



Your Community.
Our Commitment.

AVALON GROVES

COMMUNITY DEVELOPMENT DISTRICT

Advanced Workshop Package

Date/Time:
Thursday
February 12, 2026
10:00 a.m.

Location:
Palms at Serenoa Clubhouse
17244 Bay Cedar Way,
Clermont, FL 34714

Note: The Advanced Workshop Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.



AVALON GROVES

COMMUNITY DEVELOPMENT DISTRICT
c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
321-263-0132

Board of Supervisors
Avalon Groves Community Development District

Dear Board Members:

The Workshop of the Board of Supervisors of the Avalon Groves Community Development District is scheduled for **Thursday, February 12, 2026 at 10:00 a.m. at Palms at Serenoa Clubhouse, 17244 Bay Cedar Way, Clermont, FL 34714.**

The advanced copy of the agenda for the workshop is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the workshop.

Should you have any questions regarding the agenda, please contact the District Manager at (321) 263-0132 ext. 536 or hbeckett@vestapropertyservices.com.

Sincerely,

Heath Beckett

Heath Beckett
District Manager

CC: Attorney
District Records





AVALON GROVES COMMUNITY DEVELOPMENT DISTRICT

Meeting Date: Thursday, February 12, 2026

Time: 10:00 a.m.

Location: Palms at Serenoa Clubhouse
17244 Bay Cedar Way
Clermont, FL 34714

*Gate Code for Meeting Access Only: 56143

Workshop Agenda

The Workshop is convened to discuss any matters that may come before the Board.

No decisions will be made, nor action taken, on behalf of the CDD at this workshop.

The full draft agenda packet may be requested no earlier than 7 days prior to the workshop date by emailing sconley@vestapropertyservices.com

FIRST ORDER OF BUSINESS:	CALL TO ORDER
SECOND ORDER OF BUSINESS:	SELECTION OF WORKSHOP SECRETARY
THIRD ORDER OF BUSINESS:	AUDIENCE COMMENTS
FOURTH ORDER OF BUSINESS:	DISCUSSION ITEMS

- A. Landscape and Environmental – *John Holden/Gabriel Ruperez/Carl Weston*
 - 1. Review of Field Requests **EXHIBIT 1**
 - 2. Review of Landscape Scoresheets **EXHIBIT 2**
 - 3. Steadfast Proposal #SCA2674 for Pond 12 Aerator Kit (*January Meeting Request*) **EXHIBIT 3**
 - 4. Ponds (*January Meeting Request*)
 - 5. Blazing Star Lift Station Irrigation (*January Meeting Request*) **EXHIBIT 4**
- B. Amenities and Infrastructure – *John Holden/Gene Mastrangeli*
- C. Public Safety – *Carl Weston/Robert Wolski*
- D. Finance – *Gene Mastrangeli/Robert Wolski*
- E. Other Items
 - 1. Record Management and Distribution (*January Meeting Request*) **EXHIBIT 5**
 - For Reference Purposes:
 - Resolution 2016-11, Appointing Record Management Liaison Officer and Adopting Record Retention Policy
 - Florida Statute 257.36
 - General Records Schedule for State and Local Government Agencies (Effective: June 2023)
 - General Records Schedule for Election Records (Effective: June 2023)



FOURTH ORDER OF BUSINESS

DISCUSSION ITEMS

- E. Other Items (Continued)
- 2. Communication (*January Meeting Request*)

FIFTH ORDER OF BUSINESS:

