assessment levy: net	428,936	\$ 394,447	\$ 34,489	\$ 428,936	663,720
Assessments off-roll	324,446	121,189	158,317	279,506	502,039
Lot closing	-	44,940	-	44,940	-
Interest and miscellaneous	-	60,000	-	60,000	-
Vehicle charging revenue	-	1,151	-	1,151	-
Total revenues	<u>753,382</u>	<u>621,727</u>	<u>192,806</u>	<u>814,533</u>	<u>1,165,759</u>
EXPENDITURES					
Field operations	85,456	17,657	67,799	85,456	116,893
Administration and accounting	7,500	3,125	4,375	7,500	10,000
Office lease	-	2,471	(2,471)	-	-
Wetland and conservation maintenance	10,000	-	10,000	10,000	10,000
Landscape	380,588	82,149	298,439	380,588	694,064
Lake maintenance	19,455	2,925	10,000	12,925	19,108
Pest control	1,000	-	1,000	1,000	1,000
Street cleaning	12,000	-	6,000	6,000	12,000
Street light lease	95,843	11,717	84,126	95,843	111,150
Repairs & maintenance	13,676	194	13,482	13,676	25,000
Electricity	984	302	682	984	984
Irrigation (potable)	41,169	1,788	39,381	41,169	41,169
Landscape replacement	38,059	-	38,059	38,059	69,406
Parts & supplies	3,000	634	2,366	3,000	3,000
Property insurance	5,000	-	5,000	5,000	5,000
Debt service fund accounting: series 2018	7,500	3,125	4,375	7,500	7,500
Debt service fund accounting: series 2021	7,500	3,125	4,375	7,500	7,500
Arbitrage rebate calculation	1,000	-	1,000	1,000	1,000
Dissemination agent	2,000	833	1,167	2,000	2,000
Trustee (series 2018 bonds)	4,000	4,246	-	4,246	4,000
Trustee (series 2021 bonds)	4,000	-	4,000	4,000	4,000
Contingency	250	-	250	250	250
Total field operations	<u>739,980</u>	<u>134,291</u>	<u>593,405</u>	<u>727,696</u>	<u>1,145,024</u>
Other fees and charges					
Tax collector and property appraiser	13,404	10,384	3,020	13,404	20,741
Total other fees & charges	<u>13,404</u>	<u>10,384</u>	<u>3,020</u>	<u>13,404</u>	<u>20,741</u>
Total expenditures	<u>753,384</u>	<u>144,675</u>	<u>596,425</u>	<u>741,100</u>	<u>1,165,765</u>
Net increase/(decrease) of fund balance	(2)	477,052	(403,619)	73,433	(6)
Fund balance - beginning (unaudited)	450,003	551,061	1,028,113	551,061	624,494
Fund balance - ending (projected):					
Assigned:					
3 months working capital	192,096	295,191	295,191	295,191	295,191
Disaster recovery	50,000	50,000	50,000	50,000	50,000
Unassigned	207,905	682,922	279,303	279,303	279,297
Fund balance - ending (projected)	<u>\$ 450,001</u>	<u>\$ 1,028,113</u>	<u>\$ 624,494</u>	<u>\$ 624,494</u>	<u>\$ 624,488</u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DETAILED SPECIFIC AREA PLAN #1: WIDLIGHT EXPENDITURES**

EXPENDITURES

Field operations

Field operations	\$ 116,893
Contract with CCMC and costs for onsite field operations manager 20%, admin coordinator 20% and maintenance person 50%.	
Administration and accounting	10,000
Costs for paper, postage, ink cartridges and office supplies related to business of the ENSD.	
Wetland and conservation maintenance	10,000
Costs for general repair/maintenance within the conservation and wetlands. No current contract for this service established.	
Landscape	694,064
Landscape maintenance for common area - Contract with The Greenery/Martex. Includes routine maintenance of grounds, 2 applications of pine straw (spring/fall), pest, fertilization and weed control. Includes common area coming on line during budget cycle.	
Lake maintenance	19,108
Current maintenance of 10 ponds and bioswale to control algae blooms and invasive plant species and monthly trash removal. Includes additional ponds for 1C2 and Del Webb in 2022 as of 10/1. Pod 4 and Pod 5 online 4/1/2023.	
Pest control	1,000
Costs related to the removal of nuisance pests in the community, i.e. alligators, bee relocation.	
Street cleaning	12,000
\$1000 per month for sections 1A and 1C1 (does not include bridge to school or COA private roads)	
Street light lease	111,150
FPL service agreement to lease street lights at an annual cost of \$390 annually. Budgeted additional street lights for Pod 4 and Pod 5 coming online in April 2023 and Wildlight Avenue extension January 2023.	
Repairs & maintenance	25,000
Expenses related to irrigation repair, curb repair, signage and any other repairs related to ENSD common areas and/or responsibility.	
Electricity	984
Costs to provide electricity from FPL for common area irrigation clocks.	
Irrigation (potable)	41,169
Reclaimed water not yet available. Potable water charged at reclaimed costs. See attached schedule.	
Landscape replacement	69,406
Costs for landscape replacement (trees, shrubs, etc.); assumes 10% of landscape maintenance.	
Parts & supplies	3,000
Costs for parts or supplies in common areas.	
Property insurance	5,000
Debt service fund accounting: series 2018	7,500
Debt service fund accounting: series 2021	7,500
Arbitrage rebate calculation	1,000
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	

**EAST NASSAU
STEWARDSHIP DISTRICT
DETAILED SPECIFIC AREA PLAN #1: WIDLIGHT EXPENDITURES**

EXPENDITURES (continued)

Dissemination agent	2,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities & Exchange Act of 1934.	
Trustee (series 2018 bonds)	4,000
Annual fees paid for services provided as trustee, paying agent and registrar.	
Trustee (series 2021 bonds)	4,000
Annual fees paid for services provided as trustee, paying agent and registrar.	
Contingency	250
Tax collector and property appraiser	<u>20,741</u>
Total expenditures	<u><u>\$ 1,165,765</u></u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DETAILED SPECIFIC AREA PLAN #2
SPECIAL REVENUE FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
REVENUES					
Landowner contributions	\$ 4,750	\$ -	\$ 4,750	\$ 4,750	\$ 9,000
Total revenues	<u>4,750</u>	<u>-</u>	<u>4,750</u>	<u>4,750</u>	<u>9,000</u>
EXPENDITURES					
Debt service fund accounting: series 2023	3,750	-	-	-	-
Debt service fund accounting: series 2024	-	-	-	-	7,500
Dissemination agent	500	-	-	-	1,000
Contingency	500	-	500	500	500
Total expenditures	<u>4,750</u>	<u>-</u>	<u>500</u>	<u>500</u>	<u>9,000</u>
Net increase/(decrease) of fund balance	-	-	4,250	4,250	-
Fund balance - beginning (unaudited)	-	-	-	-	4,250
Fund balance - ending (projected):					
Assigned:					
3 months working capital	-	-	-	-	-
Disaster recovery	-	-	-	-	-
Unassigned	-	-	-	-	4,250
Fund balance - ending (projected)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,250</u>	<u>\$ 4,250</u>	<u>\$ 4,250</u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DETAILED SPECIFIC AREA PLAN #2**

EXPENDITURES

Debt service fund accounting: series 2024	\$ 7,500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities & Exchange Act of 1934.	
Contingency	<u>500</u>
Total expenditures	<u><u>\$ 9,000</u></u>

**EAST NASSAU
STEWARDSHIP DISTRICT
COMMERCE PARK
SPECIAL REVENUE FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessments off-roll	\$ 41,333	\$ 15,238	\$ 10,334	\$ 25,572	\$ 41,333
Lot closing	-	15,761	-	15,761	-
Total revenues	<u>41,333</u>	<u>30,999</u>	<u>10,334</u>	<u>41,333</u>	<u>41,333</u>
EXPENDITURES					
Field operations	4,254	-	4,254	4,254	4,254
Administration and accounting	500	-	500	500	500
Wetland and conservation maintenance	2,500	-	2,500	2,500	2,500
Landscape	18,506	-	18,506	18,506	18,506
Lake maintenance	2,130	-	2,130	2,130	2,130
Pest control	125	-	125	125	125
Street cleaning	1,050	-	1,050	1,050	1,050
Street light lease	4,290	-	4,290	4,290	4,290
Repairs & maintenance	1,250	-	1,250	1,250	1,250
Electricity	420	-	420	420	420
Irrigation (potable)	2,765	-	2,765	2,765	2,765
Landscape replacement	1,851	-	1,851	1,851	1,851
Parts & supplies	375	-	375	375	375
Insurance	1,250	-	1,250	1,250	1,250
Contingency	63	-	63	63	63
Total expenditures	<u>41,329</u>	<u>-</u>	<u>41,329</u>	<u>41,329</u>	<u>41,329</u>
Net increase/(decrease) of fund balance	4	30,999	(30,995)	4	4
Fund balance - beginning (unaudited)	-	-	30,999	-	4
Fund balance - ending (projected):					
Assigned:					
3 months working capital	-	-	-	-	-
Unassigned	-	-	-	-	8
Fund balance - ending (projected)	<u>\$ 4</u>	<u>\$ 30,999</u>	<u>\$ 4</u>	<u>\$ 4</u>	<u>\$ 8</u>

¹These items will be realized when bonds are issued (expense per master bond issue).

²These items will be realized the year after the issuance of bonds.

**EAST NASSAU
STEWARDSHIP DISTRICT
COMMERCE PARK**

EXPENDITURES

Field operations

Field operations	\$ 4,254
23% of onsite personnel contract with ENSD based on percentage of budget.	
Administration and accounting	500
Field operations accounting functions provided by Wrathell, Hunt and Associates, LLC	
Wetland and conservation maintenance	2,500
Costs for general repair/maintenance within the conservation and wetlands.	
Landscape	18,506
Landscape maintenance for common area - Contract with The Greenery/Martex. Includes routine maintenance of grounds, 2 applications of pine straw (spring/fall), pest, fertilization and weed control.	
Lake maintenance	2,130
Maintenance of 3 ponds	
Pest control	125
Costs related to the removal of nuisance pests in the community, i.e. alligators, bee relocation.	
Street cleaning	1,050
\$350 per month for street sweeping.	
Street light lease	4,290
FPL service agreement to lease street lights at an annual cost of \$390 annually for 44 lights.	
Repairs & maintenance	1,250
Expenses related to irrigation repair, curb repair, signage, pressure washing and any other repairs/maintenance related to Commerce Park common areas and/or responsibility.	
Electricity	420
Costs to provide electricity from FPL for common area irrigation clocks and entry way signage.	
Irrigation (potable)	2,765
Reclaimed water not yet available. Potable water charged at reclaimed costs. See attached schedule.	
Landscape replacement	1,851
Costs for landscape replacement (trees, shrubs, etc.); assumes 10% of landscape maintenance.	
Parts & supplies	375
Costs for parts or supplies in common areas.	
Insurance	1,250
Property Insurance	
Contingency	63
Total expenditures	\$ 41,329

**EAST NASSAU
STEWARDSHIP DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2018
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Revenue & Expenditures	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
REVENUES					
Assessment levy: on-roll - gross	\$ 360,522				\$ 354,321
Allowable discounts (4%)	(14,421)				(14,173)
Assessment levy: on-roll - net	346,101	\$ 311,465	\$ 34,636	\$ 346,101	340,148
Assessment prepayments	-	-	42,851	42,851	-
Interest	-	4,407	-	4,407	-
Total revenues	346,101	315,872	77,487	393,359	340,148
EXPENDITURES					
Debt service					
Principal	90,000	-	90,000	90,000	90,000
Principal prepayment	-	140,000	60,000	200,000	-
Interest	249,056	124,379	124,677	249,056	234,149
Total debt service	339,056	264,379	274,677	539,056	324,149
Other fees & charges					
Property appraiser	3,605	3,440	165	3,605	3,543
Tax collector	7,210	6,224	986	7,210	7,086
Total other fees & charges	10,815	9,664	1,151	10,815	10,629
Total expenditures	349,871	274,043	275,828	549,871	334,778
Excess/(deficiency) of revenues over/(under) expenditures	(3,770)	41,829	(198,341)	(156,512)	5,370
Fund balance - beginning (unaudited)	328,526	444,080	485,909	444,080	287,568
Fund balance - ending (projected)	\$ 324,756	\$ 485,909	\$ 287,568	\$ 287,568	292,938
Use of fund balance					
Debt service reserve balance (required)					(176,209)
Interest expense - November 1, 2024					(115,162)
Projected fund balance surplus/(deficit) as of September 30, 2024					\$ 1,567

East Nassau County
Stewardship District
Special Assessment Revenue Bonds, Series 2018
\$5,460,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2023	-		117,074.38	117,074.38
05/01/2024	90,000.00	4.250%	117,074.38	207,074.38
11/01/2024	-		115,161.88	115,161.88
05/01/2025	95,000.00	4.600%	115,161.88	210,161.88
11/01/2025	-		112,976.88	112,976.88
05/01/2026	95,000.00	4.600%	112,976.88	207,976.88
11/01/2026	-		110,791.88	110,791.88
05/01/2027	100,000.00	4.600%	110,791.88	210,791.88
11/01/2027	-		108,491.88	108,491.88
05/01/2028	105,000.00	4.600%	108,491.88	213,491.88
11/01/2028	-		106,076.88	106,076.88
05/01/2029	110,000.00	4.600%	106,076.88	216,076.88
11/01/2029	-		103,546.88	103,546.88
05/01/2030	115,000.00	5.125%	103,546.88	218,546.88
11/01/2030	-		100,600.00	100,600.00
05/01/2031	125,000.00	5.125%	100,600.00	225,600.00
11/01/2031	-		97,396.88	97,396.88
05/01/2032	130,000.00	5.125%	97,396.88	227,396.88
11/01/2032	-		94,065.63	94,065.63
05/01/2033	135,000.00	5.125%	94,065.63	229,065.63
11/01/2033	-		90,606.25	90,606.25
05/01/2034	145,000.00	5.125%	90,606.25	235,606.25
11/01/2034	-		86,890.63	86,890.63
05/01/2035	150,000.00	5.125%	86,890.63	236,890.63
11/01/2035	-		83,046.88	83,046.88
05/01/2036	160,000.00	5.125%	83,046.88	243,046.88
11/01/2036	-		78,946.88	78,946.88
05/01/2037	165,000.00	5.125%	78,946.88	243,946.88
11/01/2037	-		74,718.75	74,718.75
05/01/2038	175,000.00	5.125%	74,718.75	249,718.75
11/01/2038	-		70,234.38	70,234.38
05/01/2039	185,000.00	5.125%	70,234.38	255,234.38
11/01/2039	-		65,493.75	65,493.75
05/01/2040	195,000.00	5.250%	65,493.75	260,493.75
11/01/2040	-		60,375.00	60,375.00
05/01/2041	205,000.00	5.250%	60,375.00	265,375.00
11/01/2041	-		54,993.75	54,993.75
05/01/2042	215,000.00	5.250%	54,993.75	269,993.75
11/01/2042	-		49,350.00	49,350.00
05/01/2043	230,000.00	5.250%	49,350.00	279,350.00
11/01/2043	-		43,312.50	43,312.50
05/01/2044	240,000.00	5.250%	43,312.50	283,312.50
11/01/2044	-		37,012.50	37,012.50
05/01/2045	255,000.00	5.250%	37,012.50	292,012.50
11/01/2045	-		30,318.75	30,318.75
05/01/2046	265,000.00	5.250%	30,318.75	295,318.75
11/01/2046	-		23,362.50	23,362.50
05/01/2047	280,000.00	5.250%	23,362.50	303,362.50

East Nassau County
 Stewardship District
 Special Assessment Revenue Bonds, Series 2018
 \$5,460,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2047	-		16,012.50	16,012.50
05/01/2048	295,000.00	5.250%	16,012.50	311,012.50
11/01/2048	-		8,268.75	8,268.75
05/01/2049	315,000.00	5.250%	8,268.75	323,268.75
Total	\$4,575,000.00		\$3,878,253.88	\$8,453,253.88

**EAST NASSAU
STEWARDSHIP DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2021
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Revenue & Expenditures	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
REVENUES					
Assessment levy: on-roll - gross	\$ 173,923				\$ 173,231
Allowable discounts (4%)	(6,957)				(6,929)
Assessment levy: on-roll - net	166,966	\$ 153,389	\$ 13,577	\$ 166,966	166,302
Off-roll assessment levy	516,753	12,112	227,808	239,920	516,753
Lot closing	-	276,833	-	276,833	-
Interest	-	7,483	-	7,483	-
Total revenues	<u>683,719</u>	<u>449,817</u>	<u>241,385</u>	<u>691,202</u>	<u>683,055</u>
EXPENDITURES					
Debt service					
Principal	255,000	-	255,000	255,000	260,000
Principal prepayment	-	-	10,000	10,000	-
Interest	426,250	213,125	215,865	428,990	419,730
Total debt service	<u>681,250</u>	<u>213,125</u>	<u>480,865</u>	<u>693,990</u>	<u>679,730</u>
Other fees & charges					
Property appraiser	1,739	-	1,739	1,739	1,732
Tax collector	3,478	3,068	410	3,478	3,465
Total other fees & charges	<u>5,217</u>	<u>3,068</u>	<u>2,149</u>	<u>5,217</u>	<u>5,197</u>
Total expenditures	<u>686,467</u>	<u>216,193</u>	<u>483,014</u>	<u>699,207</u>	<u>684,927</u>
Excess/(deficiency) of revenues over/(under) expenditures	(2,748)	233,624	(241,629)	(8,005)	(1,872)
Fund balance - beginning (unaudited)	563,464	564,574	798,198	564,574	556,569
Fund balance - ending (projected)	<u>\$ 560,716</u>	<u>\$ 798,198</u>	<u>\$ 556,569</u>	<u>\$ 556,569</u>	<u>554,697</u>
Use of fund balance					
Debt service reserve balance (required)					(339,250)
Interest expense - November 1, 2024					(206,745)
Projected fund balance surplus/(deficit) as of September 30, 2024					<u>\$ 8,702</u>

East Nassau County
Stewardship District
Special Assessment Revenue Bonds, Series 2021
\$12,170,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2023	-		209,865.00	209,865.00
05/01/2024	260,000.00	2.400%	209,865.00	469,865.00
11/01/2024	-		206,745.00	206,745.00
05/01/2025	265,000.00	2.400%	206,745.00	471,745.00
11/01/2025	-		203,565.00	203,565.00
05/01/2026	270,000.00	2.400%	203,565.00	473,565.00
11/01/2026	-		200,325.00	200,325.00
05/01/2027	280,000.00	3.000%	200,325.00	480,325.00
11/01/2027	-		196,125.00	196,125.00
05/01/2028	290,000.00	3.000%	196,125.00	486,125.00
11/01/2028	-		191,775.00	191,775.00
05/01/2029	295,000.00	3.000%	191,775.00	486,775.00
11/01/2029	-		187,350.00	187,350.00
05/01/2030	305,000.00	3.000%	187,350.00	492,350.00
11/01/2030	-		182,775.00	182,775.00
05/01/2031	315,000.00	3.000%	182,775.00	497,775.00
11/01/2031	-		178,050.00	178,050.00
05/01/2032	325,000.00	3.500%	178,050.00	503,050.00
11/01/2032	-		172,362.50	172,362.50
05/01/2033	335,000.00	3.500%	172,362.50	507,362.50
11/01/2033	-		166,500.00	166,500.00
05/01/2034	350,000.00	3.500%	166,500.00	516,500.00
11/01/2034	-		160,375.00	160,375.00
05/01/2035	360,000.00	3.500%	160,375.00	520,375.00
11/01/2035	-		154,075.00	154,075.00
05/01/2036	375,000.00	3.500%	154,075.00	529,075.00
11/01/2036	-		147,512.50	147,512.50
05/01/2037	385,000.00	3.500%	147,512.50	532,512.50
11/01/2037	-		140,775.00	140,775.00
05/01/2038	400,000.00	3.500%	140,775.00	540,775.00
11/01/2038	-		133,775.00	133,775.00
05/01/2039	415,000.00	3.500%	133,775.00	548,775.00
11/01/2039	-		126,512.50	126,512.50
05/01/2040	430,000.00	3.500%	126,512.50	556,512.50
11/01/2040	-		118,987.50	118,987.50
05/01/2041	445,000.00	3.500%	118,987.50	563,987.50
11/01/2041	-		111,200.00	111,200.00
05/01/2042	460,000.00	4.000%	111,200.00	571,200.00
11/01/2042	-		102,000.00	102,000.00
05/01/2043	480,000.00	4.000%	102,000.00	582,000.00
11/01/2043	-		92,400.00	92,400.00
05/01/2044	500,000.00	4.000%	92,400.00	592,400.00
11/01/2044	-		82,400.00	82,400.00
05/01/2045	520,000.00	4.000%	82,400.00	602,400.00
11/01/2045	-		72,000.00	72,000.00
05/01/2046	540,000.00	4.000%	72,000.00	612,000.00
11/01/2046	-		61,200.00	61,200.00
05/01/2047	565,000.00	4.000%	61,200.00	626,200.00

East Nassau County
Stewardship District
Special Assessment Revenue Bonds, Series 2021
\$12,170,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2047	-		49,900.00	49,900.00
05/01/2048	590,000.00	4.000%	49,900.00	639,900.00
11/01/2048	-		38,100.00	38,100.00
05/01/2049	610,000.00	4.000%	38,100.00	648,100.00
11/01/2049	-		25,900.00	25,900.00
05/01/2050	635,000.00	4.000%	25,900.00	660,900.00
11/01/2050	-		13,200.00	13,200.00
05/01/2051	660,000.00	4.000%	13,200.00	673,200.00
Total	\$11,660,000.00		\$7,451,500.00	\$19,111,500.00

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

On-Roll Assessments - Wildlight Village Phase 1, DSAP 1, Series 2018 Bonds

Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2023 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	288,689	\$ 5.94	\$ 541.40	\$ -	\$ 547.34	\$ 355.20
Wellness Center/Private School	Acre	28	34.93	2,195.45	-	2,230.38	1,450.13
<u>Residential</u>							
SF 30'	Unit	26	5.94	231.49	664.35	901.78	819.28
SF 45'	Unit	70	5.94	324.84	996.53	1,327.31	1,211.78
SF 55'	Unit	151	5.94	373.38	1,217.98	1,597.30	1,464.60
SF 70'	Unit	72	5.94	477.92	1,550.15	2,034.01	1,864.34
Apartment	Unit	279	5.94	194.16	-	200.10	130.80
Other Residential	Unit	-	5.94	-	-	5.94	5.32

Off-Roll Assessments - Wildlight Village Phase 1, DSAP 1, Series 2018 Bonds

Product/Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2023 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	124,993	\$ 5.52	\$ 503.50	\$ -	\$ 509.02	\$ 330.34

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

On-Roll Assessments - DSAP 1

Product/Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2023 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	199,372	\$ 5.94	\$ 541.40	\$ -	\$ 547.34	\$ 355.20

On-Roll Assessments - Wildlight Village Phase 2, DSAP 1, Series 2021 Bonds

Product/Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq.	FY 2024 SRF Assessment per 1,000 Sq.	FY 2024 DS Assessment per 1,000 Sq.	FY 2024 Total Assessment per 1,000 Sq.	FY 2023 Total Assessment per 1,000 Sq.
<u>Residential</u>							
MF 33' - Phase 2A	Unit	56	\$ 5.94	\$ 257.63	\$ 692.92	\$ 956.49	\$ 864.74
SF 40' - Phase 2A	Unit	34	5.94	339.77	839.91	1,185.62	1,064.81
SF 50' - Phase 2A	Unit	56	5.94	373.38	1,049.88	1,429.20	1,296.50
SF 65' - Phase 2A	Unit	35	5.94	448.05	1,364.85	1,818.84	1,659.73

Off-Roll Assessments - Wildlight Village Phase 2, DSAP 1, Series 2021 Bonds

Product/Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2023 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	-	\$ 5.52	\$ 503.50	\$ -	\$ 509.02	\$ 330.34
<u>Residential</u>							
MF 33' - Phase 2A	Unit	78	5.52	239.60	644.42	889.54	804.21
SF 40' - Phase 2A	Unit	150	5.52	315.99	781.12	1,102.63	990.28
SF 50' - Phase 2A	Unit	164	5.52	347.24	976.39	1,329.15	1,205.75
SF 65' - Phase 2A	Unit	87	5.52	416.69	1,269.31	1,691.52	1,543.55
MF 33' - Phase 2B	Unit	36	5.52	239.60	767.17	1,012.29	926.96
SF 50' - Phase 2B	Unit	44	5.52	347.24	1,162.37	1,515.13	1,391.73

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

On-Roll Assessments - Wildlight Village Phase 2, DSAP 1
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Product/Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq.	FY 2024 SRF Assessment per 1,000 Sq.	FY 2024 DS Assessment per 1,000 Sq.	FY 2024 Total Assessment per 1,000 Sq.	FY 2023 Total Assessment per 1,000 Sq.
<u>Residential</u>							
MF Attached	Unit	300	\$ 5.94	235.23	\$ -	\$ 241.17	\$ 157.34
MF Detached	Unit	250	5.94	235.23	-	241.17	157.34

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

Off-Roll Assessments - Wildlight Village Phase 2, DSAP 1

Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2023 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	415,000	\$ 5.52	\$ 503.50	\$ -	\$ 509.02	\$ 330.34
<u>Residential</u>							
MF 33'	Unit	196	5.52	239.60	-	245.12	159.79

Off-Roll Assessments - Commerce Park

Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2023 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Light Industrial & Distribution	Sq. Ft.	1,500,000	\$ 5.52	\$ 26.16	\$ -	\$ 31.68	\$ 31.11
Retail	Sq. Ft.	20,000	5.52	104.63	-	110.15	109.58

Off-Roll Assessments - Areas outside of Wildlight Village Phase 1

Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2024 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2024 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2023 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	8,451,946	\$ 5.52	\$ -	\$ -	\$ 5.52	\$ 4.95
<u>Residential</u>							
Residential Unit	Unit	21,916	5.52	-	-	5.52	4.95

**EAST NASSAU
STEWARDSHIP DISTRICT**

6

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT (this "Amendment") is made effective as of **May __, 2023** by and between **SS NASSAU, LLC**, a Florida limited liability company with an address of 2963 Dupont Street, Jacksonville, Florida 32217 ("Landlord") and **EAST NASSAU STEWARDSHIP DISTRICT**, a local unit of special-purpose government with an address of 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("Tenant").

R E C I T A L S:

WHEREAS, Landlord and Tenant are parties to that certain Lease Agreement with an effective date of July 6, 2022.

WHEREAS, Seller and Buyer have agreed to amend the Lease Agreement as provided herein.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the agreements set forth in the Lease Agreement and in this Amendment, the parties hereto hereby agree as follows:

1. The recitals set forth above are true and correct and incorporated herein by reference. Capitalized terms used herein but not defined herein shall have the meanings given to them in the Lease Agreement.

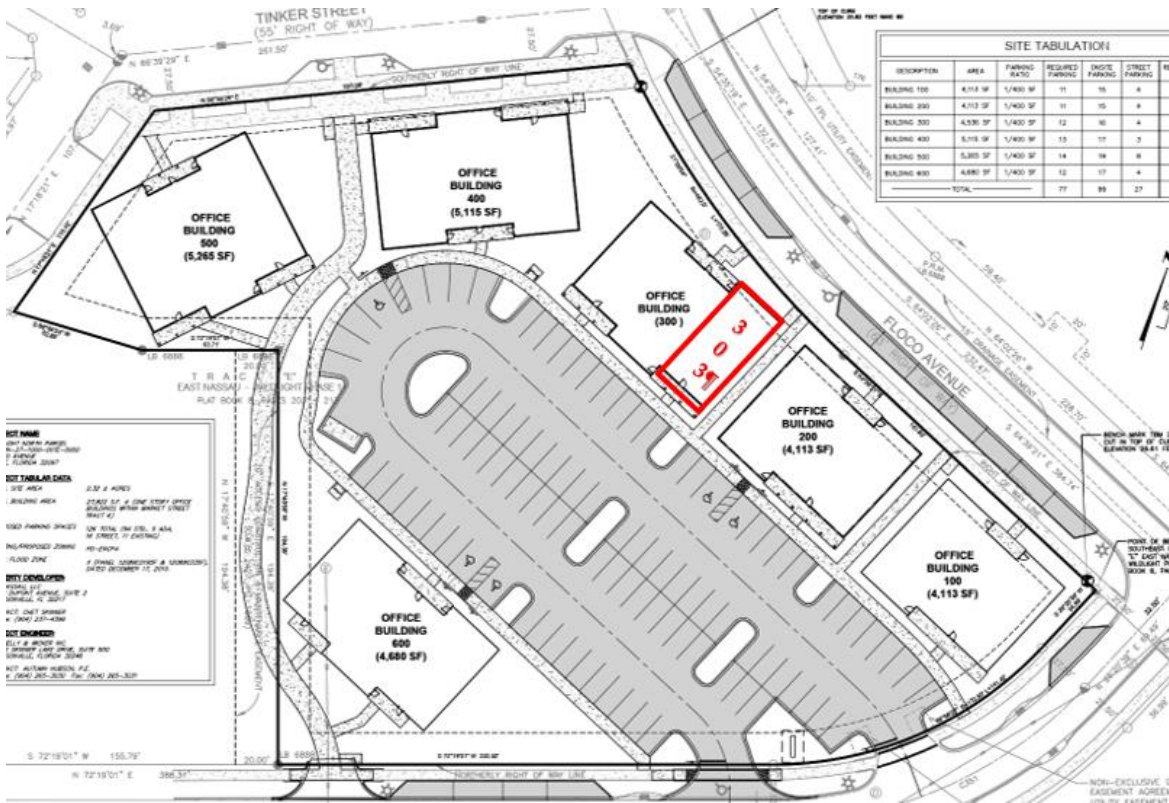
2. Section 1.1, Premises, of the Lease Agreement is hereby amended to delete the reference to "Unit 300-C" and replace with "Unit 303". As amended, Section 1.1 of the Lease Agreement shall read as follows:

1.1 PREMISES. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord Unit 303 ("Premises"), which for all purposes of this Lease shall be deemed to contain 1,500 rentable square feet of space, in the building, known as "Building 300" to be located at 57 Homegrown Way, Wildlight, Florida 32097 ("Building"). The location of the Premises within the Building is depicted on Exhibit A attached hereto. The Building shall contain 4,542 rentable square feet and shall be situated in a six-building condominium known as The Offices at Village Center, a condominium ("Condominium").