NEXT MEETING ANNOUNCEMENTS

Regular Meeting

10:00 a.m. on Thursday, February 26, 2026

Serenoa Club Amenity Center

17555 Sawgrass Bay Blvd.,

Clermont, FL 34714

Workshop

10:00 a.m. on Thursday, March 12, 2026

Palms at Serenoa Clubhouse

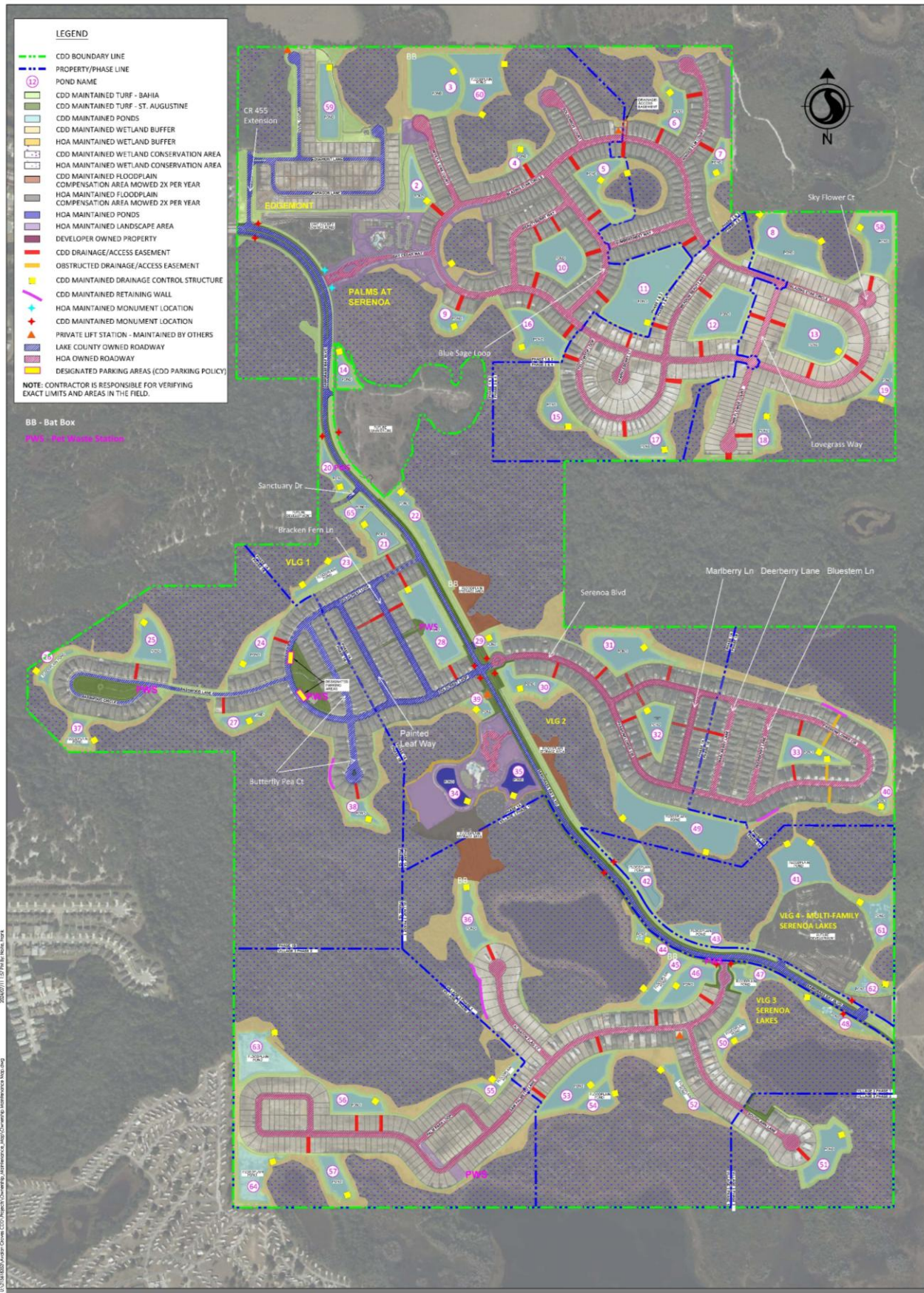
17244 Bay Cedar Way

Clermont, FL 34714

SIXTH ORDER OF BUSINESS:

ADJOURNMENT





AVALON GROVES
OWNERSHIP AND MAINTENANCE MAP
CLERMONT, FLORIDA
JULY, 2024

Revision	By	App'd	YTD/2024
1	STANTEC		
2	STANTEC		
3	STANTEC		
4	STANTEC		
5	STANTEC		
6	STANTEC		
7	STANTEC		
8	STANTEC		
9	STANTEC		
10	STANTEC		
11	STANTEC		
12	STANTEC		
13	STANTEC		
14	STANTEC		
15	STANTEC		
16	STANTEC		
17	STANTEC		
18	STANTEC		
19	STANTEC		
20	STANTEC		
21	STANTEC		
22	STANTEC		
23	STANTEC		
24	STANTEC		
25	STANTEC		
26	STANTEC		
27	STANTEC		
28	STANTEC		
29	STANTEC		
30	STANTEC		
31	STANTEC		
32	STANTEC		
33	STANTEC		
34	STANTEC		
35	STANTEC		
36	STANTEC		
37	STANTEC		
38	STANTEC		
39	STANTEC		
40	STANTEC		
41	STANTEC		
42	STANTEC		
43	STANTEC		
44	STANTEC		
45	STANTEC		
46	STANTEC		
47	STANTEC		
48	STANTEC		
49	STANTEC		
50	STANTEC		
51	STANTEC		
52	STANTEC		
53	STANTEC		
54	STANTEC		
55	STANTEC		
56	STANTEC		
57	STANTEC		
58	STANTEC		
59	STANTEC		
60	STANTEC		
61	STANTEC		
62	STANTEC		
63	STANTEC		
64	STANTEC		
65	STANTEC		
66	STANTEC		
67	STANTEC		
68	STANTEC		
69	STANTEC		
70	STANTEC		
71	STANTEC		
72	STANTEC		
73	STANTEC		
74	STANTEC		
75	STANTEC		
76	STANTEC		
77	STANTEC		
78	STANTEC		
79	STANTEC		
80	STANTEC		
81	STANTEC		
82	STANTEC		
83	STANTEC		
84	STANTEC		
85	STANTEC		
86	STANTEC		
87	STANTEC		
88	STANTEC		
89	STANTEC		
90	STANTEC		
91	STANTEC		
92	STANTEC		
93	STANTEC		
94	STANTEC		
95	STANTEC		
96	STANTEC		
97	STANTEC		
98	STANTEC		
99	STANTEC		
100	STANTEC		

Stantec
Stantec Consulting Services Inc.
777 S. Harbour Island Blvd, Suite 600
Tampa, Florida 33602 Tel: 813.223.9100
www.stantec.com Fax: 813.223.0009
Certificate of Authorization #27013
FL Lic. # LC-000170
The Contractor shall verify and be responsible for all dimensions, locations and elevations shown on this drawing. No warranty or representation shall be made by Stantec without this disclaimer. No responsibility for all design and drawings shall be accepted by Stantec. Representation or use for any purpose other than that authorized by Stantec is prohibited.

EXHIBIT 1



Avalon Groves CDD

Landscape

Entry #	Date Created	Name	Address	Message	Response	Resolution / Date
221	2026-01-22	Deslauriers	17613 serenoa blvd	It looks like the irrigation at the playground/park in Village 1 is not functioning well again. The turf is in bad shape. This was before we had the recent cold weather.		
220	2026-01-18	Glanon	2396 Palm Park Loop, Clermont, FL 34714	Hi, could you please ask the landscapers to use the designated easement entrance (rather than the area between 2392 and 2396 Palm Park Loop) when accessing the pond for mowing? That space between our homes is very tight, and we believe one of the large riding mowers may have damaged one of the pipes from Sunshine Water. We appreciate everyone's work and attention to this. Thank you.		
219	1/12/2026	McQueen	3440 Yellowtop Loop	Pond 17 has a number of trees (7) that are dying or are dead and still have the original straps on them. They are also growing moss. This is something that has been discussed before these trees have not grown in 3 years. Please consider removing them and replacing if possible.		
215	12/5/2025	Correa	17246 Bay Cedar Way	Please remove/cut the branch that is hanging on common area and please spray the weeds.		