3. Exhibit A of the Lease Agreement is hereby amended to delete the reference to "Unit 300-C. Further, the Unit Location Exhibit has also been amended to correctly label The Leased Premises as "303". The amended Exhibit A included on the following page shall replace original Exhibit A to the Lease Agreement in its entirety.

EXHIBIT A

LEASED PREMISES, AND DEPICTION OF BUILDING AND UNIT LOCATION



NOTES:
 1. SEE PLAN FOR ALL DIMENSIONS AND NOTES.
 2. ALL DIMENSIONS ARE IN FEET AND INCHES.
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
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 8. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 9. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 10. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

NON-EXCLUSIVE EASEMENT AGREEMENT
 SEE PLAN FOR DETAILS

4. Exhibit C of the Lease Agreement is hereby amended to delete the reference to “Unit 300-C” and replace with “Unit 303”. The amended Exhibit C included on the following page shall replace original Exhibit C to the Lease Agreement in its entirety.

**EXHIBIT C
COMMENCEMENT AGREEMENT**

THIS COMMENCEMENT AGREEMENT is made and entered into as of _____, 2023, by and between **SS Nassau, LLC** ("Landlord") and **East Nassau Stewardship District** ("Tenant") with respect to that certain Lease Agreement between Landlord and Tenant dated as of July 6, 2022 ("Lease"), for the premises located at **57 Homegrown Way, Unit 303, Wildlight, Florida 32097** ("Premises").

Landlord and Tenant hereby confirm that the Commencement Date for the Premises is _____ 2023.

IN WITNESS WHEREOF, Landlord and Tenant have executed this document as of the first date set forth in the first paragraph above.

East Nassau Stewardship District

SS Nassau, LLC

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its _____

As Its _____ President

Date: _____

Date: _____

5. Exhibit A to Work Letter: Tenant Improvement Estimated Proposal of the Lease Agreement is hereby amended to delete the reference to “300-C” and replaced with “303”. The amended Exhibit A to Work Letter: Tenant Improvement Estimated Proposal included on the following page shall replace original Exhibit A to Work Letter: Tenant Improvement Estimated Proposal to the Lease Agreement in its entirety.

June 14, 2022

Offices at Village Center

303 T.I. Estimate System Detail

DESCRIPTION	TOTAL COST	
01 FOUNDATIONS		
03105 PERIMETER FOUNDATIONS		in Shell
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01 FOUNDATIONS TOTAL	\$0	\$0.00 /SF
02 SUB-STRUCTURE		
02280 SOIL TREATMENT		in Shell
03130 SLAB ON GRADE	\$	11,250
07100 VAPOR BARRIER		INCLUDED
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02 SUB-STRUCTURE TOTAL	\$11,250	\$7.50 /SF
03 SUPERSTRUCTURE		
06100 WOOD FRAMING		in Shell
06150 WOOD TRUSSES & SHEATHING		in Shell
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03 SUPERSTRUCTURE TOTAL	\$0	\$0.00 /SF
04 SKIN		
04200 UNIT MASONRY		N/A
06250 FIBER CEMENT SIDING & TRIM		in Shell
06400 PVC FEATURES & TRIM		in Shell
06500 SOFFITS & FASCIA - FIBER CEMENT		in Shell
07100 WATERPROOFING		in Shell
07175 AIR / WATER BARRIER		in Shell
07200 SPRAY FOAM INSULATION		in Shell
07900 CAULKING & SEALANTS		in Shell
08100 EXTERIOR DOORS & FRAMES		in Shell
08400 EXTERIOR WINDOWS		in Shell
08800 EXTERIOR DOOR HARDWARE		in Shell
09900 PAINTING		in Shell
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04 SKIN TOTAL	\$0	\$0.00 /SF

June 14, 2022

Offices at Village Center

303 T.I. Estimate System Detail



05 ROOFING

07500 ASPHALT SHINGLE ROOF & SHEET METAL		in Shell
07550 GUTTERS AND DOWNSPOUTS		in Shell

05 ROOFING TOTAL		\$0	\$0.00 /SF
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06 INTERIOR

06100 ROUGH CARPENTRY WOOD BLKNG DIM LMBR	\$	1,000
06200 FINISH CARPENTRY TRIM	\$	3,212
06400 MILLWORK, CASEWORK AND FITTINGS	\$	6,150
08100 HOLLOW METAL DOORS & FRAMES	\$	-
08200 WOOD DOORS	\$	8,550
08410 ALUMINUM ENTRANCES & STOREFRONTS	\$	-
08410 INTERIOR GLASS	\$	600
08710 FINISH HARDWARE	\$	2,275
09250 DRYWALL WORK	\$	31,810
09310 CERAMIC TILE	\$	-
09520 ACOUSTIC CEILINGS	\$	-
09650 RESILIENT FLOORING	\$	9,056
09680 CARPETING	\$	-
09900 PAINTING	\$	6,375

06 INTERIOR TOTAL		\$69,028	\$46.02 /SF
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08 MECHANICAL SYSTEMS

15300 FIRE PROTECTION SYSTEM		N/A
15400 PLUMBING	\$	11,704
15500 HVAC	\$	14,351

08 MECHANICAL SYSTEMS TOTAL		\$26,055	\$17.37 /SF
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June 14, 2022

Offices at Village Center

303 T.I. Estimate System Detail

09 ELECTRICAL

16005 ELECTRICAL	\$	21,725
16800 SITE LIGHTING ALLOWANCE	in Sitework - Non-Shell	
16010 TEMPORARY ELECTRIC		in Shell

09 ELECTRICAL TOTAL		\$21,725	\$14.48 /SF
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10 SPECIALTIES

10160 TOILET PARTITIONS	\$	-
10400 SIGNAGE		By Tenant
10520 FIRE EXTINGUISHERS & CABINETS		By Tenant
10800 TOILET ACCESSORIES	\$	1,200
11400 RESIDENTIAL EQUIPMENT		By Tenant
12490 WINDOW TREATMENT	\$	-
12690 ENTRANCE MATS & FRAMES	\$	-

10 SPECIALTIES TOTAL		\$1,200	\$0.80 /SF
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11 GENERAL CONDITIONS, OVERHEAD, PERMITS, FEES

01000 LUMP SUM SOFT COST	\$	29,481
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CONSTRUCTION-TOTAL	1,500.00	SF	\$158,740	\$105.83 /SF
ESCALATION ALLOWANCE	5%		\$7,937	
TOTAL w. ESCALATION			\$166,677	

6. Except as herein modified by this Amendment, the Lease Agreement remains in full force and effect.

7. This Amendment may be executed in two or more counterparts, and, when so executed, will have the same force and effect as though all signatures appeared on a single document. Any signature page of this Amendment may be detached from any counterpart without impairing the legal effect of any signatures thereon and may be attached to another counterpart identical in form thereto but have attached to it one or more additional signature pages. Executed documents transmitted via facsimile shall be deemed to be and have the same force and effect as originals, provided, however, that the parties hereto shall thereafter be required to promptly deliver actual original documents.

THE PARTIES HERETO have executed this Amendment as of the date and year below written.

East Nassau Stewardship District

SS Nassau, LLC

By: _____
Print Name: _____
As Its _____

By: _____
Print Name: _____
As Its _____ President

Date: _____

Date: _____

**EAST NASSAU
STEWARDSHIP DISTRICT**

7

SUBLEASE

THIS SUBLEASE (this “**Sublease**”) is made and entered into as of the ____ day of _____, 2023, by and between **EAST NASSAU STEWARDSHIP DISTRICT**, a local unit of special-purpose government with an address of 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (“**Sublandlord**”), and **WILDLIGHT RESIDENTIAL ASSOCIATION, INC.**, whose address is 1 Rayonier Way, Wildlight, Florida 32907 (“**Residential Tenant**”) and **WILDLIGHT COMMERCIAL ASSOCIATION, INC.**, whose address is 1 Rayonier Way, Wildlight, Florida 32097 (“**Commercial Tenant**”, together with Residential Tenant, “**Subtenant**”).

WITNESSETH:

WHEREAS, SS NASSAU, LLC, a Florida limited liability company, address of which is 2963 Dupont Street, Jacksonville, Florida 32217 (“**Landlord**”), leases to Sublandlord approximately 1,500 rentable square feet of space, known as Unit 303 (“**Subleased Premises**”), in the building commonly known as “Building 300” located at 57 Homegrown Way, Wildlight, Florida 32097 (the “**Building**”), consisting of 4,542 rentable square feet of space in the aggregate located in a six-building condominium known as The Offices at Village Center, a condominium (the “**Condominium**”) under that certain Lease Agreement dated July 6, 2022, as amended by that certain First Amendment to Lease Agreement dated May [___], 2023 (the “**First Amendment**”) (collectively, the “**Original Lease**”), a copy of which is attached hereto as **Exhibit A**;

WHEREAS, Subtenant desires to sublease from Sublandlord and concurrently occupy, and Sublandlord desires to sublease to Subtenant and concurrently occupy the entire Subleased Premises, the location of which within the Building is depicted on **Exhibit B** attached hereto, together with a nonexclusive right during the Term (as defined below) of this Sublease to use the parking areas, streets, driveways, aisles, sidewalks, curbs, and all other areas in the Property (as defined below) designated by The Offices at Village Center, Condominium Association, Inc. (“**Association**”) governing the Condominium (collectively, the “**Common Areas**” and together with Building, the “**Property**”) all upon the terms and subject to the conditions and provisions hereinafter set forth; and

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, Sublandlord and Subtenant hereby agree as follows:

1. **Capitalized Terms.** All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Original Lease.

2. **Demise; Use.** Sublandlord hereby subleases to Subtenant and Subtenant hereby subleases from Sublandlord the Subleased Premises, together with all fixtures installed in the Subleased Premises by or for the benefit of Subtenant, for the term and rental and upon the other terms and conditions hereinafter set forth, to be used and occupied by Subtenant solely for office use and uses ancillary thereto and for no other purpose, unless Sublandlord gives written consent in advance of any other use of the Premises, which consent may be withheld in the Sublandlord’s sole discretion, but in all events subject to the terms of the Declaration of Condominium for Offices

at Village Center, a Condominium (the “**Condo Declaration**”). Subtenant shall not create a nuisance or use the Subleased Premises for any illegal or immoral purpose.

3. Term. The term of this Sublease (the “**Term**”) shall be _____ (__) calendar months plus the portion of the month in which the Commencement Date occurs if the Commencement Date is other than the first day of the calendar month. The Term (a) shall commence on [_____], 2023 (the “**Commencement Date**”) and (b) unless sooner terminated pursuant to the provisions hereof, shall terminate on [_____], 20[___].

4. Base Rent.

(a) Subtenant shall pay to Sublandlord monthly rent (“**Base Rent**”), together with any and all rental, sales, or use taxes levied by any governmental body for the use or occupancy of the Subleased Premises and any rent or other charges payable hereunder by the first day of each month of the Term, in accordance with the following schedule:

Base Rent for Residential Tenant

Lease Months	Annualized Base Rent rate/RSF	Base Rent
1-12	\$7.50	\$937.50
13-24	\$7.73	\$965.63
25-36	\$7.96	\$994.60
37-48	\$8.20	\$1,024.43
49-60	\$8.44	\$1,055.17

Base Rent for Commercial Tenant

Lease Months	Annualized Base Rent rate/RSF	Base Rent
1-12	\$7.50	\$937.50
13-24	\$7.73	\$965.63
25-36	\$7.96	\$994.60
37-48	\$8.20	\$1,024.43
49-60	\$8.44	\$1,055.17

Base Rent shall be due and payable in equal monthly installments as set forth above. Except as otherwise provided in this Section 4(a), each such installment shall be due and payable in advance on the first day of each calendar month of the Term hereof. If the Term of this Sublease commences on a day other than the first day of a calendar month or ends on a day other than the last day of a calendar month, Base Rent for such month shall be prorated; prorated Base Rent for any such partial first month of the Term hereof shall be paid at the same time as the installment of Base Rent due for the first full calendar month.

(b) All Base Rent and additional rent, including, without limitation, Operating Expenses shall be paid via check, without any setoff or deduction whatsoever, and shall be paid to Sublandlord at its address set forth in Section 15(b) below or at such other place as Sublandlord may designate by written notice to Subtenant in accordance with Section 15.

5. Additional Rent; Payments.

(a) All amounts other than Base Rent payable to Sublandlord under this Sublease shall be deemed to be “**Additional Rent**” due under this Sublease. Unless this Sublease provides otherwise, all Additional Rent shall be paid with the next monthly installment of Base Rent and shall include all applicable sales or use taxes. The term “**Rent**” shall mean Base Rent and Additional Rent.

(b) In addition to Base Rent, Residential Tenant shall pay to Sublandlord (i) one-third of all other amounts payable by Sublandlord under the Original Lease which are attributable to the Subleased Premises, (ii) one-third of the Operating Expenses as defined in Section 2.4.2 of the Original Lease, and (iii) one-third of all other amounts payable by Sublandlord under the Original Lease which are attributable to Residential Tenant, or Residential Tenant’s agents, officers, employees, guests, servants, invitees or customers. Additionally, in addition to Base Rent, Commercial Tenant shall pay to Sublandlord (i) one-third of all other amounts payable by Sublandlord under the Original Lease which are attributable to the Subleased Premises, (ii) one-third of the Operating Expenses as defined in Section 2.4.2 of the Original Lease, and (iii) one-third of all other amounts payable by Sublandlord under the Original Lease which are attributable to Commercial Tenant, or Commercial Tenant’s agents, officers, employees, guests, servants, invitees or customers.

(c) Each amount due pursuant to Section 5(b) above and each other amount payable by Subtenant hereunder, with the exception of recurring monthly payments of Base Rent and Additional Rent, unless a date for payment of such amount is provided for elsewhere in this Sublease, shall be due and payable on the fifteenth (15th) day following the date on which Landlord or Sublandlord has given notice to Subtenant of the amount thereof, together with an invoice and any supporting documentation evidencing the determination of such amount.

(d) Subtenant shall pay Landlord on the due dates for services requested by Subtenant that are billed by Landlord directly to Subtenant rather than Sublandlord.

(e) If either Subtenant fails to pay Rent hereunder within ten (10) days after such Rent becomes due and payable, the respective Subtenant shall pay to Sublandlord a late charge equal to the greater of (i) five percent (5%) of the amount of such overdue Rent or (ii) Two Hundred Fifty and No/100 Dollars (\$250.00). In addition, if any such late Rent payment shall remain overdue for more than ten (10) days, interest from the date such Rent became due and payable to the date of payment thereof by the respective Subtenant shall accrue daily on the past due amount at the rate equivalent to the lessor of eighteen percent (18%) per annum and the highest rate permitted by law (“Default Rate”). Interest on the past due amount shall be in addition to and not in lieu of any late charge or any other remedy available to Sublandlord.

6. Condition of Subleased Premises.

(a) The Subleased Premises are accepted by Subtenant in their present condition, "AS-IS," without any representation or warranty by Sublandlord, subject to the state of title on the date of this Sublease, and also subject to all applicable legal requirements and any violation of legal requirements which may exist on the date of this Sublease. Subtenant has examined and approved the Subleased Premises and acknowledges that all improvements and fixtures included in the Subleased Premises are in good condition and working order. Sublandlord shall have no obligation to make any improvements to the Subleased Premises or provide Subtenant any allowance for so doing. SUBTENANT ACKNOWLEDGES THAT NEITHER SUBLANDLORD NOR LANDLORD HAS MADE OR WILL MAKE ANY WARRANTIES TO SUBTENANT WITH RESPECT TO THE QUALITY OF CONSTRUCTION OF ANY LEASEHOLD IMPROVEMENTS OR TENANT FINISH WITHIN THE LEASED PREMISES OR AS TO THE CONDITION OF THE LEASED PREMISES, EITHER EXPRESS OR IMPLIED, AND THAT SUBLANDLORD AND LANDLORD EXPRESSLY DISCLAIM ANY IMPLIED WARRANTY THAT THE LEASED PREMISES ARE OR WILL BE SUITABLE FOR SUBTENANT'S INTENDED COMMERCIAL PURPOSES. SUBTENANT'S OBLIGATION TO PAY RENTS UNDER THIS SUBLEASE IS NOT DEPENDENT UPON THE CONDITION OF THE LEASED PREMISES OR THE BUILDING (NOW OR IN THE FUTURE) OR THE PERFORMANCE BY LANDLORD OF ITS OBLIGATIONS UNDER THE ORIGINAL LEASE, AND SUBTENANT SHALL CONTINUE TO PAY THE RENTS HEREUNDER WITHOUT ABATEMENT, SETOFF OR DEDUCTION NOTWITHSTANDING ANY BREACH BY SUBLANDLORD OF ITS DUTIES OR OBLIGATIONS HEREUNDER OR BY LANDLORD OF ITS DUTIES OR OBLIGATIONS UNDER THE ORIGINAL LEASE, WHETHER EXPRESS OR IMPLIED.

(b) Upon the expiration or termination of this Sublease, Subtenant shall remove the surrender the Subleased Premises in the condition required under Section 7.3 of the Original Lease.

7. Original Lease.

(a) This Sublease and all rights of Subtenant hereunder and with respect to the Subleased Premises are subject and subordinate to the terms, conditions and provisions of the Original Lease, all of which are incorporated herein except as otherwise provided in this Sublease. Subtenant hereby assumes and agrees to perform faithfully and be bound by, with respect to the Subleased Premises, all of Sublandlord's obligations, covenants, agreements and liabilities under the Original Lease and all terms, conditions, provisions and restrictions contained in the Original Lease except:

(i) for the payment of the "**Base Rent**" set forth in the Original Lease or any other amount set forth in the Original Lease except as set forth in this Sublease; and

(ii) that the following provisions of the Original Lease do not apply to this Sublease: any provisions in the Original Lease allowing or purporting to allow Sublandlord any rent concessions or abatements or construction allowances and any provisions of the Original Lease granting Sublandlord any expansion options, renewal options, termination options, self-help rights, rights to install telecommunications and internet service systems, or rights of first offer or first refusal. Section 1.3 (Lease Term), Section 1.4 (Renewal Option), Section 2.1 Base Rent, Section 11.2 (Security Deposit), Section 11.18 (Broker's Fee), Section 4.1 (Tenant Improvements), Subsection 2.4.3 (Audit Rights), Section 11.21

(Tenant Assignment), Section 11.23 (Relocation) and EXHIBIT B, EXHIBIT C, and EXHIBIT D shall also be inapplicable to this Sublease.

(b) Without limitation of the foregoing:

(i) Subtenant shall not make any changes, alterations or additions in or to the Subleased Premises without the prior written consent of Landlord and Sublandlord, which consent of Sublandlord shall not be unreasonably withheld, conditioned or delayed provided the consent of Landlord is obtained, and all alterations to the Subleased Premises shall be subject to Subtenant's compliance with all the provisions of the Original Lease;

(ii) If Subtenant desires to take any other action and the Original Lease would require that Sublandlord obtain the consent of Landlord before undertaking any action of the same kind, Subtenant shall not undertake the same without the prior written consent of Sublandlord. Sublandlord may condition its consent on the consent of Landlord being obtained and may require Subtenant to contact Landlord directly for such consent;

(iii) Except as otherwise provided in this Sublease, all rights given to Landlord and its agents and representatives by the Original Lease to enter the Subleased Premises shall inure to the benefit of Sublandlord and its agents and representatives;

(iv) Except as otherwise provided in this Sublease, Sublandlord shall also have all other rights, privileges, options, reservations and remedies granted or allowed to or held by Landlord under the Original Lease;

(v) Subtenant shall maintain insurance of the kinds and in the amounts required to be maintained by Sublandlord under the Original Lease. All policies of liability insurance shall name as additional insureds Landlord and Sublandlord and their respective officers, directors or partners, as the case may be, and the respective agents and employees of each of them. Upon Sublandlord's request, Subtenant shall furnish Sublandlord with certificates of insurance evidencing that Subtenant is carrying the insurance required to be carried by Subtenant hereunder; and

(vi) Subtenant shall not do anything or suffer or permit anything to be done which could result in a default under the Original Lease or permit the Original Lease to be cancelled or terminated.

(c) Notwithstanding anything contained herein or in the Original Lease that may appear to be to the contrary, Sublandlord and Subtenant hereby agree as follows:

(i) Subtenant shall not assign, mortgage, pledge, hypothecate or otherwise transfer or permit the transfer of this Sublease or any interest of Subtenant in this Sublease, by operation of law or otherwise, or permit the use of the Subleased Premises or any part thereof by any persons other than Subtenant and Subtenant's employees, or sublet the Subleased Premises or any part thereof, without the prior written consent of Landlord and Sublandlord (which consent of Sublandlord shall not be unreasonably withheld, conditioned or delayed);

(ii) Neither rent nor other payments hereunder shall abate by reason of any damage to or destruction of the Subleased Premises or the Building or any part thereof, unless, and then only to the extent that, Rent and such other payments actually abate under the Original Lease with respect to the Subleased Premises on account of such event;

(iii) Subtenant shall not have any right to any portion of the proceeds of any award for a condemnation or other taking, or a conveyance in lieu thereof, of all or any portion of the Building or the Subleased Premises;

(iv) Subtenant shall not have any right to exercise or have Sublandlord exercise any option under the Original Lease, including, without limitation, any renewal option to extend the term of the Original Lease or lease additional space; and

(v) Subject to Section 7(a) above, as between Sublandlord and Subtenant, in the event of any conflict between the terms, conditions and provisions of the Original Lease and of this Sublease, the terms, conditions and provisions of this Sublease shall, in all instances, govern and control.

(d) It is expressly understood and agreed that Sublandlord does not assume and shall not have any of the obligations or liabilities of Landlord under the Original Lease and that Sublandlord is not making the representations or warranties, if any, made by Landlord in the Original Lease. With respect to work, services, repairs and restoration or the performance of other obligations required of Landlord under the Original Lease, Sublandlord's sole obligation with respect thereto shall be to request the same, upon written request from Subtenant, and to use reasonable efforts to obtain the same from Landlord. Sublandlord shall not be liable in damages, nor shall rent abate hereunder, for or on account of any failure by Landlord to perform the obligations and duties imposed on it under the Original Lease. Notwithstanding the foregoing or any provision contained in this Sublease to the contrary: (i) Subtenant shall not be responsible for payment or performance of any obligation arising under the Original Lease in connection with the Subleased Premises with respect to any period prior to the Commencement Date of this Sublease; (ii) Subtenant shall not be responsible for payment of any rent or other sum of money to Landlord with respect to the Subleased Premises or otherwise, it being agreed and understood that Subtenant's obligations with respect to payment of rent or other sums are as set forth in this Sublease; and (iii) Subtenant shall perform all obligations and comply with all terms, conditions, covenants and agreements of Sublandlord as tenant under the Original Lease for the term of this Sublease, as they relate to the Subleased Premises, except to the extent inconsistent with the express terms of this Sublease and except as set forth in Section 6(a) of this Sublease.

(e) Nothing contained in this Sublease shall be construed to create privity of estate or contract between Subtenant and Landlord, except the agreements of Subtenant in Sections 11 and 12 hereof in favor of Landlord, and then only to the extent of the same.

(f) Sublandlord shall remain obligated to pay, and shall pay prior to delinquency, all rent and other amounts required to be paid by the "Tenant" under the Original Lease.

(g) Sublandlord represents and warrants to Subtenant, and covenants and agrees with Subtenant, that: (i) it is the holder of the interest of the "Tenant" under the Original Lease and such

interest has not previously been assigned, transferred or sublet, (ii) the Original Lease is in full force and effect, (iii) Sublandlord is not aware of any default by it under the Original Lease and Sublandlord has not received any notices of default from Landlord, (iv) to the best of Sublandlord's knowledge, Landlord is not in default under the Lease, and (v) Exhibit A annexed hereto contains a true, correct and complete copy of the Original Lease. Sublandlord shall promptly, and in any event not later than the next day after receipt, provide a copy of all notices received by Sublandlord from Landlord under the Lease except to the extent such notices do not affect or relate to the Subleased Premises or Subtenant's right to the continued use and occupancy of the Subleased Premises in accordance with this Sublease.

8. Default.

(a) A default under this Sublease shall be deemed to have occurred upon the happening of any of the following:

(i) Subtenant fails to pay any Rent or any other payment required pursuant to this Sublease within ten (10) days after the date it is due;

(ii) Subtenant fails to perform or observe any other covenant or agreement set forth in this Sublease and such failure continues for thirty (30) days after written notice thereof from Sublandlord to Subtenant however, if such failure cannot be cured within such thirty (30) day period and Subtenant commences to cure such failure within such 30-day period and thereafter diligently pursues such cure to completion, than such failure shall not be default unless it is not fully cured within an additional 60 days after the expiration of the 30-day period; or

(iii) Subtenant does or causes to be done or suffers or permits to be done any act or thing which would constitute a default under the Original Lease or which would cause the Original Lease or any of Sublandlord's rights under the Original Lease to be cancelled, terminated, forfeited or prejudiced or which would render Sublandlord liable for any damages, fines, claims, penalties, costs or expenses under the Original Lease;

So long as no default has occurred under this Sublease for which Sublandlord is entitled to exercise remedies as provided herein, Sublandlord shall not interfere with Subtenant's use and enjoyment of, or access to, the Subleased Premises.

(b) In the event Subtenant fails or refuses to make any payment or perform any covenant or agreement to be performed hereunder by Subtenant, Sublandlord may make such payment or undertake to perform such covenant or agreement (but shall not have any obligation to Subtenant to do so). In such event, amounts so paid and amounts expended in undertaking such performance, together with all costs, expenses and attorneys' fees incurred by Sublandlord in connection therewith, together with interest on all of the foregoing at the rate specified in Section 5(e) above as applicable to late payments of rent, shall be due as Additional Rent hereunder.

9. Waivers. All waivers must be in writing and signed by the waiving party. Failure of Sublandlord to declare any default or delay in taking any action in connection therewith shall not waive such default. No receipt of moneys by Sublandlord from Subtenant after the termination in any way of the Term or of Subtenant's right of possession hereunder or after the giving of any

notice shall reinstate, continue or extend the Term or affect any notice given to Subtenant or any suit commenced or judgment entered prior to receipt of such moneys.

10. Cumulative Rights and Remedies. The rights and remedies of Sublandlord upon the occurrence of a default under this Sublease, shall be the same as the rights and remedies of Landlord upon the occurrence of an event of default under the Original Lease. All rights and remedies of Sublandlord under this Sublease shall be cumulative and none shall exclude any other rights or remedies allowed by law.

11. Indemnity.

(a) Subject to Section 12, Subtenant agrees to indemnify, defend and hold harmless Landlord, Sublandlord and each of their respective officers, directors, partners, agents and employees ("**Sublandlord Parties**"), from and against any and all claims, demands, costs and expenses of every kind and nature, including reasonable attorneys' fees and litigation expenses ("**Losses**"), arising from either Subtenant's occupancy of the Subleased Premises, any breach or default on the part of either Subtenant in the performance of any agreement or covenant of either Subtenant to be performed or performed under this Sublease or pursuant to the terms of this Sublease, or any act or neglect of either Subtenant or either's agents, officers, employees, guests, servants, invitees or customers ("**Subtenant Parties**") that occur (i) in or about the Subleased Premises, except to the extent arising from the gross negligence or willful misconduct of any Sublandlord Parties; or (ii) anywhere in the Condominium outside of the Subleased Premises as a result of and to the extent of the gross negligence or willful misconduct of any Subtenant Parties. In case any such proceeding is brought against any of said indemnified parties, each Subtenant covenants, if requested by Sublandlord, to defend such proceeding at its respective sole cost and expense by legal counsel reasonably satisfactory to Sublandlord.

(b) Subject to Section 12 and the provisions and limitations set forth in Section 768.28, Florida Statutes, solely to the extent as may be allowed by law, Sublandlord agrees to indemnify, defend and hold harmless Subtenant, from and against any and all Losses, imposed on Subtenant by any person whomsoever, that occurs in the Subleased Premises and that is wholly or in part caused by or results from the negligence or willful misconduct of any Sublandlord Parties.

(c) The provisions of this Section 11 shall survive the expiration or earlier termination of this Sublease.

12. Waiver of Subrogation. Anything in this Sublease to the contrary notwithstanding, Sublandlord and Subtenant each hereby waive any and all rights of recovery, claims, actions or causes of action against the other and the officers, directors, partners, agents and employees of each of them, and Subtenant hereby waives any and all rights of recovery, claims, actions or causes of action against Landlord and its agents and employees, for any loss or damage that may occur to the Subleased Premises, or any improvements thereto, or any personal property of any person therein, by reason of any cause against which the releasing party is actually insured (or required by the Original Lease or this Sublease to be insured against), regardless of cause or origin, including negligence of the parties hereto, their respective agents and employees except that it shall not apply to willful conduct or any case which would render this waiver void under law. Each party agrees to provide the other parties with reasonable evidence of its insurance carrier's consent

to such waiver of subrogation upon request. This Section 12 supersedes any provision to the contrary which may be contained in this Sublease.

13. Successors and Assigns. This Sublease shall be binding upon and inure to the benefit of the successors and assigns of Sublandlord and shall be binding upon and inure to the benefit of the successors of Subtenant and, to the extent any such assignment may be approved, Subtenant's assigns. The provisions of Sections 7(e), 11 and 12 hereof shall inure to the benefit of the successors and assigns of Sublandlord and Landlord.

14. Entire Agreement; Modifications. This Sublease contains all the terms, covenants, conditions and agreements between Sublandlord and Subtenant relating in any manner to the rental, use and occupancy of the Subleased Premises. No prior agreement or understanding pertaining to the same shall be valid or of any force or effect. All Riders, Addenda and Exhibits attached hereto and executed both by Sublandlord and Subtenant shall be deemed to be a part hereof and are hereby incorporated. The terms, covenants and conditions of this Sublease cannot be altered, changed, modified or added to except by a written instrument signed by Sublandlord and Subtenant.

15. Notices.

(a) In the event any notice from the Landlord or otherwise relating to the Original Lease is delivered to the Subleased Premises or is otherwise received by Subtenant, Subtenant shall, as soon thereafter as possible, but in any event within twenty-four (24) hours, deliver such notice to Sublandlord if such notice is written or advise Sublandlord thereof by telephone if such notice is oral.

(b) Notices and demands required or permitted to be given by either party to the other with respect hereto or to the Subleased Premises shall be in writing and shall be served either by (i) hand delivery; (ii) certified mail, return receipt requested; or (iii) guaranteed overnight delivery service. Notices shall be addressed as follows:

If to Sublandlord: East Nassau Stewardship District
District Manager
c/o Wrathell Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

With a copy to: District Counsel
c/o Kutak Rock LLP
107 W. College Avenue
Tallahassee, Florida 32301

If to Subtenant: Wildlight Residential Association, Inc.
Attention: _____
1 Rayonier Way
Wildlight, Florida 32097

And

Wildlight Commercial Association, Inc.
Attention: _____
1 Rayonier Way
Wildlight, Florida 32097

Notices and demands shall be effective upon delivery during normal business hours. Either party may change its notice address by giving notice to the other party in accordance herewith by an authorized officer, partner, or principal.

16. Authority of Subtenant, etc. Subtenant represents and warrants to Sublandlord that this Sublease has been duly authorized, executed and delivered by and on behalf of Subtenant and constitutes the valid, enforceable and binding agreement of Subtenant.

17. Holding Over. In the event that Subtenant retains possession of all or any portion of the Subleased Premises beyond the expiration date of this Sublease, then, in addition to any other obligation of Subtenant and/or remedy of Sublandlord (including all holdover remedies set forth in the Original Lease, which are incorporated herein by reference), Subtenant shall be liable to Sublandlord for any damages whatsoever sustained by Sublandlord as a result of or in connection with such holding over, including, but not limited to, any damages whatsoever payable by Sublandlord to Landlord as a result of or in connection with such holding over.

18. Signage. Subtenant signage shall be available subject to Section 3.4 of the Original Lease, provided, however, that Subtenant shall be responsible for all costs of such signage.

19. Waiver of Trial by Jury. **SUBLANDLORD AND SUBTENANT EACH HEREBY KNOWINGLY, INTENTIONALLY AND VOLUNTARILY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM BROUGHT BY ANY OF THE PARTIES HERETO AGAINST THE OTHER ON ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE ORIGINAL LEASE OR THIS SUBLEASE.**

20. Relationship. Sublandlord and Subtenant disclaim any intention to create a joint venture, partnership or agency relationship.

21. Broker's Fee. Subtenant and Sublandlord covenant, represent and warrant that neither party has retained or been otherwise represented by a real estate broker in connection with the negotiation and consummation of this Sublease. Subtenant agrees to indemnify Sublandlord against any loss, liability, or expense (including attorney's fees and costs) arising out of claims for fees or commissions from anyone claiming to have represented Subtenant, respectively, in connection with the sublease of the Subleased Premises.

22. Time is of the Essence. Time is of the essence of this Sublease and all provisions contained herein.

23. Counterpart. This Sublease may be executed in multiple counterparts, each counterpart of which shall be deemed an original and any of which shall be deemed to be complete of itself and may be introduced into evidence or used for any purpose without the production of the other counterpart or counterparts. Additionally, the parties acknowledge and agree that this

Sublease may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed versions of an original signature, electronically scanned and transmitted versions (e.g., via PDF) of an original signature, or signatures created in a digital format.

24. **Florida Law.** This Sublease shall be governed by the laws of the State of Florida.

25. **Force Majeure.** The performance by either party to this Sublease of its obligations (except the payment of Rent or other sums of money for payment to Sublandlord or refunded to Subtenant) shall be excused by delays attributable to events beyond that party’s control for a period of time that is sufficient for the party to perform its obligations after the cessation of the event acting in a diligent, commercially reasonable manner. Events beyond a party’s control include, but are not limited to, acts of the other party, acts of God (including reasonable preparation therefor), war, civil commotion, labor disputes, strikes, fire, flood or other casualty, failure of power, shortages of labor or material, government action, regulation or restriction (including delay in the issuance of any permit, permit approval or building permit inspection) and unusually inclement weather conditions. Events beyond a party’s control shall not include changes in economic or market conditions, or financial or internal problems of the non-performing party, or problems that can be satisfied by the payment of money.

26. **No Recordation.** Subtenant shall not record this Sublease or any memorandum of sublease.

27. **Radon Gas Notice.** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

28. **Security Deposit.** Sublandlord has remitted a security deposit in the amount of Three Thousand and No/Dollars (\$3,000.00) to Landlord under the terms of Section 11.2 of the Original Lease (the “**Security Deposit**”). In the event either Subtenant’s failures or refusals to make any payment or perform any covenant or agreement to be performed by either Subtenant under this Sublease cause Landlord to (i) apply any part of the Security Deposit to any unpaid Rent or other charges due from Sublandlord under the Original Lease, (ii) use any part of the Security Deposit to cure any other default of Sublandlord under the Original Lease, or (iii) withhold any portion of the Security Deposit upon the expiration or earlier termination of the Original Lease then the respective Subtenant responsible for such failure or refusal shall pay Sublandlord the full Security Deposit amount, or portion thereof, withheld or used by Landlord within fifteen (15) days of receipt of notice from Sublandlord.

29. **Parking and Rules and Regulations.** All motor vehicles (including all contents thereof) shall be parked in such spaces at the sole risk of Subtenant and Subtenant’s Parties, it being agreed and understood that neither Sublandlord nor Landlord has a duty to insure any of said motor vehicles (including the contents thereof), and that neither Sublandlord nor Landlord are

responsible for the protection and security of such vehicles, or the contents thereof. Subtenant shall observe all reasonable rules and regulations established by the Association.

30. Subordination and Attornment and Estoppel Certificates.

(a) This Sublease shall be subject and subordinated at all times to the terms of each and every ground or underlying lease which now exists or may hereafter be executed affecting the Subleased Premises under which Sublandlord shall claim, and to the liens of each and every mortgage and deed of trust in any amount or amounts whatsoever now or hereinafter existing encumbering the Subleased Premises, and to all modifications, renewals and replacements thereto without the necessity of having further instruments executed by Subtenant to effect such subordination. Subject to the foregoing, Subtenant, within thirty (30) days after Sublandlord's demand, shall further evidence its subordination by executing a subordination and attornment agreement in form and substance acceptable to Sublandlord and its mortgagee or ground lessor or Landlord, which subordination and attornment agreement shall provide the appropriate non-disturbance language. If Sublandlord or Landlord's interest in the Subleased Premises is acquired by any mortgagee or purchaser at a foreclosure sale or transfer in lieu thereof, Tenant shall attorn to the transferee of or successor to Sublandlord's interest in the Subleased Premises or Landlord's interest in the Premises and recognize such transferee or successor as Sublandlord under this Sublease or Landlord under the Original Lease, respectively. Notwithstanding the foregoing, any mortgagee under any mortgage shall have the right at any time to subordinate such mortgage to this Sublease on such terms and subject to such conditions as the mortgagee in its discretion may consider appropriate.

(b) Within fifteen (15) days of receipt of written request from Sublandlord, any lender or at the request of any purchaser of the Subleased Premises, Residential Tenant and Commercial Tenant shall each deliver a separate estoppel certificate, attaching a true and complete copy of this Sublease, including all amendments relative thereto, and certifying with particularity, among other things, (i) a description of any renewal or expansion options, if any; (ii) the amount of rent currently and actually paid by each Residential Tenant and Commercial Tenant, respectively, under this Sublease; (iii) that the Sublease is in full force and effect as modified; (iv) Subtenant is in possession of the Subleased Premises; (v) stating whether either Sublandlord or either Subtenant, respectively, is in default under the Sublease and, if so, summarizing such default(s); and (vi) stating whether either Subtenant, respectively, or Sublandlord has claims against the other parties and, if so, specifying with particularity the nature and amount of such claim(s). Sublandlord shall likewise deliver a similar estoppel certificate within fifteen (15) days of the request of Subtenant, any lender or prospective lender of Subtenant.

[signatures appear on following page]

IN WITNESS WHEREOF, Sublandlord and Subtenant have executed this Sublease as of the date first set forth above.

SUBLANDLORD:

EAST NASSAU STEWARDSHIP DISTRICT

By: _____

Print Name: _____

Its: _____

SUBTENANT:

WILDLIGHT RESIDENTIAL ASSOCIATION,
INC.

By: _____

Print Name: _____

Its: _____

WILDLIGHT COMMERCIAL ASSOCIATION,
INC.

By: _____

Print Name: _____

Its: _____

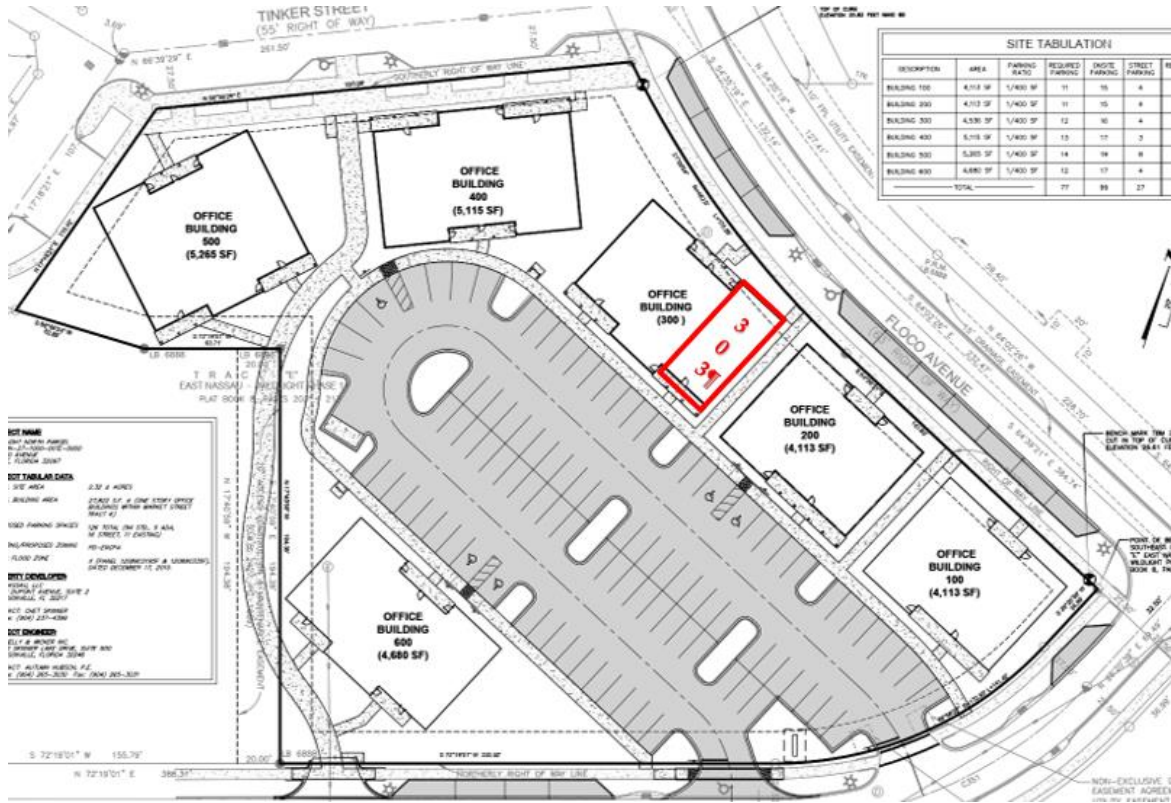
Exhibit A

ORIGINAL LEASE

[To be attached]

Exhibit B

SUBLEASED PREMISES, AND DEPICTION OF BUILDING AND UNIT LOCATION



**EAST NASSAU
STEWARDSHIP DISTRICT**

8

MEMORANDUM

TO: EAST NASSAU STEWARDSHIP DISTRICT BOARD OF SUPERVISORS

FROM: JONATHAN T. JOHNSON

DATE: MARCH 20, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 2017-206, Laws of Florida.

OPTION 1

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the East Nassau Stewardship District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2017-206, Laws of Florida (the “Act”); and

WHEREAS, the Act authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF EAST NASSAU STEWARDSHIP DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason.

Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 18th day of May, 2023.

ATTEST:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the East Nassau Stewardship District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2017-206, Laws of Florida (the “Act”); and

WHEREAS, the Act authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF EAST NASSAU STEWARDSHIP DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason.

Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the District's development of electronic record keeping systems.
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 18th day of May, 2023.

ATTEST:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

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 ADMINISTRATIVE 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 ADMINISTRATIVE 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, warranties 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, surplus, 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, surplus, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."

RETENTION: Retain until completion of the next physical inventory after the equipment leaves service.

PROPERTY TRANSFER RECORDS

Item #41

This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplus, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."

RETENTION: 1 fiscal year provided 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 refile 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

*****CROSS-REFERENCE*****

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

*****CROSS-REFERENCE*****

- 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

*****CROSS-REFERENCE*****

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)

*****CROSS-REFERENCE*****

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

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

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

*****CROSS-REFERENCE*****

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

*****CROSS-REFERENCE*****

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

PUBLICATIONS AND MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

PURCHASE ORDER LOGS
use 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

*****CROSS-REFERENCE*****

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

*****CROSS-REFERENCE*****

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

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

- 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

ACCESS CONTROL RECORDS	Item #189
ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
AFFIRMATIVE ACTION RECORDS	Item #82
ANIMAL CONTROL RECORDS	Item #234
ANNEXATION RECORDS	Item #247
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
BALLOTS	Item #397
BARGAINING RECORDS	Item #87
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
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BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
CHILD CARE RECORDS	Item #257
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
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CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
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COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
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COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
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CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
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CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
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DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
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DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
<i>ELECTRONIC COMMUNICATIONS</i>	
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
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EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
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ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
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ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
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EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
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EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
EXPOSURE RECORDS	Item #227
FACILITY RESERVATION/RENTAL RECORDS	Item #270
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HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
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INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
INSURANCE RECORDS: AGENCY	Item #111
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INVENTORY: AGENCY RECORDS	Item #319
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LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
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LOBBYIST REGISTRATION RECORDS	Item #387
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LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MAPS: ORIGINALS	Item #280
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
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MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NEWS RELEASES	Item #34
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
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PERMITS: BUILDING	Item #286
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PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
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PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
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POSITION DESCRIPTION RECORDS	Item #38
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
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PROMOTION/TRANSFER REQUEST RECORDS	Item #139
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
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REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
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RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RESPIRATOR FIT TESTING RECORDS	Item #298
REVENUE SHARING APPLICATIONS	Item #388
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RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
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SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
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STORAGE TANK RECORDS	Item #412
SUBDIVISION PLANS	Item #301
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
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TELEPHONE CALL RECORDS	Item #28
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TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
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WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
ZONING VARIANCE RECORDS	Item #312
911 COMMUNICATIONS RECORDS	Item #434
911 RECORDS: LOGS	Item #377

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

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DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
FEASIBILITY STUDY RECORDS	Item #106
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
GRIEVANCE FILES	Item #110
INSURANCE RECORDS: AGENCY	Item #111
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
ATTENDANCE AND LEAVE RECORDS	Item #116
LEGISLATION RECORDS	Item #119
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PUBLIC INFORMATION FILES	Item #128
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
POSTAGE/SHIPPING RECORDS	Item #133
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
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PROMOTION/TRANSFER REQUEST RECORDS	Item #139
WORK ORDERS	Item #141
PROCLAMATIONS	Item #142
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
TRANSITORY MESSAGES	Item #146
TRAINING MATERIAL RECORDS	Item #147
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE RECORDS	Item #154
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
DIRECTIVES/POLICIES/PROCEDURES	Item #186
INJURY/ILLNESS RECORDS	Item #188
ACCESS CONTROL RECORDS	Item #189
BOND RESOLUTIONS/ORDINANCES	Item #191
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PUBLICATION PRODUCTION RECORDS	Item #198
PETTY CASH DOCUMENTATION RECORDS	Item #202

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ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
DISASTER PREPAREDNESS PLANS	Item #210
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
MEDICAL RECORDS	Item #212
FUEL TAX REPORTS	Item #213
PAYROLL RECORDS: NOT POSTED	Item #214
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
PROPERTY CONTROL RECORDS	Item #222
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
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ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ANIMAL CONTROL RECORDS	Item #234
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
PUBLIC PROGRAM/EVENT RECORDS	Item #238
SALARY SCHEDULES	Item #240
INCIDENT REPORT FILES	Item #241
DRAFTS AND WORKING PAPERS	Item #242
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ANNUAL REPORTS: GOVERNING BODY	Item #245
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNEXATION RECORDS	Item #247
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHILD CARE RECORDS	Item #257
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEE/SERVICE SCHEDULES	Item #271
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277

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

INVESTMENT RECORDS	Item #278
MAPS: ORIGINALS	Item #280
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: BUILDING	Item #286
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
WORK SCHEDULES	Item #289
PROJECT FILES: OPERATIONAL	Item #291
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
RESOLUTIONS	Item #297
RESPIRATOR FIT TESTING RECORDS	Item #298
SIGNATURE AUTHORIZATION RECORDS	Item #300
SUBDIVISION PLANS	Item #301
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TRAFFIC ACCIDENT REPORTS	Item #306
UNCLAIMED PROPERTY RECORDS	Item #309
CLIENT CASE FILES: VETERAN SERVICES	Item #310
MEDICAL RECORDS: VETERAN SERVICES	Item #311
ZONING VARIANCE RECORDS	Item #312
INVENTORY: AGENCY RECORDS	Item #319
PROBATION RECORDS	Item #320
DISASTER RELIEF RECORDS	Item #321
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
MUNICIPAL COURT DOCKET RECORDS	Item #323
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DONATION RECORDS	Item #342
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
FALSE ALARM RECORDS	Item #345
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LOST AND FOUND RECORDS	Item #354
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355

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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
RULE DEVELOPMENT FILES	Item #367
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY SCREENING RECORDS	Item #369
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
911 RECORDS: LOGS	Item #377
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
LOBBYIST REGISTRATION RECORDS	Item #387
REVENUE SHARING APPLICATIONS	Item #388
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
COMPUTER LOGS	Item #391
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
BALLOTS	Item #397
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LIEN DOCUMENTATION FILES	Item #405
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
PASSPORT RECORDS: DAILY	Item #407
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STORAGE TANK RECORDS	Item #412
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
VEHICLE LOCATOR RECORDS	Item #414
ADDRESS REQUEST RECORDS	Item #415
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419

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EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
GRANT FILES	Item #422
HISTORICAL DESIGNATION RECORDS	Item #423
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MOSQUITO CONTROL RECORDS	Item #425
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE REPORTING FILES	Item #431
SECURITY BREACH NOTICE RECORDS	Item #432
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
911 COMMUNICATIONS RECORDS	Item #434
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
INTELLECTUAL PROPERTY RECORDS	Item #437
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
<i>ELECTRONIC COMMUNICATIONS</i>	

FUNCTIONAL CATEGORY LISTING

Accounting, Budget, and Finance

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BOND FINANCING ADMINSTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
DONATION RECORDS	Item #342
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
FUEL TAX REPORTS	Item #213
GRANT FILES	Item #422
INVESTMENT RECORDS	Item #278
LIEN DOCUMENTATION FILES	Item #405
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PETTY CASH DOCUMENTATION RECORDS	Item #202
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PURCHASING RECORDS	Item #42
RAIN CHECKS	Item #293
REVENUE SHARING APPLICATIONS	Item #388
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368

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TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375

UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149

VOUCHERS: FEDERAL PROJECTS PAID	Item #156
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Administration

ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394

BALLOTS	Item #397
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221

CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338

DIRECTIVES/POLICIES/PROCEDURES	Item #186
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208

FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEASIBILITY STUDY RECORDS	Item #106
FEE/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
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GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
INFORMATION REQUEST RECORDS	Item #23
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LEGISLATION RECORDS	Item #119
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MUNICIPAL COURT DOCKET RECORDS	Item #323
NEWS RELEASES	Item #34
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PASSPORT RECORDS: DAILY	Item #407
PERMITS: CONFINED SPACE ENTRY	Item #284
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429

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RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SECURITY BREACH NOTICE RECORDS	Item #432
SIGNATURE AUTHORIZATION RECORDS	Item #300
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STAFF ADMINISTRATION RECORDS	Item #371
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TELEPHONE CALL RECORDS	Item #28
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
911 RECORDS: LOGS	Item #377

Building/Development

ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ANNEXATION RECORDS	Item #247
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384

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HISTORICAL DESIGNATION RECORDS	Item #423
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #404
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #405
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
MAPS: ORIGINALS	Item #280
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RIGHT-OF-WAY PERMIT RECORDS	Item #430
SUBDIVISION PLANS	Item #301
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TRAFFIC ACCIDENT REPORTS	Item #306
ZONING VARIANCE RECORDS	Item #312
 <u>Health and Medical</u>	
DRUG TEST CASE FILES	Item #260
EXPOSURE RECORDS	Item #227
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
INJURY/ILLNESS RECORDS	Item #188
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328

*****FUNCTIONAL CATEGORY LISTING*****

Human Resources, Personnel, and Payroll

AFFIRMATIVE ACTION RECORDS	Item #82
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
BARGAINING RECORDS	Item #87
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
GRIEVANCE FILES	Item #110
MINORITY APPOINTMENT REPORTING RECORDS	Item #407
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
POSITION DESCRIPTION RECORDS	Item #38
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
WORK SCHEDULES	Item #289

Maintenance, Property, and Purchasing

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
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General Records Schedule GS1-SL for State and Local Government Agencies

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State of Florida

GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS



EFFECTIVE: June 2022

Rule 1B-24.003(1)(c), *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 *Managing Florida's Public Records* 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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GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

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, Title 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.

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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, which are 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, and 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 officially establishes 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

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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 Foreword 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 LS5E-105REff.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.

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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 physical 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), 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.

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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 **7/31/2017**, 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	7/31/2017	+3	= 7/31/2020
3 fiscal years (local govt.)	9/30/2017	+3	= 9/30/2020
3 fiscal years (school district)	6/30/2018	+3	= 6/30/2021
3 calendar years	12/31/2017	+3	= 12/31/2020

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 indicates that the 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 "**This series 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

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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.

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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

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RECORDS RETENTION SCHEDULES

APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

Item #8

This record series consists of requests by qualified voters for replacement of lost, stolen, destroyed, or mutilated voter information cards. These records are created pursuant to Section 97.071(2), *Florida Statutes*, Voter information card (formerly Section 97.072, *Florida Statutes*); and Section 97.052(1)(a), *Florida Statutes*, Uniform Statewide Voter Registration Application. If a voter registration application form is used, the retention applies only if the form is used solely to request a replacement card. **If the form is also used to update a voter registration record, then the record must be maintained in accordance with the retention schedule for VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS.** See also "VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS."

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

CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

Item #143

This record series documents the registration, qualification, and financial activities relating to candidates, committees, and parties. The series includes candidates' qualifying records created pursuant to Chapter 99, *Florida Statutes*, Candidates, or Chapter 105, *Florida Statutes*, Nonpartisan elections, including oaths, resign-to-run submissions, candidate petition certifications or notifications, and financial disclosure statements, regardless of whether qualifying is by fee or by petition method. Records documenting financial activities include treasurers' reports, correspondence, and supporting documents for candidates, committees, and parties, as well as independent expenditure reports filed pursuant to Section 106.071, *Florida Statutes*, Independent expenditures; electioneering communications; reports; disclaimers. Records documenting registration include the Statement of Organization and Appointment of Campaign Treasurer for political committees created pursuant to Section 106.03, *Florida Statutes*, Registration of political committees. Records documenting the organization and operation of committees of continuous existence pursuant to Section 106.04, *Florida Statutes*, Committees of continuous existence, include committee applications, the certification or denial of application for committee status, annual reports, and finance reports. The retention period is based on Section 98.015(5), *Florida Statutes*, Supervisor of elections . . . duties, which reads, "The supervisor shall preserve statements and other information required to be filed with the supervisor's office pursuant to chapter 106 for a period of 10 years from date of receipt." See also "PETITION RECORDS: BALLOTTED ISSUES," and "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY."

RETENTION: 10 anniversary years after receipt.

COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS

Item #19

This record series consists of certifications of the total number of votes cast for each person for each office and the office for which each was nominated or elected. The record copy of this document for federal, state, and multicounty races is filed with the Department of State and an additional record copy is maintained by the county elections office. These records are created pursuant to Section 102.151, *Florida Statutes*, which reads in part, "The county canvassing board shall make and sign duplicate certificates containing the total number of votes cast for each person nominated or elected, the names of persons for whom such votes were cast, and the number of votes cast for each candidate or nominee. One of such certificates which relates to offices for which the candidates or nominees have been voted for in more than one county shall be immediately transmitted to the Department of State, and the second copy filed in the supervisor's office." For retention of county canvassing board meeting minutes, use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #32, MINUTES: OFFICIAL MEETINGS.

RETENTION: Permanent. Retain original format for 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

EARLY VOTING REPORTS

Item #145

This record series consists of reports listing the daily total number and the names of early voters at each early voting location during an early voting period. These reports are also reported daily to the Division of Elections for the duration of the early voting period. These records are created pursuant to Section 101.657, *Florida Statutes*, Early voting. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by the Division of Elections that is retained for 4 calendar years after receipt of last report for election cycle.

RETENTION: 3 months after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

Item #168

This record series documents general, special or primary elections in Florida. The series may include, but is not limited to, affidavits, affirmations, declarations and oaths executed at early voting sites, at the polls or at supervisors' offices (e.g., request for assistance, request to obtain ballot, designations, name or address change at the polls, signature difference at the polls, election day emergency designee and affidavit and supporting documentation); applications for registration; applications/requests for vote-by-mail ballot; ballots (official ballots and stubs, federal write-in absentee ballot, mail ballot election ballot, provisional ballot, sample ballot, state write-in ballot, vote-by-mail ballot); ballot image files containing records of the content of each ballot cast on an electronic voting system; ballot inspection certification; book closing statistics; conduct of election reports; early voting certificates; election parameter records; election security device records; overvote/under report data, petition signature records for candidates; poll watcher and worker records; precinct, early voting, polling place and drop box location records; precinct registers; precinct election returns; protest of election returns; provisional ballot voters' certificates; voter authorization slips and stubs; voter challenge records; voting history; voting machine votes case summary list; voting system audit records; and any other record relating to a specific election. See Appendix for list of election records and applicable *Florida Statutes* citations. Retention period is pursuant to Title 52 U.S. Code s. 20701, Retention and preservation of records and papers by officers of elections and Section 101.545, *Florida Statutes*, Retention and destruction of certain election materials.

Book closing statistics and precinct election returns may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

RETENTION: 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions. The original format must be retained for the required retention after which records may be disposed or stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS

Unused/blank forms are not public records. Approval by the Division of Elections is required to dispose of unused election materials pursuant to Section 101.545, *Florida Statutes*, which reads in part, "All unused ballots, forms, and other election materials may, with the approval of the Department of State, be destroyed by the supervisor after the election for which such ballots, forms, or other election materials were to be used."