Avalon Groves CDD

Landscape

Entry #	Date Created	Name	Address	Message	Response	Resolution / Date
210	2025-10-24	LANDRY	17555 SAWGRASS BAY BLVD	<p>I wanted to bring to your attention that the homeowners at 17379 and 17383 Salt Palmetto have both contacted POA management regarding damages to their properties that caused by the CDD landscaping team. They mentioned they had to handle the repairs themselves. However, they've noticed that their neighbor at 17375 Salt Palmetto appears to be receiving repairs or assistance related to similar issues. This has raised some questions, and we'd appreciate clarification on what's currently happening with that property.</p> <p>Could you please let us know:</p> <p>What the situation is regarding 17375?</p> <p>Whether the CDD is coordinating repairs for that property?</p> <p>If you'd prefer to reach out to the homeowners of 17379 and 17383 directly, we're happy to provide their contact information.</p> <p>Since this seems to fall outside the POA's scope, we'd appreciate your guidance on how to proceed.</p> <p>Thank you for your time and support.</p> <p>Best regards, David</p>	Vendor to address directly with property owners	
204	2025-10-14	McKenzie	2532 alligator flag ct	Mowing of the common area behind our home is no longer being mowed. Please cut up to the fence line. Thanks!!	access blocked by pool installation debris 10/16 still no access due to fence install on easment and two homes having pool installs	
182	2025-09-11	Yi	17402 Saw Palmetto Ave, Clermont, 34714	17402 Saw Palmetto Ave Second email/request. The CDD lawn service is using the path between our home and neighbor's home as an access point. Please ask them to stop using that area. We have new sod, and they have damaged a sprinkler head. If you need more information, please contact me at (610)743-0960.	Resident is non responsive to DTE.	

Avalon Groves CDD

Landscape

Entry #	Date Created	Name	Address	Message	Response	Resolution / Date
174	2025-09-05	Irizarry	2543 Alligator Flag Ct	Theres a dried or thunderstruck tree in the reserve behind my property which poses an imminent danger to my property and family. I reached out to the SJRWMD regarding issue and they sent an email/letter authorizing removal. Please find below and advise how this could be managed before any storm or weather can bring it down over my backyards. Appreciate your help! Paul	SJRWMD #1531924 (135777-18) Serenoa Vlg Tree Removal Authorization 9/11 vendor response: Good evening, Board presented with proposal at September's meeting.	12/4 Board approved proposal 12/18 Tree removed



Avalon Groves CDD

Field Operations

Entry #	Date Create	Name	Address	Message	Response	Resolution / Date
224	2026-02-02	Landry	17555 sawgrass bay blvd	Barstools (trash)sitting on sidewalk between village 1 and the clubhouse		



Avalon Groves CDD

Ponds/Stormwater System

Entry #	Date Created	Name	Address	Message	Response	Resolution / Date
225	2026-02-02	Holden	3855 Goldenrod Court	Steadfast management, Mr. Goldrick, asked that I submit a field service request for this issue to facilitate repairs. Mr. Goldrick has photos of the erosion.		2/4/2026
223	2026-01-26	Correa	17775 Blazing Star	Homeowner reported debris has been blown into the pond (behind Bluesage & Meadow Beauty).	Duplicate of 222	2/4/2026
222	2026-01-22	OLear	17775 BLAZING STAR CIRCLE	Debris from recent wind storm in pond		2/4/2026





Daily Logs List

Feb 4, 2026

Job: SE1032 Avalon Groves CDD

Title:

Added By: David Smeltz

Log Notes:

Treated ponds for:(Grasses,Algae,Submerged vegetation)

59,1,2,3,4,5,6,7,58,19,13,12,11,10,18,17,15,16,9,36.

Fixed tire ruts on pond 12 and trash has been removed from pond 11

Weather Conditions:

Partly cloudy with showers

Wed, Feb 4, 2026, 1:13 PM



71°F

41°F

Wind: 9 mph

Humidity: 88%

Total Precip: 0.01"

Attachments: 12



Avalon Groves CDD

Streetlights

Entry #	Date Created	Name	Message	Response	Resolution / Date
51	2026-02-02	Borges	2400 Palm Park Loop Streetlight in front of house at 2400 Park Park Loop reported on 9/26. they came and took the solar panel but still is out of service		
50	2026-02-01	mastrangeli	I'm reporting the following two streetlights that are out and not working, Village #1 Pole #101 Village #2 Pole # 12 Thanks Gene		
49	2026-01-26	Conley	POA CAM reported downed pole - after the clubhouse, about halfway between clubhouse and Serenoa Lakes - appears to have been struck by a school bus. See attached map for approximate location	DM working with Lake County School District and vendor for replacement light installation at LCSD expense.	