CONTACT THE DIVISION OF ELECTIONS FOR DISPOSAL AUTHORIZATION.

ELECTION RETURNS: COUNTY TABULATION

Item #35

This record series consists of the voting results for each office or other items on the ballot as the count is completed. These records are created pursuant to Section 101.5614, *Florida Statutes*, Canvass of returns, and Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results.

RETENTION: Permanent. Retain original format for 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

JOURNALS: ELECTIONS FINANCIAL TRANSACTIONS

Item #42

This record series consists of summaries of all elections financial transactions. For retentions for other financial records, see *General Records Schedule GS1-SL for State and Local Government Agencies*.

RETENTION: 10 fiscal years **OR** 3 years after release of any applicable Federal Single Audit, whichever is later.

LIST OF CANDIDATES NOMINATED OR ELECTED

Item #21

This record series consists of a list submitted to the Department of State by the county supervisor listing the names of all county and district officers nominated or elected, the office for which each was nominated or elected, and the mailing address of each. These records are created pursuant to Section 102.151, *Florida Statutes*, which reads in part, "The supervisor shall transmit to the Department of State, immediately after the county canvassing board has canvassed the returns of the election, a list containing the names of all county and district officers nominated or elected, the office for which each was nominated or elected, and the mailing address of each."

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

MAIL BALLOT ELECTION RECORDS

Item #169

This record series documents elections conducted by mail ballot. The series may include, but is not limited to, Supervisors of Elections' requests and written plans for mail ballot elections with supporting documentation and approval or denial by the Department of State; ballots; envelopes; certificates; requests for replacement ballots; challenges; and other election records created pursuant to Section 101.6101-101.6107, *Florida Statutes*, the Mail Ballot Election Act.

RETENTION: 1 anniversary year after date of the election as defined in Section 97.021(13), *Florida Statutes*, Definitions, applicable to the request.

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GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS

Item #43

This record series consists of voter information cards, vote-by-mail ballots, mail ballots, and other required election materials that are undeliverable ("not claimed," "declined," "refused," expiration of forwarding address, etc.). **For returned mail from voter address list maintenance activities, see "VOTER ADDRESS LIST MAINTENANCE RECORDS."**

RETENTION: 2 anniversary years after receipt.

PETITION RECORDS: BALLOTTED ISSUES

Item #170

This record series consists of petition records requesting consideration of various constitutional and nonconstitutional initiatives, referenda, public measures and other questions that made ballot position and/or appeared on the ballot. The records may include, but are not limited to, qualified signatures of registered voters and affidavits, paperwork, memoranda, documentation, etc. relating to the petition process. Records are created pursuant to Section 101.161, *Florida Statutes*, Referenda; ballots, and Section 105.036, *Florida Statutes*, Initiative for method of selection for circuit or county court judges. Retention is based on Section 100.371, *Florida Statutes*, Initiatives; procedure for placement on ballot, which requires retention of related records (signature forms) for 1 year following the election in which the issue appeared on the ballot. See also "CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES" and "PETITION RECORDS: UNBALLOTTED ISSUES."

RETENTION: 1 anniversary year after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, in which the issue made ballot position or appeared on the ballot.

PETITION RECORDS: MUNICIPAL RECALL

Item #150

This records series consists of records relating to a municipal recall under Section 100.361, *Florida Statutes*, Municipal recall. The series includes signed and filed municipal recall petitions, the signature verification certificate, the supervisor of elections determination whether threshold for requisite signatures was met, the clerk's certification to the governing body whether requisite signatures met or not, the defensive statement, the Recall Petition and Defense and signed petitions, and the municipal officer's written resignation. Retention is based on Section 100.361(9), *Florida Statutes*, which requires that "The clerk shall preserve in his or her office all papers comprising or connected with a petition for recall for a period of 2 years after they were filed."

RETENTION: 2 anniversary years after the petition was initially filed.

PETITION RECORDS: UNBALLOTTED ISSUES

Item #171

This record series consists of petition records requesting consideration of various constitutional and non-constitutional initiatives, referenda, public measures and other questions that did not successfully make ballot position in accordance with applicable local or state law, or is no longer seeking ballot position. The records may include, but are not limited to, signatures of registered voters and affidavits, paperwork, memoranda, documentation, etc. relating to the petition process. Records may have been created pursuant to Sections 101.161, Referenda; ballots, 100.371, Initiatives, and 105.036, *Florida Statutes*, Initiative for method of selection of circuit or county court judges. See also "PETITION RECORDS: BALLOTTED ISSUES."

RETENTION: Retain until notification that the request is closed, withdrawn, removed or committee that circulated the petition is no longer seeking ballot position.

PRECINCT BOUNDARY RECORDS AND MAPS

Item #69

This record series consists of maps drawn to scale with all major observable features; worded description of the geographical boundaries; all precinct reorganization correspondence; and printed copies of maps outlining precinct boundaries and affixing precinct numbers thereon which are available for general use/sale. These records are created pursuant to Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries (formerly Section 98.031, *Florida Statutes*). See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

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GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

PRECINCT MAP REFERENCE MATERIALS

Item #125

This record series consists of copies of descriptions of property being annexed by local governments that will change precinct boundaries or lines, including correspondence, reports, maps, certifying statements, and municipal service plans; maps giving street, township, and range for each quadrant of the county upon which the approved platted subdivisions are drawn and affixed; and maps approved and certified by the government entity showing street names and geographical boundaries of approved subdivision and development therein which aid the supervisor of elections in establishing, changing, and reorganizing precincts and polling place locations. These records are created pursuant to Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries (formerly Section 98.031, *Florida Statutes*). This series does **not** include the record (master) copy of Precinct Boundary Records and Maps (see that item).

RETENTION: 22 months after certification of the next federal election.

RESIDENTIAL STREET ADDRESS LIST

Item #153

This record series consists of lists maintained by the Supervisor of Elections to verify legal addresses of voters residing in the county. This series is created pursuant to Section 98.015(12), *Florida Statutes*, Supervisor of elections; election, tenure of office, compensation, custody of registration-related documents, office hours, successor, seal; appointment of deputy supervisors; duties. This information is forwarded to the Department of State to compile and maintain a statewide electronic database of valid residential street addresses pursuant to Section 98.045(4), *Florida Statutes*, Administration of voter registration.

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

SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES

Item #15

This record series consists of reports submitted to the Department of State by the supervisor of elections containing the names, party affiliations, and addresses of all candidates and the offices for which they qualified. These records are created pursuant to Section 99.092(2), *Florida Statutes*, which reads, "The supervisor of elections shall, immediately after the last day for qualifying, submit to the Department of State a list containing the names, party affiliations, and addresses of all candidates and the offices for which they qualified."

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

TESTIMONIAL NOTICES

Item #172

This record series consists of notices of testimonials held in honor or on behalf of any person holding public office. Section 111.012, *Florida Statutes*, Testimonials for public officers, reads in part, "notice shall state the date and place the testimonial is to be held, the name and address of the person or persons in charge of the testimonial, the name and address of the officer in whose honor or on whose behalf the testimonial is to be held, the purpose for which the testimonial is to be held, and the purpose for which the funds raised are to be used."

RETENTION: 5 fiscal years after filing.

THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS

Item #173

This record series consists of Supervisors of Elections' accounting of each third-party registration organization's voter registration applications. The series documents the number of voter registration applications provided to and received from third-party organizations. The series also includes Supervisor of Elections' transmittal form indicating third party voter registration organizations that are noncompliant. Records created pursuant to Section 97.0575, *Florida Statutes*, Third-party voter registrations. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by Division of Elections that is retained for 2 anniversary years from the date of the record.

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

VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS

Item #137

This record series consists of vote-by-mail and federal write-in absentee ballot request information compiled and made available to the Division of Elections daily during an election cycle. These records are created pursuant to Section 101.62(3), *Florida Statutes*, Request for absentee ballots. The series also includes requests for the information from parties authorized by Section 101.62(3), *Florida Statutes*, to receive otherwise confidential and exempt information. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by the Division of Elections that is retained for 4 calendar years after receipt of last report for election cycle.

RETENTION: 3 months after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

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GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

VOTER ADDRESS LIST MAINTENANCE RECORDS

Item #106

This record series consists of records relating to address list maintenance programs and activities, including the names and addresses of registered voters to whom notices were sent regarding a change or confirmation of a residential address for purposes of registration and voting in the county. The series includes returned or undeliverable Address Change Notices, Address Confirmation Request forms, Address Confirmation Final Notice forms, and pre-addressed return forms or other address change information returned by the voter, as well as the names of inactive voters. The records are created pursuant to *Florida Statutes* Section 98.065, Registration list maintenance programs, Section 98.0655, Registration list maintenance forms, and Section 98.075(2), as it relates to address list maintenance activities.

RETENTION: Retain as long as voter is registered or 2 anniversary years after voter is removed from the official list of registered voters, whichever occurs later.

VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS

Item #94

This record series consists of the official registration information for all qualified voters in each county. These records are created pursuant to Sections 97.053, *Florida Statutes*, Acceptance of voter registration applications; 97.057, *Florida Statutes*, Voter registration by the Department of Highway Safety and Motor Vehicles; 97.058, *Florida Statutes*, Voter registration agencies; 97.105, *Florida Statutes*, Permanent single registration system established; 98.035, *Florida Statutes*, Statewide voter registration system; implementation, operation, and maintenance; 98.461, *Florida Statutes*, Registration application, precinct register; contents; and 101.002 (3), *Florida Statutes*, Use of system by municipalities. Since January 1, 2006, these records are officially recorded and retained electronically in the Florida Voter Registration System. The retention period for the record copy is pursuant to Attorney General Opinion 86-18 and Florida Division of Elections opinion DE 87-06. See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY," "VOTER ADDRESS LIST MAINTENANCE RECORDS," "VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS," "VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS," and "VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT

Item #156

This record series consists of Supervisors of Elections copies of reports filed with the Division of Elections relating to address list and voter registration eligibility maintenance activities. Each Supervisor of Elections must certify to the Department of State twice a year that he or she has conducted required activities relating to maintaining accurate and current addresses for registered voters in the Florida Voter Registration System and to processing information or records relating to the potential ineligibility of registered voters. Records created per Section 98.065(6), *Florida Statutes*, Registration list maintenance programs, and 98.075(8), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention pursuant to Section 98.045(3), *Florida Statutes*, Administration of voter registration--Public records access and retention.

RETENTION: 2 anniversary years from date of filing.

VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS

Item #22

This record series consists of notification from electors to the supervisor of elections because of a change in the elector's name due to marriage or other legal process; a change in political party affiliation; a signature update; or change of residence/mailling address. These records revise or update the official registration records for all qualified voters which, since January 1, 2006, are centrally compiled and retained in the Florida Voter Registration System. These records are created pursuant to Sections 97.1031, *Florida Statutes*, Notice of change of residence, change of name, or change of party affiliation; 98.077, *Florida Statutes*, Update of voter signature; and 101.045, *Florida Statutes*, Electors must be registered in precinct; provisions for change of residence or name. See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY" and "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

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GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS **Item #129**

This record series consists of voter registration applications that have been denied or cannot be processed because they are incomplete. These records are created pursuant to Sections 97.053, *Florida Statutes*, Acceptance of voter registration applications; 97.073, *Florida Statutes*, Disposition of voter registration applications; cancellation notice; and 98.045, *Florida Statutes*, Administration of voter registration.

RETENTION: 2 anniversary years after notice to applicant that application is incomplete or denied.

VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS **Item #132**

This record series consists of records indicating that individuals declined to register to vote at any office that issues a Florida driver license/state identification pursuant to Section 97.057, *Florida Statutes*, and at a voter registration agency, defined as "any office that provides public assistance, any office that serves persons with disabilities, any center for independent living, or any public library" (Section 97.021(44), *Florida Statutes*) and Section 97.058, *Florida Statutes*, Voter registration agencies. The retention period is pursuant to Section 97.058(7), *Florida Statutes*, Voter registration agencies, which requires voter registration agencies to "retain declinations for a period of 2 years, during which time the declinations are not considered a record of the client pursuant to the laws governing the agency's records."

RETENTION: 2 anniversary years after receipt.

VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS **Item #130**

This record series consists of voter registrations and associated documentation pertaining to persons who register pursuant to Section 97.0535(1), *Florida Statutes*, and affirm that they have never been issued a current and valid Florida driver's license, Florida identification card, or social security number and is otherwise exempt from those identification requirements until such time as they vote or claim to be exempt from the provisions.

These records are considered part of the permanent voter registration record. See also "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS) **Item #157**

This record series consists of case files documenting potentially ineligible registered voters for which ineligibility cannot be determined or for which eligibility is established. The series may include, but is not limited to, copies of a court order or judgment that the voter was mentally incapacitated with respect to voting and has had his or her right to vote restored; a court order or judgment that the voter has been convicted of any state or federal felony and has had his or her right to vote restored; proof that the voter meets the age requirement; information that the voter is a United States citizen; information that the voter is not a fictitious person; verification that the voter has listed a residence that is his or her legal residence; or any other information indicating that the registered voter meets the eligibility requirements. This series also includes notices mailed or published to the voter of potential ineligibility, any other correspondence to or from the voter, hearing records, and determination of eligibility. These case files may have been compiled and forwarded to the Supervisor of Elections by the Bureau of Voter Registration Services, or they may have been created by the Supervisor of Elections based on information received from another source. Records created per Section 98.075(4)-(7), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention is based on Title 52 U.S.C. ss. 20507(i), Requirements with respect to administration of voter registration, Public disclosure of voter registration activities.

RETENTION: 2 anniversary years after case closed.

VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS) **Item #158**

This record series consists of case files documenting potentially ineligible registered voters determined to be ineligible based on credible and reliable information and also documenting voters who have been removed from the official rolls by request either directly from the voter or indirectly through notice received from an out-of-state election official that the person is now registered in another state. The series may include, but is not limited to, copies of a court order or judgment that the voter is mentally incapacitated with respect to voting and has not had his or her right to vote restored; a court order or judgment that the voter has been convicted of any state or federal felony and has not had his or her right to vote restored; information that the voter does not meet the age requirement; information that the voter is not a United States citizen; information that the voter is a fictitious person; information that the voter has listed a residence that is not his or her legal residence; or any other information indicating that the registered voter does not meet the eligibility requirements. This series also includes notices mailed or published to the voter of potential ineligibility, any other correspondence to or from the voter, hearing records, and determination of ineligibility. These case files may have been compiled and forwarded to the Supervisor of Elections by the Bureau of Voter Registration Services, or they may have been created by the Supervisor of Elections based on information received from another source. Records created per

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Section 98.075(4)-(7), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention is based in part on Title 52 U.S.C. ss. 20507(i), Requirements with respect to administration of voter registration, Public disclosure of voter registration activities, and Section 98.081(2), *Florida Statutes*, which authorizes the restoration of "the name of any elector . . . erroneously or illegally removed from the statewide voter registration system."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS **Item #87**

This record series consists of records from state and federal agencies that are used by the supervisor of elections as a basis for identifying a registered voter as potentially ineligible pursuant to Section 98.093, *Florida Statutes*, Duty of officials to furnish information relating to deceased persons, persons adjudicated mentally incapacitated, and persons convicted of a felony, and Title 52 U.S.C. ss. 20507(g), Requirements with respect to administration of voter registration, Conviction in Federal court. Records may include lists, judgments, or other documentation relating to: deceased persons (Florida Department of Health/Vital Statistics); adjudications of mental incapacity with respect to voting (clerks of the court); persons convicted of a felony in federal court (U.S. State Attorney's Office); convicted felons (Florida Department of Law Enforcement); persons granted clemency (Parole Commission/Board of Executive Clemency); inmate records (Florida Department of Corrections); Florida driver licenses removed from the driver license database because they have been licensed in another state (Florida Department of Highway Safety and Motor Vehicles); persons registered to vote in another state (state election officials); or other records from other governmental sources. For individual source records extracted from these records and used to determine eligibility of individual voters, see "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS" and "VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)."

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

VOTER REGISTRATION SYSTEM: CHANGE LOGS **Item #118**

This record series consists of reports documenting changes made in the voter registration system. The series documents such information as new registrations added, preregistrations for 16 and 17 year olds, and address changes.

RETENTION: 22 months after the date of the next election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS **Item #159**

This record series consists of records relating to acquisition of approved voting systems and equipment filed with the Division of Elections at the time of purchase or acquisition. The series may include vote tabulation source code, software, updates, modifications, user and/or operator manuals, and the vendor's sworn certification. The series may also include bid invitations submitted by counties for the acquisition of voting equipment. Records created pursuant to Section 101.294(5), *Florida Statutes*, Purchase and sale of voting equipment; and Section 101.5607(1)(a), *Florida Statutes*, Department of State to maintain voting system information; prepare software. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the Division of Elections, which retains these records for 24 months after subsequent acquisition update is filed or new system implemented.

RETENTION: 1 anniversary year after report of superseding acquisition report is filed.

VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS **Item #95**

This record series consists of maintenance records, calibration, and/or testing of voting equipment and systems, including tabulation programs used in logic and accuracy tests submitted to the Department of State. This series may include program codes, user and operator manuals and copies of all software, firmware, media, exhibits, manuals and related documentation. These records are created pursuant to Section 101.5607, *Florida Statutes*, Department of State to maintain voting system information; prepare software. Retention is based on Title 52 U.S. Code s. 20701, Retention and preservation of records and papers by officers of elections.

RETENTION: 22 months after certification of the election as defined in Section 97.021(13), *Florida Statutes*, Definitions, in which the machine was used for the final time before being permanently deactivated.

VOTING SYSTEM SECURITY PROCEDURES **Item #164**

This record series consists of written procedures for ensuring voting system security and accuracy in accordance with Section 101.015(4)(b), *Florida Statutes*, Standards for voting systems, and Rule 1S-2.015, *Florida Administrative Code*, Minimum Security Procedures for Voting Systems. The series may also include any revisions to previously approved procedures, recommendations and acknowledgements made by the Division of Elections, and samples of forms, schedules, and checklists along with instructions for their use.

RETENTION: 2 anniversary years after superseded.

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CROSS-REFERENCE**

CROSS-REFERENCE

ABSENTEE BALLOT ENVELOPES - FIRST-TIME VOTERS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES - FIRST-TIME VOTERS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT "IN OFFICE" VOTER CERTIFICATES: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT "IN OFFICE" VOTER CERTIFICATES: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT/REGISTRATION APPLICATIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT REQUEST FILE REPORTS
use VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS

ABSENTEE BALLOT REQUESTS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT REQUESTS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ANNEXATION RECORDS
use PRECINCT MAP REFERENCE MATERIALS

ANNUAL SPECIAL SALARY CERTIFICATION
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #195, PAYROLL RECORDS: SUPPORTING DOCUMENTS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #378, PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #19, PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

APPLICATIONS: ABSENTEE BALLOT/REGISTRATION (FEDERAL POSTCARD APPLICATIONS)
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

APPLICATIONS: REPLACEMENT OF REGISTRATION ID CARD
use APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN: FEDERAL ELECTION
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT IMAGE FILES
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT INSPECTION CERTIFICATION: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT INSPECTION CERTIFICATION: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT ON DEMAND REQUEST RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT STUBS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT STUBS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, OFFICIAL: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, OFFICIAL: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, UNUSED
see *ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS*

BOOK CLOSING STATISTICS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BOOK CLOSING STATISTICS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

CAMPAIGN RECORDS: COMMITTEES OF CONTINUOUS EXISTENCE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

CANDIDATE/COMMITTEE FILES
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

CANDIDATES' FILING FEE REPORTS
use SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES

CENTRAL VOTING SYSTEM RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

CERTIFIED CANVASSING BOARD REPORTS
use LIST OF CANDIDATES NOMINATED OR ELECTED

CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS
use VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

CONDUCT OF ELECTION REPORTING RECORDS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

DAILY VOTER LOGS

use VOTER REGISTRATION SYSTEM: CHANGE LOGS

DECLINATIONS

use VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS

EARLY VOTING VOTER CERTIFICATES: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

EARLY VOTING VOTER CERTIFICATES: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION FRAUD COMPLAINTS (copies retained by the Supervisors of Elections of complaints filed with the Department of State)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #2, ADMINISTRATIVE CONVENIENCE RECORDS

ELECTION MATERIALS, UNUSED

see *ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS*

ELECTION PARAMETER RECORDS: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION PARAMETER RECORDS: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION RETURNS: PRECINCT (FEDERAL ELECTIONS)

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION RETURNS: PRECINCT (STATE AND LOCAL ELECTIONS)

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION SECURITY DEVICE RECORDS: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION SECURITY DEVICE RECORDS: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FEDERAL POSTCARD APPLICATIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FINANCIAL DISCLOSURE STATEMENTS: ELECTED OFFICIALS AND CANDIDATES

use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

FINANCIAL DISCLOSURE STATEMENTS: APPOINTED OFFICIALS AND GOVERNMENT EMPLOYEES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #346, FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

HELP AMERICA VOTE ACT (HAVA) EXEMPTION FORM

use VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS

INACTIVE VOTER LISTS

use VOTER ADDRESS LIST MAINTENANCE RECORDS

LIST MAINTENANCE FORMS

use VOTER ADDRESS LIST MAINTENANCE RECORDS

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
CROSS-REFERENCE**

MAIL BALLOT ELECTION PLAN RECORDS
use MAIL BALLOT ELECTION RECORDS

MAIL BALLOT ENVELOPES
use MAIL BALLOT ELECTION RECORDS

MAPS: ASSESSMENT
use PRECINCT MAP REFERENCE MATERIALS

MAPS: PLAT
use PRECINCT MAP REFERENCE MATERIALS

MAPS: PRECINCT
use PRECINCT BOUNDARY RECORDS AND MAPS

MENTAL COMPETENCY VOTING RIGHTS RESTORED RECORDS
use VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS

OATHS: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

OATHS: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PETITION RECORDS: BALLOTTED ISSUES (CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: BALLOTTED ISSUES

PETITION RECORDS: BALLOTTED ISSUES (OTHER THAN CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: BALLOTTED ISSUES

PETITION RECORDS: UNBALLOTTED ISSUES (CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION RECORDS: UNBALLOTTED ISSUES (OTHER THAN CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION SIGNATURE RECORDS: BALLOTTED
use PETITION RECORDS: BALLOTTED ISSUES

PETITION SIGNATURE RECORDS: UNBALLOTTED
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION SIGNATURE RECORDS FOR CANDIDATES FOR FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PETITION SIGNATURE RECORDS FOR CANDIDATES FOR STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL LISTS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL LOCATION RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WATCHERS RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WATCHERS RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
CROSS-REFERENCE**

POLL WORKER RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WORKER RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT AND POLLING PLACE LOCATION RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT AND POLLING PLACE LOCATION RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT REGISTERS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT REGISTERS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

"PROTEST OF ELECTION" RETURNS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

"PROTEST OF ELECTION" RETURNS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT ENVELOPES: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT ENVELOPES: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' AFFIRMATIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' CERTIFICATES: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' CERTIFICATES: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PURGE FORMS
use VOTER ADDRESS LIST MAINTENANCE RECORDS

PURGE LISTS
use VOTER ADDRESS LIST MAINTENANCE RECORDS

QUALIFYING RECORDS: CANDIDATE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

QUALIFYING RECORDS: POLITICAL COMMITTEE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/ COMMITTEES/PARTIES

REGISTERED ELECTORS STATISTICAL REPORTS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

REGISTRATION ID CARD REPLACEMENT APPLICATIONS
use APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

REGISTRATION RECORDS: POLITICAL COMMITTEE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

REQUEST FOR REIMBURSEMENT FOR PETITION SIGNATURE VERIFICATION
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL

TREASURERS' RECORDS: CANDIDATES/COMMITTEES/PARTIES
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/ COMMITTEES/PARTIES

VOTER AUTHORIZATION SLIPS/STUBS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER AUTHORIZATION SLIPS/STUBS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER CHALLENGE RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER CHALLENGE RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST ACQUISITION OATHS: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST ACQUISITION OATHS: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST MAINTENANCE RECORDS
use VOTER ADDRESS LIST MAINTENANCE RECORDS

VOTER REGISTRATION APPLICATIONS: DUPLICATES AND INCOMPLETES
use VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS

VOTER REGISTRATION CANCELLATION RECORDS
use VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS

VOTER REGISTRATION RENEWAL CARDS
use MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIAL

VOTER REGISTRATION: IDENTIFICATION EXEMPTION RECORDS
use VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS

VOTING EQUIPMENT AND SYSTEM: AUDIT RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING EQUIPMENT RECORDS
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING EQUIPMENT RECORDS AND SYSTEM: MAINTENANCE AND TESTING
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING HISTORY: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING HISTORY: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING MACHINE TESTING RECORDS
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING MACHINE VOTES CAST SUMMARY LISTING: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

VOTING MACHINE VOTES CAST SUMMARY LISTING: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING PASS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER REGISTRATION: VOTER INFORMATION CARDS
use MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIAL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #393, AUDIT
TRAILS: CRITICAL INFORMATION SYSTEMS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #394, AUDIT
TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

VOTING SYSTEM OVERVOTES/UNDERVOTES REPORTS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING SYSTEM TRANSACTION LOGS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****ALPHABETICAL LISTING*****

ALPHABETICAL LISTING

APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD	Item #8
CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES	Item #143
COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS	Item #19
EARLY VOTING REPORTS	Item #145
ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY	Item #168
<i>ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS</i>	
ELECTION RETURNS: COUNTY TABULATION	Item #35
JOURNALS: ELECTIONS FINANCIAL TRANSACTIONS	Item #42
LIST OF CANDIDATES NOMINATED OR ELECTED	Item #21
MAIL BALLOT ELECTION RECORDS	Item #169
MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS	Item #43
PETITION RECORDS: BALLOTTED ISSUES	Item #170
PETITION RECORDS: MUNICIPAL RECALL	Item #150
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PRECINCT BOUNDARY RECORDS AND MAPS	Item #69
PRECINCT MAP REFERENCE MATERIALS	Item #125
RESIDENTIAL STREET ADDRESS LIST	Item #153
SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES	Item #15
TESTIMONIAL NOTICES	Item #172
THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS	Item #173
VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS	Item #137
VOTER ADDRESS LIST MAINTENANCE RECORDS	Item #106
VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS	Item #94
VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT	Item #156
VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS	Item #22
VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS	Item #129
VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS	Item #132
VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS	Item #130
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS)	Item #157
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)	Item #158
VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS	Item #87
VOTER REGISTRATION SYSTEM: CHANGE LOGS	Item #118
VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS	Item #159
VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS	Item #95
VOTING SYSTEM SECURITY PROCEDURES	Item #164

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
NUMERICAL LISTING**

NUMERICAL LISTING

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SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES	Item #15
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MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS	Item #43
PRECINCT BOUNDARY RECORDS AND MAPS	Item #69
VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS	Item #87
VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS	Item #94
VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS	Item #95
VOTER ADDRESS LIST MAINTENANCE RECORDS	Item #106
VOTER REGISTRATION SYSTEM: CHANGE LOGS	Item #118
PRECINCT MAP REFERENCE MATERIALS	Item #125
VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS	Item #129
VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS	Item #130
VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS	Item #132
VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS	Item #137
CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES	Item #143
EARLY VOTING REPORTS	Item #145
PETITION RECORDS: MUNICIPAL RECALL	Item #150
RESIDENTIAL STREET ADDRESS LIST	Item #153
VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT	Item #156
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS)	Item #157
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)	Item #158
VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS	Item #159
VOTING SYSTEM SECURITY PROCEDURES	Item #164
ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY	Item #168
MAIL BALLOT ELECTION RECORDS	Item #169
PETITION RECORDS: BALLOTTED ISSUES	Item #170
PETITION RECORDS: UNBALLOTTED ISSUES	Item #171
TESTIMONIAL NOTICES	Item #172
THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS	Item #173
<i>ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS</i>	

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
APPENDIX**

APPENDIX

ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY (item #168) may include, but is not limited to, the following election records:

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES

Section 101.64, *Florida Statutes*, Delivery of vote-by-mail ballots; envelopes; form.
Section 101.657, *Florida Statutes* (repealed)

ABSENTEE BALLOT REQUESTS

Section 101.62, *Florida Statutes*, Request for vote-by-mail ballots
Section 101.6951, *Florida Statutes*, State write-in vote-by-mail ballot

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS

Section 101.49, *Florida Statutes*, Procedure of election officers where signatures differ
Section 101.051, *Florida Statutes*, Electors seeking assistance in casting ballots

APPLICATIONS: ABSENTEE BALLOT/REGISTRATION (FEDERAL POSTCARD APPLICATIONS)

Section 101.694, *Florida Statutes*, Mailing of ballots upon receipt of federal postcard application
(formerly Section 97.064, *Florida Statutes*)

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN

Rule 1S-2.032, *Florida Administrative Code*, Uniform Design for Election Ballots

BALLOT IMAGE FILES

BALLOT INSPECTION CERTIFICATION

Section 101.5610, *Florida Statutes*, Inspection of ballot by election board

BALLOT ON DEMAND REQUEST RECORDS

Section 101.151(1)(b), *Florida Statutes*, Specifications for ballots.