EXHIBIT 2

PENDING



EXHIBIT 3





Steadfast Alliance
Suite 102
San Antonio FL 33576 US

ESTIMATE

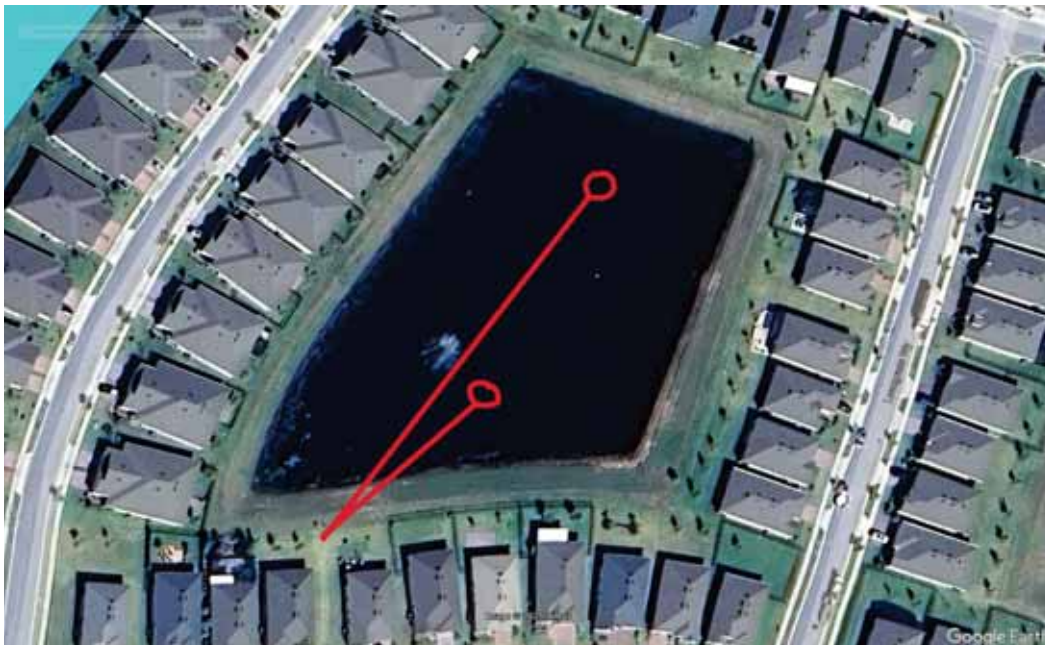
DATE	DUE	ESTIMATE #
12/8/2025	1/7/2026	EST-SCA2674

BILL TO

Avalon Groves CDD
c/o Vesta Property Services
250 International Pkwy, Suite
208
Lake Mary FL 32746

SHIP TO

DESCRIPTION	QTY	RATE	AMOUNT
Aerator kit installation on pond 12 at Avalon Groves CDD.			
Aerator kit includes the following: <ul style="list-style-type: none">- 1x 1/2HP compressor (115V or 230V available)- 1x valve manifold and pressure gauge- 2x dual-head diffusers with weighted bases- 700' of 3/8" weighted tubing- 1x cabinet- 2 year manufacturer's warranty	1.00	9,000.00	9,000.00
<ul style="list-style-type: none">- Steadfast's crew will install the cabinet near the power pedestal on the pond (see attached).- Dig a trench running from the cabinet to the pond to bury exposed tubing.- Sink the diffuser heads at set locations.			
Installation will also include one year of quarterly maintenance at no additional cost (see scope below). Quarterly billing to begin one year from completion date of installation.			





Steadfast Alliance
Suite 102
San Antonio FL 33576 US

ESTIMATE

DATE	DUE	ESTIMATE #
12/8/2025	1/7/2026	EST-SCA2674

BILL TO

Avalon Groves CDD
c/o Vesta Property Services
250 International Pkwy, Suite
208
Lake Mary FL 32746

SHIP TO

DESCRIPTION	QTY	RATE	AMOUNT
Quarterly aeration inspection, cleaning, & maintenance for the aeration systems located on pond 12 at Avalon Groves CDD. Includes 1 compressor box and 2 diffuser heads within the system. Boxes will be inspected on the shoreline for any damages, as well as any internal issues. Compressors to be assessed, inspection of moving parts, wear and tear, valve adjustments, etc. Inside of boxes to be cleared of any internal debris. Air filters to be replaced quarterly. Diffusers may be inspected via boat to assess their proper function as needed, as well as retrieved and cleaned if required, in order to keep them functioning properly.	4.00	150.00	600.00

System Repairs:

Following an unusual event that causes damage to either the compressors, or diffusers (lightning strikes, impaired drivers, damage from terrestrial maintenance, etc.), a team will be dispatched to either assess repairs terrestrially or by boat to retrieve any dysfunctional aeration diffusers. \$65/hr as well as the cost of parts required to complete the repairs.