BALLOT STUBS

BALLOTS, OFFICIAL

Section 101.655, *Florida Statutes*, Supervised voting by absent electors in certain facilities
Section 101.151, *Florida Statutes*, Specifications for ballots

BOOK CLOSING STATISTICS

Section 98.231, *Florida Statutes* (repealed)

CONDUCT OF ELECTION REPORTING RECORDS

Section 102.141(10), *Florida Statutes*, County canvassing board; duties

EARLY VOTING VOTER CERTIFICATES

Section 101.657, *Florida Statutes*, Early voting

ELECTION PARAMETER RECORDS

Section 101.5607(1)(b), Department of State to maintain voting system information
Section 101.5612, *Florida Statutes*, Testing of tabulating equipment
Rule 1S-2.015(5)(f), *Florida Administrative Code*, Minimum Security Procedures for Voting Systems, Standards for Security Procedures

ELECTION RETURNS: PRECINCT

Section 98.0981(2), *Florida Statutes*, Reports; voting history; statewide voter registration system information; precinct-level election results; book closing statistics
Section 101.5614, *Florida Statutes*, Canvass of returns
Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results
Section 102.141, *Florida Statutes*, County canvassing board; duties
Section 102.151, *Florida Statutes*, County canvassing board to issue certificates; supervisor to give notice to Department of State
Section 102.112, *Florida Statutes*, Deadline for submission of county returns to the Department of State

ELECTION SECURITY DEVICE RECORDS

Rule 1S-2.015, *Florida Administrative Code*, Minimum Security Procedures for Voting Systems

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
APPENDIX**

PETITION SIGNATURE RECORDS FOR CANDIDATES

- Section 99.095, *Florida Statutes*, Petition process in lieu of a qualifying fee and party assessment
- Section 99.0955, *Florida Statutes*, Candidates with no party affiliation; name on general election ballot
- Section 99.096, *Florida Statutes*, Minor political party candidates; names on ballot
- Section 99.09651, *Florida Statutes*, Signature requirements for ballot position in year of apportionment
- Section 105.035, *Florida Statutes*, Petition process of qualifying for certain judicial offices and the office of school board member

POLL WATCHERS RECORDS

- Section 101.131, *Florida Statutes*, Watchers at polls

POLL WORKER RECORDS

- Section 102.012, *Florida Statutes*, Inspectors and clerks to conduct elections
- Section 102.014, *Florida Statutes*, Poll worker recruitment and training
- Section 102.021, *Florida Statutes*, Compensation of inspectors, clerks, and deputy sheriffs

PRECINCT AND POLLING PLACE LOCATION RECORDS

- Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries
- Section 101.657, *Florida Statutes*, Early Voting
- Section 101.71, *Florida Statutes*, Polling place

PRECINCT REGISTERS

- Section 98.461, *Florida Statutes*, Registration application, precinct register; contents
- Section 101.23, *Florida Statutes*, Election inspector to keep list of those voting

"PROTEST OF ELECTION" RETURNS

- Section 102.166, *Florida Statutes*, Manual recounts of overvotes and undervotes
- Section 102.167, *Florida Statutes* (repealed)

PROVISIONAL BALLOT VOTERS' CERTIFICATES

- Section 101.111, *Florida Statutes*, Voter challenges
- Section 101.048, *Florida Statutes*, Provisional ballots
- Section 101.049, *Florida Statutes*, Provisional ballots; special circumstances
- Rule 1S-2.037, *Florida Administrative Code*, Provisional Ballots

REGISTERED ELECTORS STATISTICAL REPORTS

- Section 98.231, *Florida Statutes* (repealed)

VOTER AUTHORIZATION SLIPS/STUBS

VOTER CHALLENGE RECORDS

- Section 101.111, *Florida Statutes*, Voter challenges
- Section 101.68, *Florida Statutes*, Canvassing of vote-by-mail ballot

VOTER LIST ACQUISITION OATHS

- Section 98.095(3), *Florida Statutes* (repealed)
- Section 101.111, *Florida Statutes*, Voter challenges
- Section 102.012, *Florida Statutes*, Inspectors and clerks to conduct elections

VOTING EQUIPMENT AND SYSTEM: AUDIT RECORDS

- Section 101.591, *Florida Statutes*, Voting system audit
- Rule 1S-5.026, *Florida Administrative Code*, Post-Election Certification Voting System Audit

VOTING HISTORY

- Section 98.0981, *Florida Statutes*, Reports; voting history; statewide voter registration system information; precinct-level election results; book closing statistics

VOTING MACHINE VOTES CAST SUMMARY LISTING

- Section 101.5614, *Florida Statutes*, Canvass of returns
- Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results (formerly Section 101.54)

VOTING SYSTEM OVERVOTES/UNDERVOTES REPORTS

- Section 101.595, *Florida Statutes*, Analysis and reports of voting problems

VOTING SYSTEM TRANSACTION LOGS

**EAST NASSAU
STEWARDSHIP DISTRICT**

9A

Pole Description	# Installed	# Removed
20' Black Fiberglass Pole	20	

- (b) Installation and/or removal of FPL-owned additional lighting facilities where a cost estimate for these facilities will be determined based on the job scope, and the Additional Lighting Charges factor applied to determine the monthly rate.
- (c) Modification to existing facilities other than described above or additional notes (explain fully): _____

That, for and in consideration of the covenants set forth herein, the parties hereto covenant and agree as follows:

FPL AGREES:

1. To install or modify the lighting facilities described and identified above (hereinafter called the Lighting System), furnish to the Customer the electric energy necessary for the operation of the Lighting System, and furnish such other services as are specified in this Agreement, all in accordance with the terms of FPL's currently effective lighting rate schedule on file at the Florida Public Service Commission (FPSC) or any successive lighting rate schedule approved by the FPSC.

THE CUSTOMER AGREES:

2. To pay a monthly fee for fixtures and poles in accordance to the Lighting tariff, and additional lighting charge in the amount of \$210.17. These charges may be adjusted subject to review and approval by the FPSC.
3. To pay Contribution in Aid of Construction (CIAC) in the amount of \$0.00 prior to FPL's initiating the requested installation or modification.
4. To pay the monthly maintenance and energy charges in accordance to the Lighting tariff. These charges may be adjusted subject to review and approval by the FPSC.
5. To purchase from FPL all the electric energy used for the operation of the Lighting System.
6. To be responsible for paying, when due, all bills rendered by FPL pursuant to FPL's currently effective lighting rate schedule on file at the FPSC or any successive lighting rate schedule approved by the FPSC, for facilities and service provided in accordance with this agreement.
7. To provide access, suitable construction drawings showing the location of existing and proposed structures, and appropriate plats necessary for planning the design and completing the construction of FPL facilities associated with the Lighting System.
8. To have sole responsibility to ensure lighting, poles, luminaires and fixtures are in compliance with any applicable municipal or county ordinances governing the size, wattage, lumens or general aesthetics.
9. For new FPL-owned lighting systems, to provide final grading to specifications, perform any clearing if needed, compacting, removal of stumps or other obstructions that conflict with construction, identification of all non-FPL underground facilities within or near pole or trench locations, drainage of rights-of-way or good and sufficient easements required by FPL to accommodate the lighting facilities.
10. For FPL-owned fixtures on customer-owned systems:
 - a. To perform repairs or correct code violations on their existing lighting infrastructure. Notification to FPL is required once site is ready.
 - b. To repair or replace their electrical infrastructure in order to provide service to the Lighting System for daily operations or in a catastrophic event.
 - c. In the event the light is not operating correctly, Customer agrees to check voltage at the service point feeding the lighting circuit prior to submitting the request for FPL to repair the fixture.

IT IS MUTUALLY AGREED THAT:

11. Modifications to the facilities provided by FPL under this agreement, other than for maintenance, may only be made through the execution of an additional lighting agreement delineating the modifications to be accomplished. Modification of FPL lighting facilities is defined as the following:
 - a. the addition of lighting facilities;
 - b. the removal of lighting facilities; and
 - c. the removal of lighting facilities and the replacement of such facilities with new facilities and/or additional facilities.

Modifications will be subject to the costs identified in FPL's currently effective lighting rate schedule on file at the FPSC, or any successive schedule approved by the FPSC.

12. FPL will, at the request of the Customer, relocate the lighting facilities covered by this agreement, if provided sufficient rights-of-way or easements to do so and locations requested are consistent with clear zone right-of-way setback requirements. The Customer shall be responsible for the payment of all costs associated with any such Customer-requested relocation of FPL lighting facilities. Payments shall be made by the Customer in advance of any relocation.
Lighting facilities will only be installed in locations that meet all applicable clear zone right-of-way setback requirements.
13. FPL may, at any time, substitute for any fixture installed hereunder another equivalent fixture which shall be of similar illuminating capacity and efficiency.

14. This Agreement shall be for a term of ten (10) years from the date of initiation of service, and, except as provided below, shall extend thereafter for further successive periods of five (5) years from the expiration of the initial ten (10) year term or from the expiration of any extension thereof. The date of initiation of service shall be defined as the date the first lights are energized and billing begins, not the date of this Agreement. This Agreement shall be extended automatically beyond the initial ten (10) year term or any extension thereof, unless either party shall have given written notice to the other of its desire to terminate this Agreement. The written notice shall be by certified mail and shall be given not less than ninety (90) days before the expiration of the initial ten (10) year term, or any extension thereof.
15. In the event lighting facilities covered by this agreement are removed, either at the request of the Customer or through termination or breach of this Agreement, the Customer shall be responsible for paying to FPL an amount equal to the original installed cost of the facilities provided by FPL under this agreement less any salvage value and any depreciation (based on current depreciation rates approved by the FPSC) plus removal cost.
16. Should the Customer fail to pay any bills due and rendered pursuant to this agreement or otherwise fail to perform the obligations contained in this Agreement, said obligations being material and going to the essence of this Agreement, FPL may cease to supply electric energy or service until the Customer has paid the bills due and rendered or has fully cured such other breach of this Agreement. Any failure of FPL to exercise its rights hereunder shall not be a waiver of its rights. It is understood, however, that such discontinuance of the supplying of electric energy or service shall not constitute a breach of this Agreement by FPL, nor shall it relieve the Customer of the obligation to perform any of the terms and conditions of this Agreement.
17. The obligation to furnish or purchase service shall be excused at any time that either party is prevented from complying with this Agreement by strikes, lockouts, fires, riots, acts of God, the public enemy, or by cause or causes not under the control of the party thus prevented from compliance, and FPL shall not have the obligation to furnish service if it is prevented from complying with this Agreement by reason of any partial, temporary or entire shut-down of service which, in the sole opinion of FPL, is reasonably necessary for the purpose of repairing or making more efficient all or any part of its generating or other electrical equipment.
18. This **Agreement supersedes all previous Agreements** or representations, either written, oral, or otherwise between the Customer and FPL, with respect to the facilities referenced herein and constitutes the entire Agreement between the parties. This Agreement does not create any rights or provide any remedies to third parties or create any additional duty, obligation or undertakings by FPL to third parties.
19. In the event of the sale of the real property upon which the facilities are installed, upon the written consent of FPL, this Agreement may be assigned by the Customer to the Purchaser. No assignment shall relieve the Customer from its obligations hereunder until such obligations have been assumed by the assignee and agreed to by FPL.
20. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the Customer and FPL.
21. The lighting facilities shall remain the property of FPL in perpetuity.
22. This Agreement is subject to FPL's Electric Tariff, including, but not limited to, the General Rules and Regulations for Electric Service and the Rules of the FPSC, as they are now written, or as they may be hereafter revised, amended or supplemented. In the event of any conflict between the terms of this Agreement and the provisions of the FPL Electric Tariff or the FPSC Rules, the provisions of the Electric Tariff and FPSC Rules shall control, as they are now written, or as they may be hereafter revised, amended or supplemented.

IN WITNESS WHEREOF, the parties hereby caused this Agreement to be executed in triplicate by their duly authorized representatives to be effective as of the day and year first written above.

Charges and Terms Accepted:

EAST NASSAU STEWARDSHIP DISTRICT

Customer (Print or type name of Organization)

By: _____

Signature of Authorized Representative

Michael Hahaj

Digitally signed by Michael Hahaj
 DN: C=US,
 E=mike.hahaj@raydient.com,
 O=Raydient, OU=Community
 Development, CN=Michael Hahaj
 Reason: I am approving this document
 Contact Info: 904-646-7696
 Date: 2023.03.31 12:18:07-04'00'

(Print or type name)

Chairman

Title: _____

FLORIDA POWER & LIGHT COMPANY



By: _____

(Signature)

Chris Venoy

(Print or type name)

Title: **FPL LT-1 Representative**

**EAST NASSAU
STEWARDSHIP DISTRICT**

9B

ADDENDUM TO PROPOSAL BETWEEN THE EAST NASSAU STEWARDSHIP DISTRICT (“DISTRICT”) AND CONCRETE PROFILES, INC. (“CONTRACTOR”) FOR POND REPAIR SERVICES

District:	East Nassau Stewardship District	Contractor:	Concrete Profiles, Inc.
Mailing Address:	2300 Glades Road, Suite 410W Boca Raton, Florida 33431	Mailing Address:	3124 Leon Road Jacksonville, Florida 32246
Phone:	(561) 571-0100	Phone:	(904) 642-0055

The following provisions govern the proposal, dated December 9, 2022, submitted by the Contractor, and attached hereto as **Exhibit A** (hereinafter referred to as the “Proposal”, and as modified by this Addendum, the “Agreement”) for water meter installation services (the “Services”):

1. Compensation due from the District for the Services shall total **Sixty-Three Thousand Eight Hundred Twenty-Five Dollars (\$63,825.00)**. The District shall be invoiced upon completion of the Services and acceptance by the District. Payment shall be made, and invoices shall be rendered in accordance with Florida’s Prompt Payment Act, sections 218.70 through 218.80, *Florida Statutes*. Any increases in price must be approved in writing by the District.
2. The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:
 - a. Workers’ Compensation Insurance in accordance with the laws of the State of Florida.
 - b. Commercial General Liability Insurance covering the Contractor’s legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, including Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors’ operation.
 - c. If any automobiles are to be used on the District’s property, Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

The District, its staff, consultants, agents, and supervisors shall be named as additional insureds (for all coverages except workers’ compensation coverage). The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

3. To the extent that the Contractor provides any materials or workmanship under this Agreement to the District, the Contractor warrants to the District that the materials that are furnished under this Agreement shall be new, and that the workmanship and materials shall be of good quality, and free from faults and defects. If any such workmanship or materials are found to be defective, deficient, or not in accordance with the Agreement, and without intending to limit any other remedies, the Contractor shall correct, remove, and replace such workmanship or materials promptly at the Contractor’s expense after receipt of a written notice from the District. To the extent that manufacturers’ warranties are available, such manufacturers’ warranties shall extend for the duration of their respective terms, and the Contractor hereby assigns all manufacturers’ warranties, if any, to the District, and shall provide evidence of the same. None of the warranties set forth herein shall cover abuse or abnormal damage occurring after completion of the Services and not as a result of the acts or omissions of Contractor (or manufacturers, as applicable). In addition to all manufacturers’ warranties for materials purchased for purposes of this Agreement, which Contractor shall assign to the District, the Services, all labor, and materials provided by

the Contractor pursuant to this Agreement shall be warranted for workmanship for a period of ninety (90) days after final completion and acceptance by the District.

4. Contractor shall use reasonable care in performing the Services and shall be responsible for any harm of any kind to persons or property resulting from Contractor's actions or inactions. Contractor shall defend, indemnify, and hold harmless the District and the District's officers, staff, representatives, and agents, from any and all liabilities, damages, claims, losses, costs, or harm of any kind, including, but not limited to, reasonable attorney's fees, paralegal fees and expert witness fees and costs, to the extent caused, wholly or in part, by any acts or omissions of the Contractor and persons employed or utilized by the Contractor in the performance of the Agreement. Nothing in this Section is intended to waive or alter any other remedies that the District may have as against the Contractor. The Parties agree and consent to venue in Nassau County, Florida, for the resolution of any dispute, whether brought in or out of court, arising out of this Agreement. Additionally, nothing in this Agreement requires Contractor to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Contractor as jointly liable parties; however, Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless of whether the District is adjudged to be more or less than 50% at fault.
5. In all matters relating to the Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of the Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity.
6. In performing its obligations under the Agreement, Contractor and each of its employees, agents, subcontractors, or anyone directly or indirectly employed by Contractor shall comply with, and all services rendered shall comply with, all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction. Contractor shall initiate, maintain, and supervise all safety precautions and programs in connection with its obligations herein. Contractor shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury, or loss to all of its employees, agents and subcontractors performing its obligations herein and other persons who may be affected, and any material, equipment, and other property.
7. Contractor agrees that nothing in the Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes* or other law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.
8. The Agreement may be terminated immediately by the District for cause, or for any or no reason upon 30 days' written notice by the District to the Contractor. Contractor shall not be entitled to lost profits or any other damages of any kind resulting from any termination by the District, provided however that Contractor shall be entitled to payment for any work provided through the effective date of termination, subject to any offsets.
9. Contractor understands and agrees that all documents of any kind provided to the District in connection with the Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Craig Wrathell** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's

possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (561) 571-0100; WRATHELLC@WHHASSOCIATES.COM; OR 2300 GLADES ROAD, SUITE 410W, BOCA RATON, FLORIDA 33431.

9. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

10. The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.
11. To the extent any of the provisions of this Addendum are in conflict with the provisions of the Agreement, this Addendum controls.
12. The Agreement shall be deemed effective as of the date of the full execution hereof.

CONCRETE PROFILES, INC.

EAST NASSAU STEWARDSHIP DISTRICT

By: _____
Its: _____
Date: _____

Chairperson, Board of Supervisors
Date: _____

Exhibit A: Proposal

Exhibit A
Proposal



Concrete profiles, Inc.

3124 Leon Rd
 Jacksonville, Florida 32246
 (904) 642-0055 FAX 996-0296

FACSIMILE TRANSMITTAL QUOTATION SHEET

12/9/2022

Certified?

Dot Number:

To: Rayonier

Mobilizations: 1

Attn: Tommy Jinks

Job: Wildlight Waterbug Park

From: John Royce Proctor

Location: Jacksonville

Description	QTY	U/M	Unit Price	Total
Labor Equipment	1	EA	\$ 50,025.00	\$ 50,025.00
SOD	1	EA	\$ 9,775.00	\$ 9,775.00
2 Miter End Sections	1	EA	\$ 4,025.00	\$ 4,025.00
Wildlight To Supply Dirt and Hauling for Import				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Contract Price				\$ 63,825.00

****All quotes are subject to requotation after 60 days.****

If CPI is responsible for adjusting inlets more than 5" then additional charges will apply:

Inlet Adjustments \$400 Each

Sidewalk pricing is based on pouring from a truck unless otherwise noted.

CPI is not responsible for engineering, testing, surveying, or grading other than ±.10

If the actual quantity of a line item is less than 80% of the take off quantity, the unit prices are subject to requotation.

Extra Hand Crew Mobilization - \$1,200

Extra Machine Crew Mobilization - \$2,000

Concrete Pumping is not included unless noted in the line items

**EAST NASSAU
STEWARDSHIP DISTRICT**

9C



CCMC

Now this feels like home.®

March 30, 2023

East Nassau Stewardship District
Wrathell Hunt & Associates, LLC
2300 Glades Road Suite 410 W
Boca Raton, FL 33431
Attn: District Manager

Re: CCMC Property Management Contract Termination

Dear District Manager,

As a follow-up to a recent conversation between Mike Hahaj (Rayonier Places + Properties) and Todd Davidson (CCMC), please accept this notice of termination for the Property Management Agreement between East Nassau Stewardship District and Capital Consultants Management Corporation and acknowledge by the Wildlight Residential Association, Inc. and Wildlight Commercial Association Inc.

Our agreement will terminate on May 31, 2023. We will do everything possible to ensure a smooth and orderly transition of duties.

Sincerely,

Delores Ferguson
Chief Customer Officer, CCMC

CC: Hopping, Green & Sams, P.A,
119 S. Monroe St., Suite 300
Tallahassee, FL 32301
Attn: Jonathon Johnson, Esq.

CC: Wildlight Residential Association, Inc.
1 Rayonier Way
Wildlight, FL 32097
Attn: Michael Hahaj, Board President

CC: Wildlight Commercial Association, Inc.
1 Rayonier Way
Wildlight, FL 32097
Attn: Michael Hahaj, Board President

CCMC COMMUNITY ASSOCIATION MANAGEMENT

8360 E. Via de Ventura Boulevard | Suite L-100 | Scottsdale, AZ 85258

P: 480-921-7500 | www.CCMCnet.com

**EAST NASSAU
STEWARDSHIP DISTRICT**

9D

MANAGEMENT AGREEMENT

This **Management Agreement** (this “Agreement” is made and entered into as of the **31st day of May 2023**, between:

East Nassau Stewardship District, located in Nassau County, Florida (the “District”) with a mailing address of c/o Wrathell, Hunt and Associates, LLC., District Manager, 2300 Glades Road, Suite 410W, Boca Raton, FL 33431; and

Capital Consultants Management Corporation, Inc., a Nevada corporation, (the “Contractor”) with its principal office at 8360 E. Via de Ventura, Suite L-100, Scottsdale, AZ 85258; and

Is acknowledged by **Wildlight Residential Association, Inc.** and **Wildlight Commercial Association, Inc.**, Florida not-for profit corporations, (the “Associations”) with an address of 1 Rayonier Way, Wildlight, FL 32097.

RECITALS:

WHEREAS, the District is a special purpose unit of local government established pursuant to and governed by Chapter 2017-206, Laws of Florida (“Act”), and Chapter 189, Florida Statutes; and

WHEREAS, the District desires to enter into an agreement with an independent contractor to provide certain services to the District; and

WHEREAS, like the District, the Associations provides certain services to the community of Wildlight, including facilities management, lifestyle services, architectural review and enforcement; and

WHEREAS, the Associations desire to have on-site staff to provide services to the community, and would like to share that staff with the District to provide certain services for the District; and

WHEREAS, the parties agree that there would be efficiencies in sharing staff and able to provide management service for both District and Association related tasks; and

WHEREAS, Contractor represents that it is qualified to provide such services to the District and Associations; and

NOW THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. **RECITALS.** The recitals so stated above are true and correct and by this reference are incorporated into and form a material part of this Agreement.
2. **ENGAGEMENT OF CONTRACTOR.** The District hereby retains the Contractor as the provider of the services herein, in accordance with the terms and subject to the conditions herein.
3. **ACCEPTANCE OF DUTIES OF CONTRACTOR.** Pursuant to the terms and subject to the conditions set forth herein, the Contractor will perform the following normal and customary duties advisable by the District and associated with providing certain services to the District in its ordinary course:

- a. The Contractor will undertake and perform the services attached hereto as **Exhibit A** of this Agreement. The parties may agree at any time and from time to time to modify, expand, or reduce the duties to be undertaken and performed by the Contractor in accordance with this Agreement, by amending **Exhibit A**.
4. **COMPENSATION.** The District will provide “Payroll Reimbursement” (as defined in Section 6(b) below) for the costs associated with providing staffing to the District, as set forth in Section 6. The Contractor will receive compensation as set forth below:

Services/Schedule	Compensation
General Management and Oversight Fee	\$1,000 monthly/\$12,000 annual
Payroll Reimbursement	as reflected in the District’s annual budget

The Contractor shall only be paid for the services provided; for partial months’ services, the amounts due and owing shall be pro-rated. Unless otherwise specified herein, the Contractor will invoice the District monthly for its services in the amounts set forth above, and the District will pay such invoices within thirty (30) days of the invoice date. If Contractor receives payment from the District more than 45 days after the invoice date, Contractor may impose a late fee equal to 2% of the invoice amount. An additional 2% late fee per month will be assessed for each 30 days invoice remains delinquent.

5. **Term.** The term of this Agreement shall commence on May 1, 2023 and continue until December 31, 2024. Thereafter, this Agreement shall renew for consecutive periods of one (1) year each unless either party shall give the other party a notice of non-renewal, which notice must be given at least (60) sixty days prior to the end of the term. Either party may terminate this Agreement without cause in accordance with Section 11 hereof. A party may also terminate the Agreement immediately for cause upon the occurrence of an Event of Default (as such term is defined in Section 12 hereof) by the other party as hereinafter set forth in the Agreement.

6. **PERSONNEL.**

- a. **Employees of the Contractor.** All persons performing the services set forth on **Exhibit A** of this Agreement will be employees of the Contractor. Subject to the Payroll Reimbursement, the Contractor shall be responsible for paying all salaries and benefits due to its employees and paying all payroll taxes, withholding and other tax, compliance and reporting obligations relating to their employment. Consistent with the terms of Section 19 of this Agreement, and notwithstanding the right to Payroll Reimbursement, the staff retained by the Contractor to provide services to the District shall be the employees of the Contractor and the Contractor, and its employees, shall be deemed independent contractors of the District.
- b. **Payroll Reimbursement.** With respect to all persons engaged in work to provide services for the District who are employed by the Contractor, the District agrees to reimburse the contractor at an hourly bill rate inclusive of all salary, benefits, and any other employment costs related to the employee assigned to provide services at the Property (“Payroll Reimbursement”) as reflected in the Budget. The District shall not be responsible for any amounts of Payroll Reimbursement in excess of the amounts included within the Budget absent Board of Supervisors approval.

- c. Pre-Approval Required. The District shall pre-approve the Contractor's use of any staff or other individuals employed by the Contractor for the purpose of providing Services through the District's approval of the Budget. Prior to retaining any staff or other individuals to provide services, the Contractor shall provide to the District by May 1 of each year a payroll budget with estimated costs for a period of one year, including but not limited to all payroll related expenses for the staff or individuals in question. Such payroll budget, if approved by the District's Board of Supervisors, shall be incorporated into the Budget either directly or as an amendment thereto.
 - d. Operating Deposit. Upon the full execution of this Agreement, District will provide a one-time deposit ("Deposit") to the Contractor for Contractor's use in paying salaries and related personnel costs of Contractor employees which are assigned to and providing services to the District pursuant to this Agreement. The Deposit shall be equal to one (1) month of the annual payroll budget. In the event the Deposit increases as a result of the annual payroll budget, the District agrees to provide the difference within ten (10) business days to Contractor. In the event the Deposit decreases as a result of the annual payroll budget, the Contractor agrees to refund the difference within ten (10) business days to District.
7. **EXPENSES RELATED TO DISTRICT SERVICES.** All purchases will be in accordance with and subject to the District's procurement and purchasing policies, rules of procedure and subject to all requirements for District procurement and purchases imposed by Florida law.
- a. Operating Expenses.
 - i. Generally. The District will be responsible for all operating expenses pertaining to the day-to-day operation of the District that will be reasonably necessary for the public purposes of the District.
 - ii. Payment Request by the Contractor. The Contractor may utilize its discretion in the selection of bids or proposal which are in the Contractor's reasonable estimation, likely to be less than ten thousand dollars (\$10,000.00), unless a more restrictive amount is required by the Board of Supervisors. The Contractor shall follow procurement policies as adopted by the District.
 - b. Petty Cash. The Contractor shall have the authority to make payment directly to vendors for operation and program expenses using a petty cash account ("Petty Cash Account") and/or, at the District's discretion, , credit card ("Petty Cash Credit Card"). The Contractor will follow the Agreement Regarding Petty Cash approved by the Board of Supervisors and attached as **Exhibit B** to this Agreement.
 - c. Emergency Expenses. Emergency expenditures required to avoid the suspension of any necessary service to the District, may be made by Contractor irrespective of the cost limitation imposed by this Agreement; provided, however, that the District's Rules and Procedures and State law requirements for procurement shall nonetheless apply to such expenditures.
8. **HANDLING OF MONIES, ACCOUNTS, BUDGETS, AND RECORDS.** The Contractor shall ensure that all monies, accounts, budgets, and records of the District are kept separate and apart from any monies, accounts, budgets, and records of the Associations. Consistent with the Section 27 of the Agreement, the Contractor understands and agrees that all documents of any kind relating to the Agreement may be public records and shall be treated as such in accordance with Florida law.

Accordingly, the Contractor agrees to comply with all such laws, including but not limited to Section 119.0701, Florida Statutes, the terms of which are expressly incorporated herein by this reference.

9. **COOPERATION WITH AUDIT; BOOKS AND RECORDS.** The parties agree and acknowledge that any and all agreements, notes, or other documents relating to the District are the property of the District. The Contractor shall promptly furnish the District with all documents and records relating to the District, provided the Contractor may retain copies of any such documents and records necessary for its own business purposes, including in connection with its income tax obligations. Additionally, the Contractor shall cooperate in good faith with any annual audit required of or requested by the District. The Contractor shall maintain its books and records in a manner sufficient to allow the District to properly conduct its annual audit or any other audit requested by the District.
10. **ANNUAL BUDGET.** Prior to May 1st of each Fiscal Year of the District (where “Fiscal Year” refers to the District’s Fiscal Year beginning October 1 and ending September 30), the District and the Contractor will develop the Budget for the upcoming Fiscal Year that estimates the expenses and revenues for all services under this Agreement, including without limitation payroll expenses and operating expenses.
11. **TERMINATION AT WILL.** At any time, the District or the Contractor may terminate this Agreement for any or no reason upon sixty (60) days prior written notice. In the event of a termination, Contractor will continue to receive compensation for services provided through the date of the notice of termination, subject to any offsets, and shall not be entitled to lost profits of any kind. Upon termination of this Agreement, the Contractor shall vacate the District’s property, return all property, furnish all information and take all actions as the District may reasonably require in order to effect an orderly and systematic transition of the Contractor’s duties and activities hereunder to a new Contractor.
12. **EVENTS OF DEFAULT; REMEDIES**
 - a. With respect to the District, it shall be a default under this Agreement (“**Event of Default**”) if any of the following shall occur:
 - i. If the District shall fail to provide for funding for all operating expenses of the District as set forth herein, specifically including payroll and employment-related costs, and such default shall continue for a period of seven (7) business days after notice thereof shall have been given by the Contractor to the District;
 - ii. If the District shall fail to make or cause to be made any payment to the Contractor of any other amounts due hereunder, including the management fees and reimbursements required to be made under this Agreement, and such failure shall continue for a period of thirty (30) days after notice thereof shall have been given to the District from the Contractor;
 - iii. If the District shall fail to keep, observe or perform any other material obligations hereunder that is required to be kept, observed or performed by the District, and such default shall continue for a period of thirty (30) days after notice thereof shall have been given by the Contractor to the District; or
 - iv. If the District shall be deemed insolvent or shall file a petition seeking protection from creditors under bankruptcy or insolvency laws.
 - b. With respect to the Contractor, it shall be an Event of Default if any of the following shall occur:

- i. If the Contractor shall fail to maintain the insurance coverages required under this Agreement and such failure shall continue for a period of seven (7) business days after notice thereof shall have been given by the district to the Contractor;
 - ii. If the Contractor shall fail to keep, observe, or perform any other material obligation hereunder required to be kept, observed, or performed by it, and such failure shall continue for a period of thirty (30) days after notice thereof shall have been given to the Contractor by the District;
 - iii. If the Contractor, or any officer or corporate-level employee of the Contractor, shall commit any act of fraud, theft or dishonesty against the District or against the District's property; or
 - iv. If the Contractor shall be deemed insolvent or shall file a petition seeking protection from creditors under any bankruptcy or insolvency laws.
- c. If any Event of Default by the District shall occur and be continuing, the Contractor may (in addition to any other remedy available to it in law or equity on account of the occurrence of an Event of Default) forthwith terminate this Agreement for cause. In such event, The Contractor shall be entitled to receive immediate payment of all unpaid amounts due to The Contractor through the date of termination, and neither party shall have any further obligation whatsoever under this Agreement, except pursuant to the indemnity provisions hereof. If all such amounts are not paid immediately, The Contractor may exercise its rights at law and equity to recover the amount due.
- d. If any Event of Default by The Contractor shall occur and be continuing, the District may, in addition to any other remedy available to it in law or equity on account of such Event of Default, forthwith terminate the Agreement. In such event, and neither party shall have any further obligations whatsoever under this Agreement, except pursuant to the indemnity provisions hereof.
- e. If either party hereto brings an action to enforce its rights hereunder or because of any Event of Default hereunder, the non-prevailing party agrees to pay all litigation costs and expenses, including reasonable attorney's fees, incurred by the prevailing party in connection with such action.
- f. No right or remedy herein conferred upon or reserved to either parties hereto is intended to be exclusive of any other right or remedy, and each and every right and remedy shall be cumulative and in addition to any other right or remedy given hereunder, or now or hereafter legally existing upon the occurrence of an Event of Default hereunder. The failure of either party hereto to insist any time upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy as provided in this Agreement, shall not impair any such right or remedy or be construed as a waiver or relinquishment thereof with respect to subsequent defaults. Every right and remedy given by this Agreement to the parties hereof may be exercised from time to time and as often as may be deemed expedient by the parties hereto, as the case may be; provided, however, neither party shall have the right to seek punitive or consequential damages of any type of nature.

13. INDEMNIFICATION

- a. The obligations under this Section 13 shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration

and/or mediation costs, litigation expenses, reasonable attorney and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

- b. The Contractor shall indemnify, save and hold harmless the District, and shall defend the District, from all loss, damage or injury, including all judgments, liens, liabilities, debts and obligations resulting directly from the gross negligence or intentional acts or omissions of the Contractor or its officers, directors, agents, assigns or employees, which cause harm to persons or property.
- c. The District shall indemnify, save and hold harmless the Contractor, and shall defend the Contractor, from all loss, damage or injury, including all judgments, liens, liabilities, debts and obligations resulting directly from the negligent or intentional acts or omissions of the District's officers, staff, agents or assigns, not including the Contractor or its employees associated therewith, which cause harm to persons or property, but only to the extent of the limitations on liability contained in section 768.28 of the Florida Statutes. The Contractor agrees that nothing in this Agreement shall serve as or be construed as a waiver of the District's limitations on liability contained in section 768.28, Florida Statutes, or other statute or law.
- d. Except as provided for herein, nothing in this Section 13 shall be deemed to limit any other remedies that the parties may have against one another for breach of this Agreement or other applicable claim or cause of action.

14. **ACCESS TO PROPERTY AND COMPLIANCE WITH APPLICABLE LAWS.** The District grants to the Contractor reasonable and necessary access to District property for the purposes and uses described in this Agreement, and the Contractor hereby agrees to comply with all applicable laws, rules, and regulations while performing its obligations under this Agreement. The Contractor shall, at all times during the term of this Agreement, maintain all licenses in the State of Florida that are required to perform its duties hereunder and be a corporation in good standing in its State of Incorporation authorized to do business in the State of Florida.

15. **INSURANCE.**

- a. Contractor will maintain throughout the term of this Agreement insurance coverage as required under **Exhibit C** attached hereto, the Insurance Exhibit. Proof of coverage as required under **Exhibit C** shall be provided prior to execution of this agreement.
- b. The District is responsible for insuring all District property and shall at all times during the term of this Agreement or thereafter as required, at their sole cost and expense, keep in force and furnish Contractor with a Certificate of Insurance for the following coverage, upon written request from Contractor:
 - i. Commercial General Liability insurance in an amount not less than Five Million Dollars (\$5,000,000) per Occurrence and Five Million Dollars (\$5,000,000) General Aggregate limit.
 - ii. Directors and Officers Liability insurance in an amount not less than One Million Dollars (\$1,000,000).
 - iii. Environmental Insurance in an amount not less than One Million Dollars (\$1,000,000).

16. **TAX EXEMPT STATUS.** The parties agree that the District's property will be operated and maintained for an exclusively public purpose, and that any monies generated from the operation of the District's property will be remitted to the District and used to defray the public expense associated

with operating the District's property consistent with the terms of this Agreement. The District agrees to pay any applicable ad valorem taxes on the District's property.

17. **DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either party under this Agreement will entitle the other party to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance; provided, however, that neither party may recover from the other punitive, special or consequential damages. The District will be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement will limit or impair the District's right to protect its rights from interference by a third party to this Agreement.
18. **ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings, then the prevailing party will be entitled to recover all fees and costs incurred in connection with such proceedings, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.
19. **INDEPENDENT CONTRACTOR STATUS.** The Contractor and the District agree that the Contractor is and will remain at all times an independent contractor and will not in any way claim or be considered an agent or employee of the District. It is further acknowledged that nothing herein will be deemed to create or establish a partnership or joint venture between the District and the Contractor. The Contractor has no authority to enter into any contracts or agreements, whether oral or written, on behalf of the District.
20. **ENTIRE AGREEMENT.** This instrument, including the exhibits attached hereto and made part hereof, will constitute the final and complete expression of the agreement between the District and the Contractor relating to the subject matter of this Agreement.
21. **AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.
22. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the District, the Contractor, and duly acknowledged by an appropriate body or official of the Associations. The District, the Contractor, and the Associations have complied with all the requirements of law; and the District, the Contractor, and the Associations have full power and authority to comply with the terms and provision of this Agreement.
23. **NOTICES.** All notices, requests, consents, and other communications under the Agreement (collectively, "Notices") will be in writing and will be delivered or mailed by Overnight Delivery or First Class Mail, postage prepaid, to the parties, as follows:

a. If to the District:

East Nassau Stewardship District
c/o Wrathell, Hunt & Associates, LLC.
300 Glades Road, Suite 410W
Boca Raton, Florida 33431

With Copy to:
Kutak Rock LLP
107 W. College Ave.
Tallahassee, Florida 32301

b. If to the Contractor: Capital Consultants Management Corporation, Inc.
8360 E Via de Ventura Blvd. L-100
Scottsdale, AZ 85258
Lake Mary, FL 32746
Attn: Delores Ferguson

c. If to the Associations: Wildlight Residential Association, Inc.
1 Rayonier Way
Wildlight, FL 32097
Attn: Michael Hahaj, Board President

Wildlight Commercial Association, Inc.
1 Rayonier Way
Wildlight, FL 32097
Attn: Michael Hahaj, Board President

Except as otherwise provided in the agreement, any Notice will be deemed received only upon actual delivery at the address set forth above (or first attempted delivery if delivery is refused by the recipient). Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, will be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period will be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government will not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices will be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

24. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District, the Contractor, the Associations, and the developer of the Wildlight community (the “Developer”) and no right or cause of action will accrue upon or by reason to or for the benefit of any other third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or will be construed to confer upon any person or corporation or other entity other than the District, the Contractor, the Associations and the Developer any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement will insure to the sole benefit of and will be binding upon the District, the Contractor, the Associations, the Developer and the respective representatives, successors, and assigns.
25. **ASSIGNMENT.** Neither the District nor the Contractor (except as provided below) may assign this Agreement or any monies to become due hereunder without the prior written approval of the other, which approval shall not be unreasonably withheld. Any assignments attempted to be made by the Contractor or the District without the prior written approval of the other party is void.

26. **CONTROLLING LAW AND VENUE.** This Agreement and the provisions contained in this Agreement will be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any action brought to enforce this Agreement shall be in the Florida State Court, 4th Judicial District sitting in Nassau County.
27. **PUBLIC RECORDS.** Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is Daphne Gillyard (“Public Records Custodian”). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 570-0010, EXT 400, DAPHNE GILLYARD, GILLYARDD@WHHASSOCIATES.COM, AND 2300 GLADES ROAD, SUITE 410W, BOCA RATON, FLORIDA 33431

28. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement will not affect the validity or enforceability of the remaining portions of this Agreement or any part of this Agreement not held to be invalid or unenforceable.
29. **HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and will not control nor affect the meaning or construction of any of the provisions of this Agreement.
30. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered will be an original; however, all such counterparts together will constitute but one and the same instrument.
31. **NEGOTIATION AT ARM’S LENGTH.** This Agreement has been negotiated fully between the parties in an arm’s length transaction. The parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all parties are deemed to have drafted, chosen, and selected the language, and the doubtful language will not be interpreted or construed against any party.

32. **GENERAL.** The District and the Associations hereby authorize the Contractor to use its name and logo solely in connection with relevant marketing materials (i.e., promotional materials, presentations and publications) identifying the District and the Associations as a client of the Contractor. Any other use of the District or the Associations name without prior written consent is strictly prohibited.
33. **TRAINING AND BACKGROUND.** The Contractor and all associated personnel shall have completed any required training to perform the services required of the Contractor hereunder. Personnel shall also be familiar with all District and Associations written policies and procedures, as may be amended from time to time. The Contractor will perform all necessary in-service training for its personnel. In addition, the Contractor will administer background checks to all personnel charged with services provided under this Agreement prior to commencing work for the District.
34. **ADDITIONAL SERVICES.** If the District desires the Contractor to perform any additional services not covered by this Agreement, such additional services will be reflected in an addendum to this Agreement signed and agreed to by both parties in advance of the performance of any additional services. The cost of any such additional services will be the subject of separate negotiation and mutual agreement of the parties.
35. **E-VERIFY.** The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.09(1), *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.
36. **COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES.** The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.
37. **SCRUTINIZED COMPANIES STATEMENT.** Contractor certifies it: (i) is not in violation of Section 287.135, *Florida Statutes*; (ii) is not on the Scrutinized Companies with Activities in Sudan List; (iii) is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; (iv) does not have business operations in Cuba or Syria; (v) is not on the Scrutinized Companies that Boycott Israel List; and (vi) is not participating in a boycott of Israel. If the Contractor is found to have submitted a false statement with regards to the prior sentence, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, has engaged in business operations in Cuba or Syria, and/or has engaged in a boycott of Israel, the District may immediately terminate the Contract.

[CONTINUED ON SIGNATURE PAGE]

IN WITNESS WHEREOF, the parties execute this Agreement as of the day and year first written above.

**CAPITAL CONSULTANTS
MANAGEMENT CORPORATION**

BY: 
Todd Davidson, CEO

Date: 4/27/2023

**EAST NASSAU
STEWARDSHIP DISTRICT**

BY: 
Chairman Board of Supervisors

Date: 4/28/2023

Acknowledged by:

Wildlight Residential Association, Inc.

BY: 

Date: 4/28/2023

Wildlight Commercial Association, Inc.

BY: 

Date: 4/28/2023

EXHIBIT A

DISTRICT SERVICES

Contractor shall perform the following services and duties:

General Operations

1. Maintain office hours as follows: The Contractor shall maintain office hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
2. Provide 24 hour per day, 7 days per week emergency response service to refer to the appropriate vendor, emergencies in the District.
3. Serve as liaison between the District and other entities, including but not limited to, the developer, builders, associations, commercial parcels and schools.
4. Enforce District approved rules and regulations.
5. Maintain business like relations with patrons, whose service requests shall be received, considered and recorded in a systematic fashion.
6. Communicate with patrons via telephone, letters, e-mail or other means of communication in order to assist the Board of Supervisors with its responsibilities.
7. Patron communication will be responded to in a prompt and professional manner. Response time will be reasonable, taking into account the urgency of the matter, other operational priorities and the ability of the respondent to research and provide an adequate resolution.
8. Recruit, hire, train, supervise and discharge all personnel assigned to the Project.
9. Assist the District in the maintenance and utilize the community website to communicate with owners on community matters.

Administrative Services

1. Attend meetings of the District, at a time and place to be designated by the Board of Supervisors.
2. Prepare and distribute to the Board of Supervisors monthly operational reports of routine nature in advance of monthly Board of Supervisors meetings.
3. Develop, implement, and maintain written operational standards and policies (for the Board to adopt) to allow for the Contractor to provide services to the District.

Financial Services

1. Follow the requirements outlined in the Agreement Regarding Petty Cash on Exhibit B.
2. Cooperate in the preparation of the proposed budget for the District's property, setting forth all estimated receipts and disbursements relating to the Property for the next fiscal year.
3. Review and code invoices as well as review and approve account payables aging provided by District Accountant.
4. District Management and the contractor will agree upon a schedule whereby contractor will submit original invoices (coded and signed off) to District Accountant for Scheduled check runs.
5. Prepare payroll checks on a timely basis and disburse same to all personnel assigned to the Project.
6. Prepare for execution and filing all forms, reports and returns required by law in connection with unemployment insurance, workers' compensation, social security and other similar requirements now in effect or hereafter imposed relating to the employment of personnel.

EXHIBIT B

AGREEMENT REGARDING PETTY CASH

Pursuant to the Property Management Agreement, the Contractor agrees to adhere to the following:

1. ***Compliance with Agreement, Rules & Policies.*** Contractor agrees to abide by all of the terms of the Agreement, and the District's rules and policies, all as may be amended from time to time. Contractor further agrees to abide by the policies of the bank where the Petty Cash Account is held and/or from which the Petty Cash Credit card is issued. Contractor understands all such terms, rules and policies.
2. ***Authorized Expenditures Only.*** Contractor agrees to use the Petty Cash Credit Card and/or Petty Cash Account for approved District expenditures only, as set forth in the Agreement, and not personal or Association expenses. Contractor further agrees not to use the Petty Cash Credit Card to obtain cash advances of any kind, whether from banks, credit unions, automatic tellers, or other means. Contractor understands that, in all cases of misuse, the District reserves the right to recover any monies and other damages from me.
3. ***Security.*** Contractor agrees to maintain the security of the Petty Cash Account and/or Petty Cash Credit Card at all times in order to prevent the account and/or credit card from being used for fraudulent or corrupt purposes, and to account for all expenditures with appropriate receipts.
4. ***Accounting.***
 - The Contractor understand that the Petty Cash Account and/or Petty Cash Credit Card will be funded only up to five thousand dollars (\$5,000) at any given time and that, for the account to be replenished, the Contractor must submit appropriate receipts to the District pursuant to the terms of the Agreement. Purchases in excess of five thousand dollars (\$5,000) need to be approved by the District Chairman, through coordination with the District Manager. Cash Cards cannot be given to third party vendors and must remain in the possession of the Contractor.
 - Any purchases pursuant to this Agreement that would require spending in excess of the applicable line item amounts set forth in the Budget shall require prior approval from the Board of Supervisors.
 - The Contractor shall take all necessary steps to ensure that any petty cash purchases are made on a tax exempt basis.
 - The Contractor shall maintain a ledger of all receipts and payments. The ledger must detail each transaction with date, amount, item purchased, vendor name and general ledger expense code.
 - The Contractor shall provide the ledger, including copies of receipts, no less than once per month at the end of each month.
 - In the event of lost receipts, the Contractor shall submit a missing receipt affidavit.
 - The District shall replenish any funds in the Petty Cash Account, or authorize payment of the Petty Cash Credit Card bill, after the Contractor has provided a full accounting for any monies spent.
 - Any discrepancies between the Contractor's reported activity and the bank account activity will be reported to the Contractor for resolution.

EXHIBIT C

MINIMUM INSURANCE REQUIREMENTS

The Contractor shall at all times during the term of this Agreement or thereafter as required, at their sole cost and expense, keep in force and furnish the District with a Certificate of Insurance for the following coverage, upon written request from the District:

1. Crime (Fidelity) Insurance covering all employees of the Contractor in an amount not less than _____ \$1,000,000.00 each occurrence, including thirty party coverage to protect the interest of the _____ District.
2. Commercial General Liability Insurance with the limit of One Million Dollars (\$1,000,000) Each Occurrence and Two Million Dollars (\$2,000,000) Annual Aggregate.
3. Commercial Automobile Liability Insurance for all vehicles used by the Contractor's staff with respect to the operation of the Facility, whether non-owned or hired, with a combined single limit of One Million Dollars (\$1,000,000).

Professional Liability/Errors and Omissions Insurance with limits of no less than One Million Dollars (\$1,000,000)

4. Workers' Compensation Insurance in the statutory amount covering all of the Contractor's employees who perform work at the Property
5. Employment Practices Liability Insurance with the limit of One Million Dollars (\$1,000,000) Each Occurrence and a One Million Dollar (\$1,000,000) Annual Aggregate.
6. Umbrella Liability Insurance. Insurance shall cover all operations of the Contractor and shall be follow form of the employers' liability, commercial general liability and automobile liability insurance policies as detailed in this Insurance Exhibit, with an effective date that is concurrent with such primary insurance policies, with limits of not less than:
 - a. \$5,000,000.00 General Aggregate Limit.
 - b. \$5,000,000.00 Each Occurrence Limit.
 - c. \$5,000,000.00 Products-Completed Operations Aggregate.

**EAST NASSAU
STEWARDSHIP DISTRICT**

9E

MASTER RESEARCH AGREEMENT

UF Agreement #AGR00027649

THIS MASTER RESEARCH AGREEMENT (“Agreement”), entered into as of the date of the last signature on this Agreement (the “Effective Date”) by and between East Nassau Stewardship District (ENSD), an independent special district of the State of Florida, with offices located at 2300 Glades Road, Suite 410W, Boca Raton, FL 33431 (“Sponsor”) and The University of Florida Board of Trustees, a public body corporate of the state of Florida with offices at UF Research | Sponsored Programs, 207 Grinter Hall, Gainesville, FL 32611-5500 (“University”), collectively referred to as the “Parties.” Parties agree to the following:

BACKGROUND

Pursuant to “Florida Interlocal Cooperation Act” 163.01 Florida Statutes, the Sponsor and University, which are both entities of the State of Florida as set forth above, desire to assist each other and enter into this interlocal Master Research Agreement. University’s research capabilities reflect a substantial public investment as a part of its research and higher education mission as a public land-grant university. The research contemplated by this Agreement is aimed to produce results of mutual interest to University and Sponsor. Specifically, by advancing the instruction, research, and public service missions of University, and to Sponsor, through support for its Sustainable Floridians Benchmarking and Monitoring Program (SF-BMP).

SECTION 1 - RESEARCH WORK

- 1.1 Research Efforts. University shall use diligent efforts to perform the work that the Parties describe in subsequent Task Orders (hereinafter “TO”) to this Agreement (numbered serially), according to the standards of a United States institution of higher education. No TO or any modification to a TO is effective until authorized representatives of both parties have accepted and executed a written TO incorporating those understandings. Each TO executed under this Agreement represents a separate scope of research activity, hereinafter “TO Project”.
- 1.2 Term. The term of this Agreement shall be five (5) years from either the Effective Date or April 1, 2023, whichever is earlier.
- 1.3 Principal Investigator. Each TO shall name an individual (“Principal Investigator”) who is responsible for performance of the TO Project on behalf of University. If the Principal Investigator ceases to serve as Principal Investigator for any reason, University shall notify Sponsor, and University and Sponsor shall agree on a replacement within sixty (60) days. In the event that Parties cannot find a mutually acceptable replacement, then University or Sponsor may terminate the TO in without consequence to this Agreement.

- 1.4 Sponsor Technical Representative. Each TO shall name an individual who is Sponsor’s principal representative for consultation and communications with University and the Principal Investigator regarding technical matters that are involved with the TO Project (“Sponsor Technical Representative”). Sponsor may change its Sponsor Technical Representative upon reasonable written notice to University.
- 1.5 Consultation. The Sponsor Technical Representative may consult with the TO Principal Investigator regarding the TO Project. University shall have sole discretion on access to work in University facilities but shall make such work available to Sponsor on a reasonable basis at a time and manner determined by the TO Principal Investigator.

SECTION 2 – COSTS, BILLINGS, AND OTHER SUPPORT

- 2.1 Each TO will address the following (see Appendix A – Sample TO)
- 2.1.1 Funding. Total Amount of obligated funding to University.
- 2.1.2 Payment / Invoicing schedule. Fixed price lump sum schedule of payments.
- 2.1.3 Performance Timelines. TO Performance dates.
- 2.1.4 Scope of Activity. The University TO Project details.
- 2.1.5 Reporting and Deliverables.
- 2.1.6 Technical Representatives. University Principal Investigator and Sponsor Technical Representative, with contact information.
- 2.2 Payments and Billing Addresses.

- 2.2.1 Sponsor shall make payments to the University of Florida and remit to:

University of Florida
Revenue Team
Contracts and Grants Accounting Services
PO Box 931297
Atlanta GA 31193-1297
(352) 392-1235
cgrevenue@admin.ufl.edu

Sponsor shall include the Master Agreement Number: UF Agreement #AGR000027649 and the specific TO number on all payments and correspondence.

Payments are due within thirty (30) days from receipt of invoice. Sponsor shall pay interest to University on balances unpaid longer than thirty (30) days at a rate of twelve percent (12%) per annum. Sponsor shall pay University for all costs of collecting unpaid balances, including any third-party collection fees, attorney's fees and court costs the University may incur to collect outstanding balances.

2.2.2 Billing Addresses.

University shall send invoices to:

East Nassau Stewardship District
Wrathall, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431
561-571-0010
info@eastnassausd.net

SECTION 3 –CONFIDENTIAL INFORMATION

3.1 Confidential Information.

(a) Definition. “Confidential Information” means any and all non-public information owned or controlled by one Party (“Disclosing Party”) disclosed to the other (“Receiving Party”) in connection with the TO Project that is specifically marked as confidential at the time of disclosure or if not able to be marked, identified as confidential and followed up in writing to document its confidentiality as soon as possible but no more than fifteen (15) days after disclosure.

(b) Obligations. The Receiving Party shall use the Confidential Information solely for the performance of the TO Project and for no other purpose and may disclose Confidential Information only to its directors, officers, employees, and agents who need to know the Confidential Information for the performance of the TO Project. The obligations of the Receiving Party under this Agreement will survive termination or expiration and continue for three (3) years after disclosure of Confidential Information. University may refuse to accept any Confidential Information offered by Sponsor.

(c) Exceptions. The obligations of Subsection 3.1(b) do not apply to information that is (i) publicly available; (ii) independently known, developed, or discovered without use of Confidential Information; (iii) made available by a third party without a known obligation of confidentiality to the Disclosing Party; or (iv) required to be disclosed to comply with a law, regulation, or court or administrative order provided that the Receiving Party uses reasonable efforts to provide prior written notice to the Disclosing Party.

(d) Return. Upon expiration or termination of this Agreement or at the request of the Disclosing Party, the Receiving Party shall return all originals and copies of Confidential Information in its possession or control, except that the Receiving Party may retain one (1) copy of the Confidential Information for the purpose of monitoring its obligations under this Agreement and such additional copies of or any computer records or files containing such Confidential Information that have been created solely by the Receiving Party's automatic archiving and back-up procedures, to the extent created and retained in a manner consistent with the Receiving Party's standard archiving and back-up procedures, but not for any other use or purpose.

3.2 Proprietary Materials.

(a) Definition. "Proprietary Materials" means the original material(s) listed in Appendix A (as may be amended over the course of the TO Project) provided by one Party ("Provider") to the other Party ("Recipient") for use in the TO Project, any associated know-how and data provided by the Provider, and any progeny and substances created by the Recipient that constitute an unmodified functional subunit or product expressed by the original material.

(b) Limited Use and Transfer. Recipient may use the Proprietary Materials only for the TO Project. Recipient agrees to: (i) use the Proprietary Materials only in compliance with applicable federal, state, and local laws and regulations; (ii) not use the Proprietary Materials in any in vivo experiments on human subjects; (iii) not transfer any of the Proprietary Materials to any third party without the prior written consent of the Provider; and (iv) not reverse engineer, analyze, test or make derivatives of the Materials except to the extent expressly permitted in Appendix A or unless Provider otherwise provides authorization in writing. Each Party reserves the right to refuse to accept any Proprietary Materials offered by the other Party.

(c) No Rights. As between the Parties, the Provider retains all rights in its Proprietary Materials. Other than the limited right to use the Proprietary Materials for the TO Project, neither Party conveys or is obligated to convey by this Agreement any right, title or interest in or to the tangible or intangible property rights therein.

(d) Return. Upon expiration or termination of this Agreement or at the request of Provider, Recipient shall (at the instruction of Provider) either return or destroy any unused Proprietary Materials and destroy any unused TO Project Materials incorporating Proprietary Materials.

(f) Public Records. Notwithstanding any of the foregoing, if any Proprietary Materials are required to be disclosed to comply with a law, regulation, or court or administrative order, such Proprietary Materials may be disclosed provided that the receiving Party uses reasonable efforts to provide prior written notice of the disclosure.

SECTION 4 – RESULTS AND DATA

“Research Results” means data and technical information that are recorded in performance of the TO Project. Research Results are expressly excluded from the definitions of Inventions and TO Project Materials in Section 6.1. University shall own all right, title and interest in and to any and all Research Results developed from and arising out of the TO Project.

SECTION 5 –DELIVERABLES AND PUBLICATIONS

- 5.1 Deliverables. The Principal Investigator shall deliver the reports and other deliverables as specified in each TO to the Sponsor on the dates specified in the TO.
- 5.2 Publications. University reserves the right to make or allow to be made scholarly disclosures of the findings of the TO Project, including but not limited to, publication in scholarly journals, presentations at academic and other conferences, disclosures to University and non-University scholars, and disclosures in grant and funding applications. University will not disclose any Sponsor Confidential Information and will provide an appropriate acknowledgement of Sponsor’s support or other role in the TO Project.

SECTION 6 -- PROJECT INTELLECTUAL PROPERTY

- 6.1 Definitions.
 - (a) “Inventions” means any inventions or discoveries conceived under this Agreement; the term conceived shall be construed in accordance with its meaning under U.S. patent law.
 - (b) “TO Project Materials” means tangible materials, any associated know-how, and any progeny and substances thereof that constitute an unmodified functional subunit or product expressed by the original material that are generated by the University under this Agreement.
- 6.2 Background Intellectual Property. Neither Party transfers to the other Party by operation of this Agreement any patent right, copyright, or other tangible or intangible proprietary right existing as of the Effective Date or developed outside the scope of this Agreement and nothing in this Agreement shall be construed by implication, estoppel or otherwise anything to the contrary, including as a license thereunder.