Quarterly cost: \$150.00
Annual total: \$600.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

TOTAL **9,600.00**

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

EXHIBIT 4



**Down to Earth Landscape & Irrigation**

PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700

Estimate: #138253**Customer Address**

Shirley Conley
sconley@vestapropertyservices.com

Billing Address

Kyle Darin
Vesta Property Services
13810 Sutton Park Drive North
Jacksonville, FL 32224

Physical Job Address

Avalon Groves CDD
17555 Sawgrass Bay Blvd.
Clermont, FL 34714

Job

Lift station irrigation repairs

Estimated Job Start Date

January 26, 2026

Proposed By

Bismark Quiles

Due Date**Estimate Details**

Description of Services & Materials	Unit	Quantity	Rate	Amount
Irrigation Installation				
Irrigation Labor				\$510.00
1" RB PLASTIC STRAIGHT VALVE W/FC	EA	1	\$51.92	\$51.92
1 in. PVC Ball Valve Slip x Slip.	Each	1	\$9.89	\$9.89
"NOS STANDARD VALVE BOX RECTANGLE 14 IN. X 19 IN. X 12 IN. H PURPLE BOX/PURPLE LID OVERLAPPING RW"	Each	1	\$64.69	\$64.69
HUNTER MP ROTAOTR 90-210 13'-21' BLACK MULTIPLE ROTATING NOZZLE 1000 SERIES 90-210 DEGREE 31'-21'	Each	12	\$16.25	\$195.00
Subtotal				\$831.50
Estimated Tax				\$0.00
Job Total				\$831.50

Estimates require a 50% deposit to order and schedule any approved work.

Proposed By:

Bismark Quiles
Down to Earth

01/15/2026

Date

Agreed & Accepted By:

Avalon Groves CDD

Date

Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

EXHIBIT 5



RESOLUTION 2016-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AVALON GROVES COMMUNITY DEVELOPMENT 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; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Avalon Groves Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in Lake County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, 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 (the “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 (the “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 THE AVALON GROVES COMMUNITY DEVELOPMENT 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; and
- B. coordinate the District's records inventory; and
- C. maintain records retention and disposition forms; and
- D. coordinate District records management training; and
- E. develop records management procedures consistent with the attached Records Retention Policy, as amended; and
- F. participate in the development of the District's development of electronic record keeping systems; and
- G. submit annual compliance statements; and
- 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 (the "Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division as set forth in **Composite Exhibit A**, attached hereto and incorporated herein. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit B**, attached hereto and incorporated herein by reference. 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. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

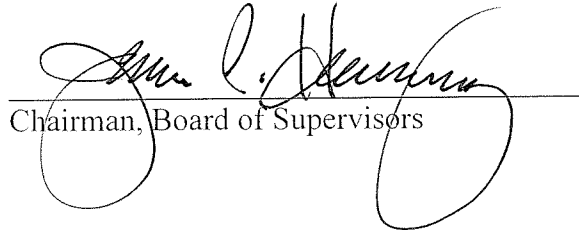
PASSED AND ADOPTED THIS 28TH DAY OF APRIL, 2016.

ATTEST:

AVALON GROVES COMMUNITY
DEVELOPMENT DISTRICT



Secretary/Assistant Secretary



Chairman, Board of Supervisors

Composite Exhibit A:
Exhibit B:

General Records Schedules, GS1-SL and GS3
District Amendments to the General Records Schedule

Exhibit A

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



Exhibit B

District Amendments to the General Records Schedules Established by the Division

The requirements of GS1-SL are extended as follows:

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: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT) (Item #317)

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.



Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XVIII](#)[Chapter 257](#)[View Entire Chapter](#)[PUBLIC LANDS AND PROPERTY](#)[PUBLIC LIBRARIES AND STATE ARCHIVES](#)**257.36 Records and information management.—**

(1) There is created within the Division of Library and Information Services of the Department of State a records and information management program. It is the duty and responsibility of the division to:

(a) Establish and administer a records management program directed to the application of efficient and economical management methods relating to the creation, utilization, maintenance, retention, preservation, and disposal of records.

(b) Establish and operate a records center or centers primarily for the storage, processing, servicing, and security of public records that must be retained for varying periods of time but need not be retained in an agency's office equipment or space.

(c) Analyze, develop, establish, and coordinate standards, procedures, and techniques of recordmaking and recordkeeping.

(d) Ensure the maintenance and security of records which are deemed appropriate for preservation.

(e) Establish safeguards against unauthorized or unlawful removal or loss of records.

(f) Initiate appropriate action to recover records removed unlawfully or without authorization.

(g) Institute and maintain a training and information program in:

1. All phases of records and information management to bring approved and current practices, methods, procedures, and devices for the efficient and economical management of records to the attention of all agencies.

2. The requirements relating to access to public records under chapter 119.

(h) Make continuous surveys of recordkeeping operations.

(i) Recommend improvements in current records management practices, including the use of space, equipment, supplies, and personnel in creating, maintaining, and servicing records.

(j) Establish and maintain a program in cooperation with each agency for the selection and preservation of records considered essential to the operation of government and to the protection of the rights and privileges of citizens.

(k) Make, or have made, preservation duplicates, or designate existing copies as preservation duplicates, to be preserved in the place and manner of safekeeping as prescribed by the division.

(2)(a) All records transferred to the division may be held by it in a records center or centers, to be designated by it, for such time as in its judgment retention therein is deemed necessary. At such time as it is established by the division, such records as are determined by it as having historical or other value warranting continued preservation shall be transferred to the Florida State Archives.

(b) Title to any record detained in any records center shall remain in the agency transferring such record to the division. When the Legislature transfers any duty or responsibility of an agency to another agency, the receiving agency shall be the custodian of public records with regard to the public records associated with that transferred duty or responsibility, and shall be responsible for the records storage service charges of the division. If an agency is dissolved and the legislation dissolving that agency does not assign an existing agency as the custodian of public records for the dissolved agency's records, then the Cabinet is the custodian of public records for the dissolved agency, unless the Cabinet otherwise designates a custodian. The Cabinet or the agency designated by the Cabinet shall be responsible for the records storage service charges of the division.

(c) When a record held in a records center is eligible for destruction, the division shall notify, in writing, by certified mail, the agency which transferred the record. The agency shall have 90 days from receipt of that notice to respond requesting continued retention or authorizing destruction or disposal of the record. If the agency does not respond within that time, title to the record shall pass to the division.

(3) The division may charge fees for supplies and services, including, but not limited to, shipping containers, pickup, delivery, reference, and storage. Fees shall be based upon the actual cost of the supplies and services and shall be deposited in the Records Management Trust Fund.

(4) Any preservation duplicate of any record made pursuant to this chapter shall have the same force and effect for all purposes as the original record. A transcript, exemplification, or certified copy of such preservation duplicate shall be deemed, for all purposes, to be a transcript, exemplification, or certified copy of the original record.

(5) For the purposes of this section, the term “agency” shall mean any state, county, district, or municipal officer, department, division, bureau, board, commission, or other separate unit of government created or established by law. It is the duty of each agency to:

(a) Cooperate with the division in complying with the provisions of this chapter and designate a records management liaison officer.

(b) Establish and maintain an active and continuing program for the economical and efficient management of records.

(6) A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division. The division shall adopt reasonable rules not inconsistent with this chapter which shall be binding on all agencies relating to the destruction and disposition of records. Such rules shall provide, but not be limited to:

(a) Procedures for complying and submitting to the division records-retention schedules.

(b) Procedures for the physical destruction or other disposal of records.

(c) Standards for the reproduction of records for security or with a view to the disposal of the original record.

History.—s. 5, ch. 67-50; ss. 10, 35, ch. 69-106; s. 4, ch. 81-173; s. 24, ch. 83-339; s. 46, ch. 86-163; s. 8, ch. 95-296; s. 34, ch. 2000-258; s. 15, ch. 2004-335; s. 5, ch. 2015-117.

Note.—Former s. 267.051.