- 6.3 Ownership. Inventions conceived by the University shall be owned by University. Inventions conceived by the Sponsor shall be owned by Sponsor. Inventions conceived jointly by University and Sponsor shall be jointly owned by University and Sponsor. TO Project Materials shall be owned by University.
- 6.4 Disclosure. University shall provide Sponsor with written disclosure of any Invention or TO Project Materials promptly after it is disclosed to UF Innovate. Sponsor shall provide UF Innovate with a written disclosure of any Inventions disclosed to Sponsor. Each Party shall retain all disclosures submitted by the other Party as Confidential Information of the Disclosing Party, subject to any rights as owner of the Receiving Party.
- 6.5 Option Rights. University grants Sponsor a first right to negotiate a worldwide, royalty-bearing, exclusive license to University's rights in Inventions and a nonexclusive license to University's rights in TO Project Materials (the "Option Right"). Sponsor's Option right commences when University submits a disclosure pursuant to Section 6.4 and expires ninety (90) days after such disclosure ("Option Period"). Sponsor may exercise the Option Right by written notice to UF Innovate during the Option Period. If Sponsor exercises the Option Right, UF Innovate and Sponsor shall negotiate a license agreement in good faith for a period not to exceed six (6) months after Sponsor's exercise of the Option Right. The terms of the license agreement will be based on fair market value, and among other customary terms, will obligate Sponsor to diligently develop the Invention for practical application. Unless an extension has been mutually agreed to, at the end of the Option Period or, if the Option Right is exercised, the six-month negotiation period, University shall have no further obligation to Sponsor with regard to that Invention or TO Project Materials and is free to license its rights therein to any third party.
- 6.6 Patent Rights. At the request of Sponsor during the Option Period, University will prepare and file a patent application for an Invention using patent counsel selected by University and reasonably acceptable to Sponsor. Sponsor shall reimburse University within thirty (30) days of invoice for all reasonable patent-related expenses incurred during the Option Period and, if the Option Right is exercised, the negotiation period. University shall provide Sponsor with reasonable opportunity to review and comment on the draft patent application, which shall be Confidential Information of University. If Sponsor declines to support a patent application, fails to respond within the Option Period or decides to discontinue the financial support of the patent applications, University may file or continue prosecution at University's sole expense with no further obligation to Sponsor.
- 6.7 Copyrightable Works. University or its employees own any copyrighted or copyrightable works that are created by University employees in the performance of the TO Project.
- 6.8 If any Invention has also been funded by the federal government, a non-profit organization or state or local agency, this Agreement and the grant of any rights in that Invention is are subject to the terms that attach to such funding, including, in the case of the federal government, as set forth in 35 U.S.C. §§ 201, 37 C.F.R. Part 401. If any term

of this Agreement fails to conform to applicable law, regulations, or agreements, the relevant term of this Agreement is invalid and the Parties shall modify the term in accordance with Section 11.4 of this Agreement to comply therewith.

SECTION 7 - PUBLICITY

Neither Party shall use the other's name, crest, logo, trademark or registered image without the express written permission of that Party. In the case of University, consent must be provided by its Office of Strategic Communications and Marketing. Notwithstanding the foregoing, either Party may make factual statements about the existence of this Agreement without prior approval, including the amount of the funding and a description of the TO Project, including in order to comply with (i) governmental disclosure obligations or (ii) Sponsor's reporting policies.

SECTION 8 – WARRANTY DISCLAIMER; LIABILITY; INSURANCE

8.1 UNIVERSITY MAKES NO EXPRESS WARRANTIES AND DISCLAIMS ANY IMPLIED WARRANTIES, INCLUDING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AS TO ANY MATTER RELATING TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO, THE PERFORMANCE OR RESULTS OF THE TO PROJECT; THE AVAILABILITY OF LEGAL PROTECTION FOR REPORTS, RESEARCH RESULTS, INVENTIONS, MATERIALS, OR ANY OTHER WORK PRODUCT OF THE TO PROJECT; OR THE VALIDITY OR ENFORCEABILITY OF ANY INTELLECTUAL PROPERTY PROTECTION THAT MAY BE OBTAINED PURSUANT TO THIS AGREEMENT. UNIVERSITY MAKES NO ASSURANCES THAT THE USE OF, INCLUDING BUT NOT LIMITED TO, MATERIALS, REPORTS, RESEARCH RESULTS, OR INVENTIONS WILL NOT INFRINGE ANY PATENT RIGHTS OR OTHER PROPRIETARY RIGHTS OF A THIRD PARTY.

8.2 Each Party will bear its respective risks and liabilities incurred by it as a result of its obligations and efforts under this Agreement and shall not be liable for the acts of third parties or the consequences of the acts of third parties. Notwithstanding anything herein to the contrary, nothing in this Agreement constitutes consent by the State of Florida or its agents and agencies to be sued or a waiver of sovereign immunity of the State of Florida beyond the limited waiver provided in Section 768.28 Florida Statutes.

8.3 Insurance. University, as a public body corporate entity, warrants and represents that it is self-funded for liability insurance, with said protection being applicable to officers, employees, servants and agents while acting within the scope of their employment by University, and will provide its Certificate of Insurance upon request.

SECTION 9 - TERMINATION

9.1 Termination. Either Party may terminate this Agreement without cause upon sixty (60) days' prior written notice to the other.

- 9.2 Termination for Breach. If either Party commits a material breach of this Agreement and fails to remedy that breach within sixty (60) days after receipt of written notice from the other Party, the Party giving notice may terminate this Agreement by written notice to the other Party, effective upon receipt. Material breach includes but is not limited to failure to provide any resources such as payment of any amounts due under this Agreement.
- 9.3 Surviving Terms. Expiration or termination of this Agreement by either Party without cause under Section 9.1 does not affect the rights and obligations of the Parties that accrued prior to the effective date of termination. Sponsor’s rights in Section 6 do not survive termination for material breach by Sponsor and any licenses or options granted in Section 6 shall be null and void.
- 9.4 Payments on Termination. Upon early termination of this Agreement by either Party for any reason, University will cease further obligation of funds and will take all reasonable steps to cancel or otherwise reduce outstanding obligations. Sponsor will pay University for costs incurred up to the date of termination and any non-cancellable expenses obligated on or before the date of termination.

SECTION 10 - NOTICES

The Parties shall provide all notices for this Agreement to the Administrative contact with a copy to the Technical Matters contact. All notices shall be provided in writing by email, recognized national overnight courier or registered or certified mail, postage prepaid, return receipt requested, to the following addresses:

<p>If to Sponsor</p> <p>Administrative:</p> <p>East Nassau Stewardship District Wrathall, Hunt and Associates, LLC 2300 Glades Road, Suite 410W Boca Raton, FL 33431 (561) 571-0010 info@eastnassausd.net</p>	<p>If to University:</p> <p>Administrative:</p> <p>Division of Sponsored Programs University of Florida 207 Grinter Hall Gainesville, FL 32611-5500 (352) 392-9267 ufawards@ufl.edu</p> <p>Intellectual Property Disclosure/Notices: techlicensing@research.ufl.edu</p>
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	Office of Strategic Communications and Marketing: news@ufl.edu
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SECTION 11 -- MISCELLANEOUS

- 11.1 Independent Contractor. University and Sponsor are independent contractors. Neither Party may act as agent for the other or enter into any contract, warranty, or representation on behalf of the other. Neither Party is bound by the acts or conduct of the other.
- 11.2 Governing Law. This Agreement is governed and construed in accordance with the laws of the State of Florida. The Parties shall bring any action in connection with this Agreement in courts of competent jurisdiction in Alachua County, Florida.
- 11.3 Assignment. Neither Party may assign this Agreement voluntarily, by operation of law, or through change of control without the prior written consent of the other, which the Party may not unreasonably withhold or delay. This Agreement is binding upon and inures to the benefit of the Parties and their permitted successors and assigns.
- 11.4 Master Agreement or TO Modification or Amendment. The Parties may only modify or amend this Agreement or any TO by a written instrument signed by both Parties. Any waiver of rights or failure to act in a specific instance relates only to that instance and is not an agreement to waive any rights or fail to act in any other instance. A purchase order may only be used for billing purposes. No other terms of this Agreement may be modified by terms included in a purchase order. The terms and conditions of such a purchase order do not apply, and such terms or conditions in a purchase order are null and void.
- 11.5 Force Majeure. Neither Party is responsible for delays in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other Party hereunder) resulting from causes reasonably beyond its control, including fire, explosion, flood, tropical storm, hurricane, war, strike, pandemic or riot, provided that the nonperforming Party uses reasonable efforts to avoid or remove causes of nonperformance and continues performance under this Agreement with reasonable dispatch after the causes are removed.
- 11.6 Export Controls. Both Parties acknowledge that this Agreement and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, and all embargoes and/or other restrictions imposed by the Treasury Department’s Office of Foreign Asset Controls (OFAC), as amended. Both parties further agree that if the export laws are applicable, it

will not disclose or re-export any technical data/materials received under this Agreement to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless the Parties have obtained prior written authorization from the appropriate U.S. government agency. Should Sponsor intend to disclose export controlled technology or items to University, Sponsor will disclose the United States Munitions List (USML) Category or Export Control Classification Number (ECCN), as appropriate, to University Administrative Contact (identified in Section 10) prior to disclosure. University reserves the right to decline receipt of export controlled technology or items.

- 11.7 Dispute Resolution. The Parties shall attempt to cooperatively resolve any and all disputes and/or claims that arise under this Agreement by first engaging appropriate administrative officials of each Party who shall negotiate in good faith to seek a cooperative resolution. For any dispute related to this Agreement that the Parties cannot resolve by mutual agreement, the Parties must submit to formal mediation in Gainesville, Florida, or other mutually agreed upon dispute resolution options failing which either Party may pursue any remedies legally available.
- 11.8 Severability. If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity or unenforceability does not affect any other provision of this Agreement, and the Parties shall negotiate in good faith to modify the Agreement to preserve, to the extent possible, their original intent.
- 11.9 Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior agreements or understandings between the Parties relating to its subject matter.
- 11.10 Counterparts and Execution. The Parties may execute this Agreement in one or more counterparts, each of which is an original, and all of which together are the same instrument. Delivery of a signed Agreement by reliable electronic means, including email, shall be an effective method of delivering the executed Agreement. This Agreement may be stored by electronic means and either an original or an electronically stored copy of this Agreement can be used for all purposes, including in any proceeding to enforce the rights and/or obligations of the parties to this Agreement.
- 11.11 Headings. Headings are for convenience and do not affect the meaning of any provision of this Agreement.
- 11.12 E-VERIFY. The University shall comply with and perform all applicable provisions of Section 448.095, Florida Statutes. Accordingly, to the extent required by Florida Statute, University shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The Sponsor may terminate this Agreement immediately for cause if there is a good faith belief that the University has knowingly violated Section 448.09(1), Florida

Statutes. By entering into this Agreement, the University represents that no public employer has terminated a contract with the University under Section 448.095(2)(c), Florida Statutes, within the year immediately preceding the date of this Agreement.

- 11.13 COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. University agrees to comply with Section 20.055(5), Florida Statutes, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- 11.14 SCRUTINIZED COMPANIES STATEMENT. University certifies it: (i) is not in violation of Section 287.135, Florida Statutes; (ii) is not on the Scrutinized Companies with Activities in Sudan List; (iii) is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; (iv) does not have business operations in Cuba or Syria; (v) is not on the Scrutinized Companies that Boycott Israel List; and (vi) is not participating in a boycott of Israel. If the University is found to have submitted a false statement with regards to the prior sentence, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, has engaged in business operations in Cuba or Syria, and/or has engaged in a boycott of Israel, the District may immediately terminate the Master Research Agreement.
- 11.15 Public Records. University and Sponsor shall each use good faith best efforts to cooperate in fulfilling each entity's obligations under Florida's public records laws.
- 11.16 Order of Precedence. In the event of any inconsistencies between the provisions set forth by this Agreement, the inconsistency shall be resolved by giving precedence in the following order (1) A specific Project TO, (2) This Agreement.

[Signatures to follow on next page]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

EAST NASSAU STEWARDSHIP DISTRICT

Michael Hahaj
Signature by:

Digitally signed by Michael Hahaj
DN: C=US,
E=mike.hahaj@raydient.com,
O=Raydient, OU=Community
Development, CN=Michael Hahaj
Reason: I am approving this
document
Contact Info: 904-646-7696
Date: 2023.04.26 10:21:56-04'00'

Name: Michael Hahaj
Title: Chairman
Date: April 26, 2023

**THE UNIVERSITY OF FLORIDA
BOARD OF TRUSTEES**



Digitally signed by
Elizabeth Keeter
Date: 2023.04.24
12:51:24 -04'00'

Signature by:

Name: Elizabeth Keeter
Title: Assistant Director, Sponsored Programs
Date: April 24, 2023

**APPENDIX A
(Sample Task Order)**

**MASTER AGREEMENT UF Agreement #AGR00027649
TASK ORDER #_____ (sequential)**

Project Title:

Sponsor Technical Representative:

Contact Information:

University Principal Investigator:

Contact Information:

Detailed Scope of Project → attached

Sponsor Supplied Materials, Documentation, Information and any Proprietary Background Intellectual Property to be supplied to University for this TO (if know at the time). Provide (as applicable) ECCN# or controlled/sensitive nature of the items.

University Materials, Documentation, and Information and any Proprietary Background Intellectual Property to be utilized for this TO (if known at the time). Provide (as applicable) ECCN# or controlled/sensitive nature of the items.

Project Design:

Product/Document Inspection:

Deliverables

- Product:
 - Description
- Technical Reports:

- Frequency
- Format

Funding:

Total amount funded under this TO: \$ _____

Payment Structure:

Fixed Price / Lump Sum Payment Schedule:

Sponsor shall pay ___ upon execution of this Statement of work

Sponsor shall pay ___ upon delivery of the Product

Performance Period: Begin_____ End_____

Disposal of Materials

Upon completion of TO Project, Sponsor Materials will be:

_____ Returned to Sponsor (Sponsor pays shipping costs)

_____ Stored by University for ___ days and disposed of by University thereafter

[SPONSOR NAME]

**THE UNIVERSITY OF FLORIDA
BOARD OF TRUSTEES**

By: ***DO NOT SIGN – SAMPLE TO
Authorized Signature

By: ***DO NOT SIGN – SAMPLE TO
Authorized Signature

Printed Name & Title

Printed Name & Title

Date

Date

I acknowledge and agree to the terms of the Master Agreement Section 1.1 and Articles 2 and 4, and I reaffirm that I have assigned to University all of my right, title, and interest in any Intellectual Property.

***DO NOT SIGN – SAMPLE TO

[Name]

University Principal Investigator

**EAST NASSAU
STEWARDSHIP DISTRICT**

9F

**EAST NASSAU STEWARDSHIP DISTRICT
WORK AUTHORIZATION NO. 4
2022/2023 GENERAL CONSULTING ENGINEERING SERVICES**

Scope of Work

England, Thims & Miller, Inc. shall provide general consulting engineering services for the East Nassau Stewardship District as directed by the Board of Supervisors or their designee. General consulting services shall include, but not be limited to:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Attending Meetings 2. Preparation of Engineering Reports and Studies 3. Preparation of Cost Estimates and Budgets 4. Technical Support for Community Development District Staff | <ol style="list-style-type: none"> 5. Development and Analysis of District Projects 6. Operation and Maintenance Inspections 7. Prepare Presentation Documents for District Meetings |
|---|---|

The outlined services shall be performed on a time and material basis at the currently approved rate and expense schedule. The estimated fee shall not be exceeded without further authorization. This estimated fee is not a guaranteed maximum cost.

ESTIMATED FEE.....\$12,000.00

**ENGLAND-THIMS & MILLER, INC.
HOURLY FEE SCHEDULE – 2023***

CEO/CSO.....	\$400.00 /Hr.
President.....	\$350.00 /Hr.
Executive Vice President.....	\$335.00 /Hr.
Vice President.....	\$260.00 /Hr.
Senior Engineer/ Senior Project Manager.....	\$215.00 /Hr.
Project Manager.....	\$200.00 /Hr.
Director.....	\$185.00 /Hr.
Engineer.....	\$175.00 /Hr.
Assistant Project Manager.....	\$155.00 /Hr.
Senior Planner /Planning Manager.....	\$200.00 /Hr.
Senior Environmental Scientist.....	\$215.00 /Hr.
Planner.....	\$163.00 /Hr.
CEI Senior Project Engineer.....	\$230.00 /Hr.
CEI Project Manager/Project Administrator.....	\$184.00 /Hr.
CEI Senior Inspector.....	\$163.00 /Hr.
CEI Inspector.....	\$132.00 /Hr.
Senior Landscape Architect.....	\$184.00 /Hr.
Landscape Architect.....	\$165.00 /Hr.
Senior Technician/Senior Specialist.....	\$163.00 /Hr.
GIS Program Manager.....	\$180.00 /Hr.
GIS Analyst.....	\$140.00 /Hr.
GIS Consultant.....	\$150.00 /Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00 /Hr.
Engineering Intern.....	\$140.00 /Hr.
Engineering/Landscape Designer.....	\$140.00 /Hr.
CADD/GIS Technician.....	\$132.00 /Hr.
Project Coordinator /CSS.....	\$100.00 /Hr.
Administrative Support.....	\$95.00 /Hr.

*ETM's standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and subject to an increase not to exceed five (5) percent per year.

Cost such as subconsultants, printing, telephone, delivery service, mileage and travel shall be invoiced at direct costs plus 15%.

Time of Performance

Services rendered will commence upon District approval and will be completed on or before September 30, 2023.

Approval

Submitted by: Scott A. Wild

Date: 2/17/2023

England, Thims & Miller, Inc.
Digitally signed by Michael Hahaj
DN: cn=US, email=Ermike.hahaj@raydient.com, o=Raydient,
ou=Community Development, cn=Michael Hahaj
Reason: I am approving this document
Contact info: 904-646-7696
Date: 2023.03.06 13:43:37-05'00'

Approved by: Michael Hahaj

Date: _____

East Nassau Stewardship District

**EAST NASSAU
STEWARDSHIP DISTRICT**

9G

**EAST NASSAU
STEWARDSHIP DISTRICT**

9H



COMCAST BUSINESS SERVICE ORDER

Company Name: East Nassau Stewardship District Order # 35186660

Service Location: 57 HOMEGROWN WAY Billing Location: 2300 GLADES RD.

Address 1 57 HOMEGROWN WAY Address 1 2300 GLADES RD.

Address 2 STE 303 Address 2 Suite 410 W

City YULEE City Boca Raton

State FL State FL

Zip 32097 Zip 33431

Primary Contact Name Bridget Doyle Billing Contact Name Amy Norsworthy

Primary Contact Phone (904) 530-1559 Billing Contact Phone (904) 530-1559

Primary Contact Email bdoyle@ccmcnet.com Billing Contact Email anorsworthy@ccmcnet.com

Service Term 24 Months Tax Exempt No

Package Code: \$165Data_MOB_SE_AdvancedPkg_2yr Promo Code: CEN_\$29.95BVESeats5+_\$0Phone

Package & Promotion Details

Data, Voice, SecurityEdge Package for discounted rate of \$165 for months 1-24, increasing to then regular rate in month 25. Package includes Business Internet Advanced (download speed up to 500 Mbps), 1 Mobility Line, and SecurityEdge. 2 year term agreement required. Additional services may be added to qualifying bundles: Two or more Mobility Lines \$25 each/mo. After 24 months, monthly service charge increases to regular rate for each additional service. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via <https://business.comcast.com/myaccount> within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher. Discount applied to Comcast Business Internet bill for 24 months with activation of one Comcast Business Mobile line within 90 days of Internet service installation. After 24 months, or if any of the package services or mobile service are cancelled or downgraded, the \$20.00 discount will be removed. Limit one discount per account regardless of number of lines activated. Comcast Business Internet must be installed by 6/21/2023 in order to qualify for \$20 Comcast Business Mobile discount. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

Promotion Code CEN_\$29.95BVESeats5+_\$0Phone - Unified Communication Seats provided for discounted rate of \$29.95 each, increasing to then regular rate at end of original term. Entry Level Polycom Phone MRC waived for length of original contract term, increasing to then regular rate at end of term. Minimum Business Internet Performance or Ethernet required. OTT sites are eligible if main site meets minimum Business Internet Performance/Ethernet requirement. Minimum 5 seats required. Minimum 2 year term required with Business Internet. 3 or 5 year term required with Ethernet. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

ds
Mt

Customer Initials

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, Voice, SecurityEdge Package	Business Internet Advanced (download speeds up to 500 Mbps)	1		
	SecurityEdge	1	\$ 165.00	\$ 0.00
	Mobility Lines	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Equipment Fee			
Package Equipment Fee	1	\$ 19.95	



COMCAST BUSINESS SERVICE ORDER

Company Name: East Nassau Stewardship District Order # 35186660

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Business Voice			
CDV Activation Fee	1		
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 0.00
Total Additional Charge		\$ 19.95	\$ 0.00

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 184.95	\$ 0.00

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.

3. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.



COMCAST BUSINESS SERVICE ORDER

Company Name: East Nassau Stewardship District Order # 35186660

6. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 Notice

911 Email Notification- If 911 is dialed using the Voice Service, Comcast will send a notification to the Customer designated email address, unless the Customer has opted out of receiving such notifications. Each notification will include the telephone number from which 911 was dialed, location information, and the time the call was placed. After installation of the Voice Service, Customer may change the designated email address and/or decision to receive notifications by calling Comcast at 1-888-824-8104.


Your Comcast voice service ("Voice Service") may have the following 911 limitations:

- For 911 calls to be properly directed to emergency services using the Voice Service, Customer must provide the correct address information ("Registered Service Location") for each telephone number used by Customer. The Registered Service Location may also include information such as floor and office number.
- If the Voice Service or any Voice Service device is moved to a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- If a Registered Service Location is deemed to be in an area that is not supported for 911 calls, Customer 911 calls will be sent to an emergency call center where a trained agent will ask for the caller's name, telephone number, and location, and then will contact the local emergency authority.
- The Voice Service uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.
- Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment, and/or power failure, a broadband connection failure, or another technical problem.

Registered Service Location Updates- The Registered Service Location will be provided to Public Safety Answering Points to assist in responding to a 911 call. Customer may update or otherwise customize the Registered Service Location by:

- Calling Comcast at 1-888-824-8104

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.

CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx	
Signature	
Name	Mike Hahaj
Title	Chairman
Date	5/15/2023

FOR COMCAST USE ONLY	
Sales Representative	Dan Dean
Sales Representative Code	
Sales Manager Name	Glory Faunce
Sales Manager Approval	
Division	Central



COMCAST BUSINESS SERVICE ORDER

Company Name: East Nassau Stewardship District Order # 35186660

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net Equipment
 Number of Static Ips Business Web

BUSINESS VOICE CONFIGURATION DETAILS

Directory Listing Details	
Directory Listing (Published, Non-Published, Unlisted)	Published
Directory Listing Phone Number	Native1
Directory Listing Display Name	East Nassau Stewardship
DA/DL Header Text Information	NONE
DA/DL Header Code Information	999001
Standard Industry Code	9999

Additional Voice Details	
Caller ID (Yes/No)	Yes
Caller ID Display Name(max 15 char.)	EastNassau Dist
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	No
Auto Attendant (Yes/No)	No

Hunt Group Configuration Details	
Hunt Group Features Requested	No
Hunt Group 1 Configuration Type	
Hunt Group 2 Configuration Type	
Hunt Group 1 Pilot Number	
Hunt Group 2 Pilot Number	

E911 Email Notification Details	
Opt-In (Yes/No)	Yes
Email Address	bdoyle@ccmnet.com



COMCAST BUSINESS SERVICE ORDER

 Company Name: East Nassau Stewardship District Order # 35186660
BUSINESS CLASS: CUSTOM INSTALLATION & CONSTRUCTION ADDENDUM
CUSTOMER INFORMATION (Service Location)

Address 1	<u>57 HOMEGROWN WAY</u>	City	<u>YULEE</u>
Address 2	<u>STE 303</u>	State	<u>FL</u>
Primary Contact Name	<u>Bridget Doyle</u>	ZIP Code	<u>32097</u>
Business Phone	<u>(904) 530-1559</u>	County	
Cell Phone		Email Address	<u>bdoyle@ccmcnet.com</u>
Pager Number		Primary Fax Number	

TECHNICAL CUSTOMER CONTACT INFORMATION (Service Location)

Technical Contact Name		Tech Contact On-Site? No	
Technical Contact Business Phone		Technical Contact Email	
Property Manager Contact Name		Property Mgr. Phone	

CUSTOMER BILLING INFORMATION

Billing Account Name	<u>East Nassau Stewardship District</u>	City	<u>Boca Raton</u>
Billing Name (3rd Party)		State	<u>FL</u>
Address 1	<u>2300 GLADES RD.</u>	ZIP Code	<u>33431</u>
Address 2	<u>Suite 410 W</u>	Billing Contact	<u>anorsworthy@ccmcnet.com</u>
Billing Contact Name	<u>Amy Norsworthy</u>	Billing Contact	<u>(904) 530-1559</u>
Tax Exempt?*	<u>No</u>	Billing Fax	

* If yes, please provide and attach tax exemption certificate.

CUSTOM INSTALLATION AND CONSTRUCTION ADDENDUM*

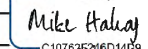
As set forth in Section 2.7 of the Comcast Business Class General Terms and Conditions, Comcast has determined that Custom Installation is necessary for the service location described above as follows:

Total Custom Installation Fees:	<u>\$10,000.00</u>
Less Fees Paid by Comcast:*	<u>\$10,000.00</u>
Fees Due Comcast:	<u>\$0.00</u>

* Any Custom Installation Fee amount absorbed by Comcast must be immediately paid by you to Comcast if the applicable Sales Order is terminated prior to the end of the Service Term. Please sign below to agree to these Terms and Conditions.

CUSTOMER SIGNATURE

By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at <http://business.comcast.com/terms-conditions/index.aspx>.

Signature: 
 Print: Mike Hahaaj
 Title: Chairman
 Date: 5/15/2023

FOR COMCAST USE ONLY

Sales Representative: Dan Dean
 Sales Representative Code: _____
 Sales Manager/Director Name: Glory Faunce
 Sales Manager/Director Approval: _____
 Division: Central
 Lead ID: 35186660

**EAST NASSAU
STEWARDSHIP DISTRICT**

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CUSTOMER INFORMATION

Account Name: East Nassau Stewardship District	Email: bdoyle@ccmcnet.com
Primary Contact: Bridget Doyle	Address1: 57 HOMEGROWN WAY
Title:	Address2: STE 303
Phone: 9045301559	City: YULEE
Cell:	State: FL
Fax:	Zip Code: 32097

SUMMARY OF CHARGES

Service Term(Months): 24

Site Name	Monthly Recurring Charges	Standard Installation Charges	One-time Charges
East Nassau Stewardship District - L-14501944	\$159.70	\$199.00	\$0.00
SUMMARY OF TOTAL CHARGES*	\$159.70	\$199.00	\$0.00

* Applicable federal, state and local taxes and fees may apply; usage fees not included. For Specific information, see service location detail pages, attached hereto and incorporated here in reference. Additional orders (adding or deleting seats) may change the "per seat" pricing.

GENERAL COMMENTS

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Business VoiceEdge™ Services ("Services") to Customer. This Comcast Business Class Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Customer Terms and Conditions ("Terms and Conditions") located at <http://business.comcast.com/terms-conditions-smb> (or any successor URL), and any other Service Orders entered under this SOA, collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Terms and Conditions, (2) this SOA, and (3) any other Service Orders entered under this SOA. The Agreement shall terminate as set forth in the Terms and Conditions. All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and conditions. Use of the Services is also subject to the Business Acceptable Use Policy located at <http://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the Business Privacy Policy located at <http://business.comcast.com/customer-notifications/customer-privacy-statement> (or any successor URL), both of which Comcast may update from time to time and become effective upon posting.
2. The Service carries a 60 day money back guarantee. If within the first (60) sixty days following Business VoiceEdge Service activation Customer is not completely satisfied, Customer may cancel such service and Comcast will issue a refund for service charges actually paid by Customer, custom installation, usage charges, and optional service fees and taxes excluded. In order to be eligible for the refund, Customer must cancel Business VoiceEdge Service within sixty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.
3. By purchasing Comcast voice services, you are giving Comcast Business permission to request a copy of the Customer Service Record(s) from your existing carrier(s). Customer Service Records include the telephone numbers listed on the account(s) and may also include information related to services provided by such carrier(s).
4. Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the installation is complete.
6. Notwithstanding the notice provision in the Business Services Customer Terms and Conditions, all legal notices will be sent to the Primary Contact listed above and/or to the Primary Contact identified on the SOA for each Service location as applicable
7. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the terms and conditions of this Agreement.
8. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

DS
MA



SERVICE ORDER AGREEMENT – BUSINESS VOICEEDGE SERVICES

E911 ACKNOWLEDGEMENT

Your Comcast voice Service (“Voice Service”) may have the following 911 limitations:

- For 911 calls to be properly directed to emergency services using the Voice Service, Customer must provide and maintain the correct address information (“Registered Service Location”) for each telephone number and extension used by Customer. The Registered Service Location should also include information such as floor and office number as appropriate.
- If the Voice Service is moved to or used in a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer’s use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- If Customer uses a PBX, Customer must map each telephone number and extension to the correct location and is solely responsible for updating the PBX as necessary to reflect moves or additions of stations.
- If a Registered Service Location is deemed to be in an area that is not supported for 911 calls, Customer 911 calls will be sent to an emergency call center where an agent will ask for the caller’s name, telephone number, and location, and then will contact the local emergency authority.
- The Voice Service uses electrical power in the Customer’s premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.
- Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment, and/or power failure, a broadband connection failure, or another technical problem.

Registered Service Location Updates- Customer may provide or update the Registered Service Location by:

- Calling Comcast at 1-800-741-4141
- Updating the Registered Service Location in My Account

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE

By signing below, Customer agrees and accepts to the terms and conditions of this Agreement. The Comcast Business Terms and Conditions, and related policies can be found at <http://business.comcast.com/terms-conditions-smb>.

CUSTOMER USE ONLY		COMCAST USE ONLY (by Authorized representative)	
Signature:	DocuSigned by: <i>Mike Hahaj</i> C10762F246D14D9...	Signature:	Sales Rep: Dan Dean
Name:	Mike Hahaj	Name:	Sales Rep Email: dan_dean@comcast.com
Title:	Chairman	Title:	Region: Florida Region
Date:	5/15/2023	Date:	Division: Central Division

DS
MH



SERVICE ORDER AGREEMENT – BUSINESS VOICEEDGE SERVICES

SERVICE LOCATION DETAIL					
Customer Information					
Location Name: <u>East Nassau Stewardship District - L-145</u>	Business Phone: <u>9045301559</u>				
Company Name: <u>East Nassau Stewardship District</u>	Cell Phone: _____				
Contact Name: <u>Bridget Doyle</u>	Fax Number: _____				
Address1: <u>57 HOMEGROWN WAY</u>	Email: <u>bdoyle@ccmcnet.com</u>				
Address2: <u>STE 303</u>	Site Type: <u>Standard</u>				
City: <u>YULEE</u>	Emergency 911: <u>57 HOMEGROWN WAY</u>				
State: <u>FL</u>	Information: <u>STE 303</u>				
Zip: <u>32097</u>	<u>YULEE, FL 32097</u>				
Billing Information					
Date Of Quote: <u>5/15/2023</u>	Service Term: <u>24</u>				
The terms set forth in this agreement are valid for 30 days from Date of Quote					
Billing Contact: <u>Amy Norsworthy</u>	Zip: <u>33431</u>				
Address1: <u>2300 Glades Rd.</u>	Phone: <u>9045301559</u>				
Address2: <u>Suite 410 W</u>	Fax: _____				
City: <u>Boca Raton</u>	Email: <u>anorsworthy@ccmcnet.com</u>				
State: <u>FL</u>					
Voice Selection					
Voice Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Unified Communication Seats	5	\$29.95	\$0.00	\$149.75	\$0.00
Equipment Selection					
Equipment Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Voice Gateway	1	\$9.95	\$0.00	\$9.95	\$0.00
Poly VVX 250	5	\$0.00	\$0.00	\$0.00	\$0.00
Summary Of Charges					
Aggregate Monthly Recurring Charges					
Monthly Recurring Charges:				\$159.70	
Promotional Discount:					
Promotion Option:				CEN_\$29.95BVESeats5+_0Phone	
Promotion Description:					
Unified Communication Seats provided for discounted rate of \$29.95 each, increasing to then regular rate at end of original term. Entry Level Polycom Phone MRC MRC waived for length of original contract term, increasing to then regular rate at end of term. Minimum Business Internet Performance or Ethernet required. OTT sites are eligible if main site meets minimum Business Internet Performance/Ethernet requirement. Minimum 5 seats required. 2 or 3 year term required with Business Internet. 2, 3, or 5 year term required with Ethernet. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.					
Total Business VoiceEdge Monthly Recurring Charge*:				\$159.70	
*Applicable federal, state and local taxes & fees may apply; usage fee not included. Additional orders (adding or deleting seats) may change the "per seat" pricing					
Business VoiceEdge Standard Installation Charges					
Customer Training:	<u>Online</u>			No Charge	
Total One-time Charges:				\$0.00	
Site Installation Charges:				\$199.00	
Total Business VoiceEdge Standard Installation Charges:				\$199.00	

DS

**EAST NASSAU
STEWARDSHIP DISTRICT**

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RESOLUTION 2023-06

A RESOLUTION OF THE EAST NASSAU STEWARDSHIP DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the East Nassau Stewardship District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 2017-206, Laws of Florida (“Act”) and Chapter 189, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District’s Board shall be held during Fiscal Year 2023/2024 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District’s Secretary is hereby directed to file a schedule of the District’s regular meetings annually with Nassau County.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 18th day of May, 2023.

Attest:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

EAST NASSAU STEWARDSHIP DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 19, 2023	Regular Meeting	10:00 AM
November 16, 2023	Regular Meeting	10:00 AM
December 21, 2023	Regular Meeting	10:00 AM
January 18, 2024	Regular Meeting	10:00 AM
February 15, 2024	Regular Meeting	10:00 AM
March 21, 2024	Regular Meeting	10:00 AM
April 18, 2024	Regular Meeting	10:00 AM
May 16, 2024	Regular Meeting	10:00 AM
June 20, 2024	Regular Meeting	10:00 AM
July 18, 2024	Regular Meeting	10:00 AM
August 15, 2024	Regular Meeting	10:00 AM
September 19, 2024	Regular Meeting	10:00 AM

**EAST NASSAU
STEWARDSHIP DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**EAST NASSAU STEWARDSHIP DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2023**

**EAST NASSAU STEWARDSHIP DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2023**

	General Fund	Special Revenue Fund DSAP #1	Special Revenue Fund DSAP #2	Special Revenue Fund Commerce Park	Debt Service Fund 2018	Debt Service Fund 2021	Capital Projects Fund 2021	Total Governmental Funds
ASSETS								
Cash	\$ 1,169,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,169,326
SunTrust debit	2,153	-	-	-	-	-	-	2,153
Investments								
Revenue	-	-	-	-	324,457	462,037	-	786,494
Reserve	-	-	-	-	163,576	339,250	-	502,826
Prepayment	-	-	-	-	61,146	31,681	-	92,827
Construction	-	-	-	-	-	-	561,638	561,638
Construction reserve: Wildlight Ave*	-	-	-	-	-	-	1,268,047	1,268,047
Interest	-	-	-	-	-	15	-	15
Undeposited funds	405,698	-	-	-	-	-	-	405,698
Due from Developer	713	-	-	-	-	-	-	713
Due from FPL 2022	-	1,813	-	-	-	-	-	1,813
Due from Wildlight LLC	-	110,753	-	20,666	-	59,072	-	190,491
Due from general fund	-	1,070,474	-	30,999	-	328,493	-	1,429,966
Security deposit	-	3,000	-	-	-	-	-	3,000
Utility deposits	-	50	-	-	-	-	-	50
Total assets	<u>\$ 1,577,890</u>	<u>\$ 1,186,090</u>	<u>\$ -</u>	<u>\$ 51,665</u>	<u>\$ 549,179</u>	<u>\$ 1,220,548</u>	<u>\$ 1,829,685</u>	<u>\$ 6,415,057</u>
LIABILITIES AND FUND BALANCES								
Liabilities:								
Accounts payable	\$ 713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 713
Accounts payable on-site	-	21,352	-	-	-	-	-	21,352
Contracts payable	-	-	-	-	-	-	1,033,692	1,033,692
Retainage payable	-	-	-	-	-	-	912,139	912,139
Due to special revenue fund - DSAP #1	1,070,474	-	-	-	-	-	-	1,070,474
Due to special revenue fund - Commerce Park	30,999	-	-	-	-	-	-	30,999
Due to debt service fund - series 2021	328,493	-	-	-	-	-	-	328,493
Due to other	258	-	-	-	-	-	-	258
Landowner advance	6,500	-	-	-	-	-	-	6,500
Total liabilities	<u>1,437,437</u>	<u>21,352</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,945,831</u>	<u>3,404,620</u>
DEFERRED INFLOWS OF RESOURCES								
Deferred receipts	78,652	112,566	-	20,666	-	59,072	-	270,956
Unearned revenue	593	-	-	-	-	-	-	593
Total deferred inflows of resources	<u>79,245</u>	<u>112,566</u>	<u>-</u>	<u>20,666</u>	<u>-</u>	<u>59,072</u>	<u>-</u>	<u>271,549</u>
Fund balances:								
Restricted for:								
Debt service	-	-	-	-	549,179	1,161,476	-	1,710,655
Capital projects	-	-	-	-	-	-	(116,146)	(116,146)
Unassigned	61,208	1,052,172	-	30,999	-	-	-	1,144,379
Total fund balances	<u>61,208</u>	<u>1,052,172</u>	<u>-</u>	<u>30,999</u>	<u>549,179</u>	<u>1,161,476</u>	<u>(116,146)</u>	<u>2,738,888</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,577,890</u>	<u>\$ 1,186,090</u>	<u>\$ -</u>	<u>\$ 51,665</u>	<u>\$ 549,179</u>	<u>\$ 1,220,548</u>	<u>\$ 1,829,685</u>	<u>\$ 6,415,057</u>

*Construction Reserve for Wildlight Ave obligations

**EAST NASSAU STEWARDSHIP DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 44	\$ 9,337	\$ 10,121	92%
Assessment levy: off-roll	593	42,930	166,978	26%
Landowner contribution	594	594	40,000	1%
Lot closing	-	4,363	-	N/A
Lease reimbursements	-	-	14,108	0%
Total revenues	<u>1,231</u>	<u>57,224</u>	<u>231,207</u>	25%
EXPENDITURES				
Professional & administrative				
District engineer	-	3,351	12,000	28%
General counsel	-	7,852	50,000	16%
Legal: litigation	712	1,306	40,000	3%
District manager	4,000	24,000	48,000	50%
Audit	-	-	7,000	0%
Postage	23	177	500	35%
Printing and binding	83	500	1,000	50%
Insurance - GL, POL	-	12,825	14,000	92%
Legal advertising	254	508	6,500	8%
Miscellaneous - bank charges	24	967	1,000	97%
Office lease: 274 Daydream	-	1,167	10,537	11%
Office lease	-	-	17,813	0%
Office utilities	-	90	3,350	3%
Office supplies	-	-	2,563	0%
Meeting room	-	-	500	0%
Website				
Hosting & maintenance	-	753	705	107%
ADA compliance	-	210	210	100%
Annual district filing fee	-	175	175	100%
Property taxes	-	-	900	0%
Total professional & administrative	<u>5,096</u>	<u>53,881</u>	<u>216,753</u>	25%
Other fees & charges				
Property appraiser and tax collector	-	231	316	73%
Total other fees & charges	<u>-</u>	<u>231</u>	<u>316</u>	73%
Total expenditures	<u>5,096</u>	<u>54,112</u>	<u>217,069</u>	25%
Excess/(deficiency) of revenues over/(under) expenditures	(3,865)	3,112	14,138	
Fund balances - beginning	65,073	58,096	53,777	
Fund balances - ending				
Assigned:				
3 months working capital	64,767	64,767	64,767	
Unassigned	(3,559)	(3,559)	3,148	
Fund balances - ending	<u>\$ 61,208</u>	<u>\$ 61,208</u>	<u>\$ 67,915</u>	

**EAST NASSAU STEWARDSHIP DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUND - DETAILED SPECIFIC AREA PLAN #1: WILDLIGHT
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 1,862	\$ 396,309	\$ 428,936	92%
Assessment levy: off-roll	77,205	198,395	324,446	61%
Lot closing	-	44,940	-	N/A
Interest and miscellaneous	-	60,000	-	N/A
Vehicle charging revenue	-	1,151	-	N/A
Total revenues	<u>79,067</u>	<u>700,795</u>	<u>753,382</u>	93%
EXPENDITURES				
Field operations				
Field operations	12,988	30,645	85,456	36%
Administration and accounting	625	3,750	7,500	50%
Office lease	1,249	3,720	-	N/A
Wetland and conservation maintenance	-	-	10,000	0%
Landscape	10,333	92,482	380,588	24%
Lake maintenance	975	3,900	19,455	20%
Pest control	-	-	1,000	0%
Street cleaning	-	-	12,000	0%
Street light lease	5,484	17,201	95,843	18%
Repairs & maintenance	-	194	13,676	1%
Electricity	82	384	984	39%
Irrigation (potable)	527	2,315	41,169	6%
Landscape replacement	-	-	38,059	0%
Parts & supplies	-	634	3,000	21%
Contingency	-	-	250	0%
Insurance	-	-	5,000	0%
Debt service fund accounting: series 2018	625	3,750	7,500	50%
Debt service fund accounting: series 2021	625	3,750	7,500	50%
Arbitrage rebate calculation	-	-	1,000	0%
Dissemination agent	167	1,000	2,000	50%
Trustee (series 2018 bonds)	-	4,246	4,000	106%
Trustee (series 2021 bonds)	-	-	4,000	0%
Total field operations	<u>33,680</u>	<u>167,971</u>	<u>739,980</u>	23%
Other fees & charges				
Property appraiser and tax collector	37	10,421	13,404	78%
Total other fees & charges	<u>37</u>	<u>10,421</u>	<u>13,404</u>	78%
Total expenditures	<u>33,717</u>	<u>178,392</u>	<u>753,384</u>	24%
Excess/(deficiency) of revenues over/(under) expenditures	45,350	522,403	(2)	
Fund balances - beginning	1,006,822	529,769	450,003	
Assigned:				
3 months working capital	192,096	192,096	192,096	
Disaster recovery	50,000	50,000	50,000	
Unassigned	810,076	810,076	207,905	
Fund balances - ending	<u>\$ 1,052,172</u>	<u>\$ 1,052,172</u>	<u>\$ 450,001</u>	

**EAST NASSAU STEWARDSHIP DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUND - DETAILED SPECIFIC AREA PLAN #2
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 4,750	0%
Total revenues	<u>-</u>	<u>-</u>	<u>4,750</u>	0%
EXPENDITURES				
Field operations				
Administration and accounting	-	-	3,750	0%
Contingency	-	-	500	0%
Dissemination agent	-	-	500	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>4,750</u>	0%
Excess/(deficiency) of revenues over/(under) expenditures	-	-	-	
Fund balances - beginning	-	-	-	
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**EAST NASSAU STEWARDSHIP DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUND - COMMERCE PARK
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: off-roll	\$ -	\$ 15,238	\$ 41,333	37%
Lot closing	-	15,761	-	N/A
Total revenues	<u>-</u>	<u>30,999</u>	<u>41,333</u>	75%
EXPENDITURES				
Field operations				
Field operations	-	-	4,254	0%
Administration and accounting	-	-	500	0%
Wetland and conservation maintenance	-	-	2,500	0%
Landscape	-	-	18,506	0%
Lake maintenance	-	-	2,130	0%
Pest control	-	-	125	0%
Street cleaning	-	-	1,050	0%
Street light lease	-	-	4,290	0%
Repairs & maintenance	-	-	1,250	0%
Electricity	-	-	420	0%
Irrigation (potable)	-	-	2,765	0%
Landscape replacement	-	-	1,851	0%
Parts & supplies	-	-	375	0%
Contingency	-	-	63	0%
Insurance	-	-	1,250	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>41,329</u>	0%
Excess/(deficiency) of revenues over/(under) expenditures	-	30,999	4	
Fund balances - beginning	30,999	-	-	
Fund balances - ending	<u>\$ 30,999</u>	<u>\$ 30,999</u>	<u>\$ 4</u>	

**EAST NASSAU STEWARDSHIP DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2018
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll - net	\$ 1,470	\$ 312,934	\$ 346,101	90%
Assessment prepayments	60,403	60,403	-	N/A
Interest	1,426	5,835	-	N/A
Total revenues	<u>63,299</u>	<u>379,172</u>	<u>346,101</u>	110%
EXPENDITURES				
Debt service				
Principal	-	-	90,000	0%
Principal prepayment	-	140,000	-	N/A
Interest	-	124,379	249,056	50%
Total debt service	<u>-</u>	<u>264,379</u>	<u>339,056</u>	78%
Other fees & charges				
Property appraiser	-	3,440	3,605	95%
Tax collector	29	6,254	7,210	87%
Total other fees and charges	<u>29</u>	<u>9,694</u>	<u>10,815</u>	90%
Total expenditures	<u>29</u>	<u>274,073</u>	<u>349,871</u>	78%
Excess/(deficiency) of revenues over/(under) expenditures	63,270	105,099	(3,770)	
Fund balances - beginning	<u>485,909</u>	<u>444,080</u>	<u>328,526</u>	
Fund balances - ending	<u>\$ 549,179</u>	<u>\$ 549,179</u>	<u>\$ 324,756</u>	

**EAST NASSAU STEWARDSHIP DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021
FOR THE PERIOD ENDED MARCH 31, 2023**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Special assessment: on-roll - net	\$ 724	\$ 154,113	\$ 166,966	92%
Special assessment: off-roll	328,493	340,605	516,753	66%
Assessment prepayments	31,681	31,681	-	N/A
Lot closing	-	276,833	-	N/A
Interest	2,394	9,877	-	N/A
Total revenues	<u>363,292</u>	<u>813,109</u>	<u>683,719</u>	119%
EXPENDITURES				
Debt service				
Principal	-	-	255,000	0%
Interest	-	213,125	426,250	50%
Total debt service	<u>-</u>	<u>213,125</u>	<u>681,250</u>	31%
OTHER FINANCING SOURCES/(USES)				
Property appraiser	-	-	1,739	0%
Tax collector	14	3,082	3,478	89%
Total other financing sources/(uses)	<u>14</u>	<u>3,082</u>	<u>5,217</u>	59%
Total expenditures	<u>14</u>	<u>216,207</u>	<u>686,467</u>	31%
Excess/(deficiency) of revenues over/(under) expenditures	363,278	596,902	(2,748)	
Fund balances - beginning	798,198	564,574	563,464	
Fund balances - ending	<u>\$ 1,161,476</u>	<u>\$ 1,161,476</u>	<u>\$ 560,716</u>	

**EAST NASSAU STEWARDSHIP DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2021
FOR THE PERIOD ENDED MARCH 31, 2023**

	<u>Current Month</u>	<u>Year To Date</u>
REVENUES		
Landowner contribution	\$ 1,269,394	\$ 1,269,394
Interest	4,650	37,283
Total revenues	<u>1,274,044</u>	<u>1,306,677</u>
EXPENDITURES		
Construction costs	<u>484,865</u>	<u>3,390,609</u>
Total expenditures	<u>484,865</u>	<u>3,390,609</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 789,179	 (2,083,932)
 Fund balances - beginning	 <u>(905,325)</u>	 <u>1,967,786</u>
Fund balances - ending	<u>\$ (116,146)</u>	<u>\$ (116,146)</u>

**EAST NASSAU
STEWARDSHIP DISTRICT**

MINUTES A

DRAFT

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

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The Governing Board of the East Nassau Stewardship District held a Regular Meeting on January 19, 2023 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

Mike Hahaj	Chair
Jaime Northrup	Vice Chair
Tommy Jinks	Assistant Secretary
Michael Lombardo	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC (WHA)
Jonathan Johnson (via telephone)	District Counsel
Zach Brecht (via telephone)	District Engineer
Amy Norsworthy	Operations Manager

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:02 a.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Northrup, Jinks and Lombardo were present. Supervisor Fancher was not present.

THIRD ORDER OF BUSINESS

Chairman’s Opening Remarks

Mr. Hahaj thanked everyone for attending.

FOURTH ORDER OF BUSINESS

Public Comments (*limited to 3 minutes per person*)

No members of the public spoke.

40 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03,
Regarding Enforcement of Traffic Laws;
41 Requesting Exercise of County Jurisdiction;
42 and Providing for Severability and an
43 Effective Date
44
45**

46 Mr. Wrathell presented Resolution 2023-03, which is an appeal to the Nassau County
47 Sheriff’s Office to police the District’s roads, from a traffic perspective, at no additional cost.
48

49 **On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor,
50 Resolution 2023-03, Regarding Enforcement of Traffic Laws; Requesting
51 Exercise of County Jurisdiction; and Providing for Severability and an Effective
52 Date, in substantial form, was adopted.**

53
54

55 **SIXTH ORDER OF BUSINESS**

**Consideration of Master Research
56 Agreement with State of Florida and
57 University of Florida Board of Trustees
58**

59 Mr. Hahaj stated the Master Research Agreement with the State of Florida and
60 University of Florida Board of Trustees was referred by the Developer, who has a relationship
61 with University of Florida Health (UFH), and involves aspects of the East Nassau Community
62 Planning Association (ENCPA) form a stewardship perspective, particularly in areas they might
63 involve a current or future Conservation Habitat Network (CHN), where the District does not
64 necessarily own the land. As a part of the District moving forward, the CHN lands, particularly in
65 Phase 1 will be examined. Some of the activity that is being considered for maintenance or
66 stewardship of the CHN land is being researched through the University of Florida (UF), in
67 conjunction with the Developer. This was a way of bringing it into the context of the District,
68 knowing the CHN lands are coming to the District. Per the Landowner/Developer, those
69 conveyances will be within the next few months.

70 Mr. Hahaj stated UF will basically be doing educational and environmental projects on
71 the land and helping the District understand the land better, from an environmental
72 perspective. Mr. Johnson stated there is no specific project identified and no cost impact to
73 date. There will be separate task orders, under the form of the Master Agreement, that will be
74 presented for approval, along with funding sources identified.

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On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the Master Research Agreement with the State of Florida and University of Florida Board of Trustees, in substantial form, and authorizing the Chair or Vice Chair to execute, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of ETM Work Authorization No. 3, 2022/2023 General Consulting Engineering Services

Mr. Wrathell presented ETM Work Authorization No. 3 for 2022/2023 General Consulting Engineering Services, which was already executed by the Chair.

On MOTION by Mr. Jinks and seconded by Mr. Lombardo, with all in favor, ETM Work Authorization No. 3 for 2022/2023 General Consulting Engineering Services, was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Change Orders

Mr. Brecht presented the following:

- A. No. 2: Burnham Construction, Inc., Wildlight-North/South Collector Road Mass Grading**
- B. No. 4: Burnham Construction, Inc., Wildlight-North/South Arterial Roadway Phase 1A**
- C. No. 5: Burnham Construction, Inc., Wildlight-North/South Arterial Roadway Phase 1A**

On MOTION by Ms. Northrup and seconded by Mr. Jinks, with all in favor, Change Orders No. 2, 4 and 5, with Burnham Construction, Inc., as listed, were approved.

NINTH ORDER OF BUSINESS

Authorization to Seek Sublease Pursuant to Office Space Lease Agreement

Mr. Johnson stated the District, Wildlight Residential Association and the Commercial Association entered into a lease agreement in 2022 and there is a desire to sublet a portion of the lease. A provision in the lease allows the tenant to make that assignment but there are no

112 specific details on the cost associated with doing so. Staff and the Chair will continue
113 investigating this.

114 Ms. Northrup stated there is a cost-share agreement, not a sublease, and all expenses
115 are split three ways, which was the intent of the lease.

116 This item was tabled.

117

118 **TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of November 30, 2022**

119

120

121 Mr. Wrathell presented the Unaudited Financial Statements as of November 30, 2022.

122 Accounting will re-class items believed to be in the General fund to on-roll assessments.

123

124 **On MOTION by Mr. Hahaj and seconded by Mr. Lombardo, with all in favor, the**
125 **Unaudited Financial Statements as of November 30, 2022, were accepted.**

126

127

128 **ELEVENTH ORDER OF BUSINESS**

Approval of Minutes

129

130 Mr. Wrathell presented the following:

- 131 **A. November 8, 2022 Landowners’ Meeting**
- 132 **B. November 17, 2022 Continued Landowners’ Meeting**
- 133 **C. November 17, 2022 Regular Meeting**

134

135 **On MOTION by Ms. Northrup and seconded by Mr. Jinks, with all in favor, the**
136 **November 8, 2022 Landowners’ Meeting, November 17, 2022 Continued**
137 **Landowners’ Meeting and November 17, 2022 Regular Meeting Minutes, as**
138 **presented, were approved.**

139

140

141 **TWELFTH ORDER OF BUSINESS**

Staff Reports

142

- 143 **A. District Counsel: *Kutak Rock, LLP***

144 There was no report.

- 145 **B. District Engineer: *England-Thims & Miller, Inc.***

146 Mr. Brecht reported the following:

- 147 ➤ Wildlight Avenue is moving forward; the pump stations are completed and paved.
- 148 ➤ Staff is working on turning over the construction projects to the CDD.
- 149 ➤ Commerce Park is almost completed.
- 150 ➤ Construction is progressing and only a few maintenance items are pending.

151 Asked when the crosstown road will open to the public, Mr. Brecht stated within the
 152 next few months.

153 **C. Field Operations: CCMC**

154 Ms. Norsworthy reported the following:

- 155 ➤ The opening timeline for SS Nassau is in late April.
- 156 ➤ Funds were requested from the Commercial Association and the Residential Association
 157 to help with a buildout.
- 158 ➤ Staff is close to or at the threshold of completing the landscape contract.

159 **D. District Manager: Wrathell, Hunt and Associates, LLC**

- 160 • **NEXT MEETING DATE: February 16, 2023 at 10:00 A.M.**

- 161 ○ **QUORUM CHECK**

162 The next meeting will be held on February 16, 2023, unless cancelled.

163
 164 **THIRTEENTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

165
 166 Mr. Hahaj stated he would not be available for the February meeting.

167
 168 **FOURTEENTH ORDER OF BUSINESS** **Public Comments**

169
 170 There were no public comments.

171
 172 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

173
 174
 175

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the
 176 **meeting adjourned at 10:27 a.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

**EAST NASSAU
STEWARDSHIP DISTRICT**

MINUTES B

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**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

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The Governing Board of the East Nassau Stewardship District held a Special Meeting on February 6, 2023 at 12:00 p.m., at Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

Mike Hahaj	Chair
Jaime Northrup	Vice Chair
Rob Fancher	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Craig Wrathell (via telephone)	Wrathell, Hunt and Associates, LLC (WHA)
Mike Eckert	District Counsel
Jonathan Johnson (via telephone)	Kutak Rock LLP
Zach Brecht (via telephone)	District Engineer
Amy Norsworthy (via telephone)	Operations Manager

FIRST ORDER OF BUSINESS

Call to Order

Mr. Torres called the meeting to order at 12:00 p.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Fancher and Northrup were present. Supervisors Jinks and Lombardo were not present.

THIRD ORDER OF BUSINESS

Chairman’s Opening Remarks

Mr. Hahaj thanked everyone for attending the meeting.

FOURTH ORDER OF BUSINESS

Public Comments (*limited to 3 minutes per person*)

39 No members of the public spoke.

40

41 **FIFTH ORDER OF BUSINESS**

Consideration of Legal Request

42

43 Mr. Eckert stated there was a development in the ongoing litigation involving the
44 District, Landowners and County. The District received a request to approve a Mutual Release,
45 which will essentially provide that the appellate litigation be dismissed and both the District
46 and County will release each other from further liability related to this particular issue,
47 including but not limited to any claims for attorney’s fees.

48 Mr. Johnson reported that the County approved this document earlier today; therefore,
49 approval is recommended.

50

51 **On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the**
52 **Mutual Release, as recommended by District Counsel, to dismiss the appellate**
53 **litigation and authorizing the Chair to execute, was approved.**

54

55

56 **SIXTH ORDER OF BUSINESS**

**NEXT MEETING Date: February 16, 2023 at
10:00 AM**

57

58

59 The next meeting will be on February 16, 2023, unless cancelled.

60

61 **SEVENTH ORDER OF BUSINESS**

Board Members’ Comments/Requests

62

63 There were no Board Members’ comments or requests.

64

65 **EIGHTH ORDER OF BUSINESS**

Public Comments

66

67 No members of the public spoke.

68

69 **NINTH ORDER OF BUSINESS**

Adjournment

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71 There being nothing further to discuss, the meeting adjourned.

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On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the meeting adjourned at 12:05 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

**EAST NASSAU
STEWARDSHIP DISTRICT**

**STAFF
REPORTS**



904.491.7500
96135 Nassau Place, Suite 3
Yulee, FL 32097
info@votenassaufl.gov
www.VoteNassaufl.gov

April 15, 2023

Ms. Daphne Gillyard
Director of Administrative Services
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

RE: East Nassau Stewardship District

Dear Ms. Gillyard,

In accordance with FS 190.006, we are providing you with the following information that as of April 15, 2023, there are 648 registered voters within East Nassau Stewardship Community Development District's boundaries.

Should you have questions, please do not hesitate to contact us.

Sincerely,

Janet H. Adkins
Nassau County Supervisor of Elections

Para solicitar este documento en español, llame a nuestra oficina al 904.491.7500

EAST NASSAU STEWARDSHIP DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 20, 2022	Regular Meeting	10:00 AM
November 8, 2022 <i>continued to November 17, 2022</i>	Landowners' Meeting	10:00 AM
November 17, 2022	Continued Landowners' Meeting	10:00 AM
November 17, 2022	Regular Meeting	10:00 AM
December 15, 2022 CANCELED	Regular Meeting	10:00 AM
January 19, 2023	Regular Meeting	10:00 AM
February 6, 2023	Special Meeting	12:00 PM
February 16, 2023 CANCELED	Regular Meeting	10:00 AM
March 16, 2023 CANCELED	Regular Meeting	10:00 AM
April 20, 2023 CANCELED	Regular Meeting	10:00 AM
May 18, 2023	Regular Meeting	10:00 AM
June 15, 2023	Regular Meeting	10:00 AM
July 20, 2023	Regular Meeting	10:00 AM
August 17, 2023	Regular Meeting	10:00 AM
September 21, 2023	Regular Meeting	10:00 AM